



# Pay Policy

Formally adopted by:-	CEE Trustees
On:-	
Chair of Trustees:-	Julie Fletcher
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# Pay policy P206c

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We, the Trust, have adopted this policy.

## **Introduction**

We recognise 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 was adopted by the Trust on **3 April 2025** and has been consulted on with staff and/or the recognised trade unions.

The policy sets out how we will assess the salary of new employees 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's academies
- 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 - Overarching statements**

### **A1 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, so far as the Trust has determined is appropriate.

### **A2 Pay structure**

For the purposes of transparency and to deliver a clear framework for the CEO, Headteachers and other staff to operate within, the Trust Board has adopted the pay structures detailed at Annex 4 and 6.

### **A3 Salary protection or safeguarding**

We 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.

## **A4 TUPE Protection**

This pay policy reflects that pay arrangements adopted by the Trust that will be applied to all employees. 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.

## **A5 Pensions**

We 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. We recognise 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 take action against the Trust in respect of its financial decision making.

## **A6 Equalities and support**

It is our intention that pay is awarded fairly, equitably and in support of our policy on equality and recognising our responsibilities under relevant legislation.

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

We expect adherence to this policy in line with obligations under equality legislation. The CEO, Headteachers and other senior managers will ensure that all reasonable adjustments or supportive measures are considered to allow equality of access and opportunity regardless of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; or sexual orientation.

Through the implementation of this policy, we will be mindful of our obligation to seek to maintain and protect the mental health and wellbeing of all employees as far as is reasonably practicable.

According to ACAS it is estimated one in seven people are neurodivergent, meaning that the brain functions, learns and processes information uniquely. Where an employee discloses neurodiversity, we understand the employee may require extra support in relation to the application of this policy. Where reasonable adjustments are necessary and can be accommodated, the Headteacher will support these.

## **A7 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.

## **A8 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 2.

## **A9 Staffing budget**

The amount of money allocated to implementing the 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 and relevant committees or equivalent.

## **A10 Relationship with the Trust's improvement and development plans**

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

## **A11 Access to development opportunities**

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

## **A12 Consultation arrangements**

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

## **A13 Communication arrangements**

We are committed to ensuring that all employees are aware of this pay policy and that reasons for pay related decisions are understood. The application of the pay policy will be undertaken in as open a way as possible. The salary details of individual employees, 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**

### **B1 The Chief Executive Officer and Accounting Officer**

We have 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.

### **B2 Teaching staff**

We have 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.

This policy does not address every situation covered by the STPCD and we reserve the right as the 'relevant' body to exercise our responsibilities in accordance with other pay and conditions issues not covered by this pay policy.

### **B3 Support staff**

We have 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. We 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.

### **B4 Other identified staff with alternative pay arrangements**

We have determined that the following posts will have alternative pay arrangements to the provisions of the STPCD or Green Book.

- Business Manager

In these cases, we have determined pay arrangements specific to those posts with all decisions (including any annual pay review, pay progression, bonus, etc if applicable) being appropriately recorded in Trust minutes and in the employment contract documentation for those employees. Alternative pay arrangements are only applied where we believe the established STPCD or Green Book provisions are not suitable for the specific role in question.

## **Section C - Arrangements for teaching and leadership staff**

### **C1 Pay reviews**

We will ensure that the salary of all teaching staff (including the CEO 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.

The finalising of pay reviews and issuing of annual statements may be delayed if there is a delay in the STPCD being approved through Parliament (for example if STPCD is not entered into law until sometime after 1 September).

### **C2 Pay progression**

#### **C2.1 Pay progression for Teaching Staff, Leadership Staff and Unqualified Teachers**

All teachers can expect to receive regular constructive feedback on their performance and development and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in our Appraisal Policy.

The criteria we will use when making decisions on pay progressions are in accordance with the School Teachers' Pay and Conditions Document. The Document specifically states that teachers (including leadership, teaching and unqualified teaching staff) who have completed a year of employment since the last annual pay determination are entitled to be considered for progression within their scale. Following an individual annual appraisal and, subject to the provisions of this pay policy, a teacher should expect to receive annual pay progression within the relevant pay range, subject to successful performance as defined in this pay policy. Pay progression will not be withheld for reasons other than performance.

Performance objectives will be set annually with all teaching staff in accordance with the Appraisal Policy.

There shall be no progression up the pay spine unless there has been a sustained high quality of performance having regard to the results of the most recent appraisal.

Pay progression decisions will be clearly attributable to the performance of the individual. Sustained high quality of performance, having regard to the results of the most recent appraisal, should give the individual an expectation of progression within their pay range where there is scope for such progression.



## **C2.2 Pay progression for Early Career Teachers (ECTs)**

In the case of ECTs, the Headteacher will determine the teacher's performance and any pay recommendation by means of the statutory induction process set out in the Education (Induction Arrangements for School Teachers) (England) Regulations.

The Headteacher will also ensure that ECTs are not negatively affected by the extension of the induction period from one to two years.

Pay progression is an option for all ECTs at the end of the first year provided the stated requirements are judged to be met. If an ECT requires an extension to their first year due to unforeseen circumstances (e.g. absence from work), this will not necessarily prevent pay progression after the first year in role, provided evidence of positive assessments prior to the unforeseen circumstances is available to support consideration of the ECT's performance related pay progression.

## **C3 Leadership Group pay (for appointments made after or Headteacher groups reviewed after 1 September 2014)**

### **C3.1 Pay ranges and salaries**

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.

#### ***Stage 1 - defining the role and determining the Headteacher group***

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

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

Each academy 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 academies are overseen by one Executive Headteacher, a combined Headteacher group will be calculated. The Headteacher group for any academy will be reviewed whenever we deem it is necessary.

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

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

In determining the leadership pay ranges, we 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, we have taken into account additional factors to the extent deemed appropriate for the academies. 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 we determine 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 other than the Headteacher, we will give consideration to similar factors but also to the positioning of those posts between the Headteacher and other teaching staff within the academy.

We 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.

## **C3.2 Pay progression**

Where a leader has not reached the maximum point of either their identified salary range, pay progression considerations within that range (with effect from 1 September each year) will be as per section C2 above.

### **C3.3 Determination of temporary payments to Headteachers**

The approach outlined in C3.1 will capture all permanent responsibilities attached to a Headteacher's post. 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 Headteacher in any academic year will not exceed 25% of the annual salary which is otherwise payable to the Headteacher. 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, we 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.

### **C3.4 Additional payments to Headteachers**

The STPCD makes some allowance for additional payments to be made to Headteachers in specific circumstances. We reserve the right, should the specific circumstances arise, to determine that such payment be made.

## **C4 Leading practitioner pay arrangements**

### **C4.1 Salary range and points**

Where we appoint a leading practitioner, whose post will have the primary purpose of modelling and leading improvement of teaching skills, those employees 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, we 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.

We have adopted a pay range for leading practitioners using reference points set out on the attached ESOPS - see Annex 4. Each leading practitioner will be appointed on a pay range consisting of five consecutive points from the leading practitioner's range.

When determining the appropriate five-point range, we 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 Teacher Appraisal Policy, we require 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.

We may award movement up the pay range by two, one or no reference points, in accordance with the provisions of the 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.

## **C4.2 Pay progression**

Where a Leading Practitioner has not reached the maximum point of their identified range, pay progression considerations within that range (with effect from 1 September each year) will be as per paragraph C2 above.

## **C5 Pay structure for qualified teachers**

### **C5.1 Main Pay Range**

#### ***Determination of salary on appointment***

We have adopted a main pay scale which begins at the minimum of the pay range and ends at the maximum and contains four reference points in between. This is set out in ESOPS (see Annex 4) and mirrors the advisory pay points laid out in the STPCD.

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

- qualified teachers will commence on at least the minimum point of ESOPS.
- for service up to 31 August 2013, one point will be awarded for each year of qualifying employment as defined by the STPCD including service in state schools in the EEA outside of England and Wales (such as Scotland) on their return to England and Wales.
- for service from 1 September 2013, we will take into account the teacher's current salary and decide whether to award any additional points.
- further points (subject to a maximum of one point per year) may be awarded in respect of other relevant experience, if considered appropriate. This may

include teaching in a city academy, city technology college, independent school, sixth form college, or higher or further education establishment.

- additional points (subject to a maximum of one point for every three years) may be awarded for service as a qualified teacher in an overseas school outside of the EEA in the maintained sector of the country concerned, or outside teaching but in a relevant area (including industrial or commercial training, or time spent in an occupation relevant to the teacher's work at the school).
- we will consider the awarding of points on appointment on a case by case basis, having regard to equal opportunities, fairness and transparency.
- points awarded for experience will be awarded on a permanent basis while employed at the school.

We have determined that previous salaries need not be recognised when making a new appointment.

## C5.2 Upper Pay Range

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

### *Pay levels*

We have adopted an upper pay scale that consists of the minimum and maximum values of the upper pay range plus one reference point as set out in ESOPS (see Annex 4) which mirrors the advisory points included in the STPCD.

## C5.3 Movement to the Upper Pay Range

### *Applications and Evidence*

Any qualified teacher may apply to be paid on the upper pay range, and **any such application must be assessed in line with this policy**. It is the responsibility of the teacher to decide whether they wish to apply to be paid on the upper pay range. Applications may be made at least once a year.

If a teacher is simultaneously employed elsewhere (outside the Trust), they may submit separate applications if they wish to apply to be paid on the upper pay range with that employer. We will not be bound by any pay decision made by another employer.

All applications should include the results of reviews or appraisals under the 2011 or 2012 regulations, including any recommendation on pay (or, where that information is not applicable or available, a statement and summary of evidence to demonstrate that the applicant has met the assessment criteria). Applications should contain evidence from the two most recent, successful appraisal outcomes

### *The Assessment*

An application from a qualified teacher will be successful where the governance board is satisfied that:

- a) the teacher is highly competent in all elements of the relevant standards; and
- b) the teacher's achievements and contribution are substantial and sustained.

**For the purposes of this pay policy:**

- 'Highly competent' means performance which is not only good but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice.
- 'substantial' e.g. of real importance, validity or value to the school; play a critical role in the life of the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.
- 'sustained' means maintained continuously over 3 school years

The application will be assessed by the Executive Head and the CEO who will then make recommendations to Trustee to making the final decision.

***Processes and procedures***

The assessment will be made within 20 working days.

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.

If unsuccessful, feedback will be provided by the Exec Head or CEO, in writing with confirmation of the process for appeals

Any appeal against a decision not to move the teacher to the upper pay range will be heard under the Trust's appeal arrangements.

**C5.4 Pay progression based on performance**

Where a teacher is first appointed below the maximum point of either the main pay scale or the upper pay scale, pay progression considerations within the respective scale (with effect from 1 September each year) will be as per section C2 above. Movement from the main pay scale to the upper pay scale is covered in section C5.3 below.

**C5.5 Discretionary allowances and payments**

***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.

We have set a minimum and maximum amount for TLR payments as stated in the STPCD.

We have determined that TLR payments will carry the following amounts:

<b>TLR payments 2024</b>		
	Minimum	Maximum
<b>TLR 1</b>	£9,782	£16,553
<b>TLR 2</b>	£3,391	£8,279
<b>TLR 3</b>	£675	£3,344

A TLR3 with an annual value between the minimum and maximum set by the STPCD may be awarded to a classroom teacher by the Trust Board for clearly time-limited school improvement projects, or one-off externally driven responsibilities. From 2021, TLR3 may be used to make payment to teachers undertaking planning, preparation, coordination of, or delivery of tutoring to provide catch-up support to pupils on learning lost to the pandemic and where that tutoring work is taking place outside of normal directed hours but during the school day. The annual value, duration and specific responsibilities of any TLR3 awarded will be made clear, in writing, at the outset of the arrangement in accordance with the STPCD. Safeguarding arrangements will not apply when TLR3 arrangements cease.

### ***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:

- (i) involves a substantial element of working directly with children with special educational needs: **and**
- (ii) requires the exercise of their professional skills and judgement in the teaching of children with special educational needs: **and**
- (iii) 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.

We 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.

We have determined that any SEN allowance awarded will be to the value as set out in the table below

<b>SEN allowances 2024</b>	
Minimum	Maximum
£2,679	£5,285

### **C3.7 Additional payments to teachers**

We may exercise discretion to award additional payments to teachers (including the Headteacher in some cases) as follows:

#### ***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

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

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

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

We 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.

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



We have chosen not to exercise 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.

### ***Acting allowances***

Where a teacher is assigned and carries out the duties of a Headteacher, Deputy Headteacher, or Assistant Headteacher but has not been appointed in an acting capacity, we shall, within four weeks, determine whether or not an allowance should be paid in accordance with the provisions of the STPCD.

### ***Recruitment and retention incentives and benefits***

Exceptionally, we 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, we will specify at the outset how long the payments will last. All other payments will be reviewed on an annual basis after which they may be withdrawn. These payments cannot be made to the Headteacher, Deputy Headteacher or Assistant Headteacher.

## **C3.8 Tutoring**

STPCD 2021 introduced clarity on arrangements for payment to main pay range teachers and upper pay range teachers in respect of tutoring work undertaken to address learning disruption as a result of the Coronavirus pandemic. The mechanism for payment should be through TLR3 (for additional work undertaken outside normal directed time but during the school day) and/or through the facility for payment in respect of out of school hours learning activity (for additional work undertaken outside the school day). The school will use these mechanisms where tutoring work is undertaken.

## **Section D - Arrangements for unqualified teaching staff**

### **D1 Salary arrangements**

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

We have 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 ESOPS (see Annex 4) and mirrors the advisory points laid out in the STPCD

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 we consider this to be of value to the performance of their duties, we 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.

## **D2 Pay progression**

Where an unqualified teacher is first appointed below the maximum point of the unqualified teachers' pay range, pay progression considerations (with effect from 1 September each year) will be as per paragraph C2 above.

## **D3 Additional allowance**

We may determine that such additional allowance as we consider appropriate, will be paid to an unqualified teacher where we consider, in the context of the staffing structure and pay policy, that the teacher has:

- a) taken on a sustained additional responsibility which;
  - i. is focused on teaching and learning; and
  - ii. requires the exercise of a teacher's professional skills and judgement; or
- b) qualifications or experience which bring added value to the role being undertaken.

## **Section E - Other general arrangements under STPCD**

### **E1 Part-time teaching staff**

Teachers employed on a contract with the Trust 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.

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

### **E2 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-four 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 194 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.

Supply teachers will not normally be paid beyond point 6 of the main scale for teachers (see later in this policy). The exception to this will be for existing part-time teaching employees of the Trust who undertake additional work for the Trust and have already progressed to a higher basic salary. In those cases, the employee's normal salary will be used as the basis for the supply teaching hourly rate.

### **E3 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: [delete if not relevant]

- 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, we will consider the uplift on a year by year basis. Our general intention is to maintain a clear structure of points in line with ESOPS but we reserve the right to move away from this through any annual determination.

## **Section F - Arrangements for support staff**

### **F1 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.

### **F2 Scales and grades**

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

### **Option 1**

We operate a scheme of pay and conditions of service that reflect Norfolk County Council's Modern Reward Strategy. See Annex 6 for current grades and rates. Grades and salaries for support staff are determined in accordance with those provisions (except where an individual's salary arrangements may be protected through TUPE legislation).

## **F3 Salary assessment**

The salaries of all support staff will normally be assessed:

- on appointment to the school
- annually to take effect from 1<sup>st</sup> July
- upon an appropriate request by the postholder
- at any other time deemed appropriate by the Trust.

This assessment will be determined by the following criteria:

- responsibilities of the post
- performance of the postholder in accordance with previously agreed objectives and the relationship between the outcome and the scheme for progression
- any career progression scheme for support staff in use in the Trust

The assessment may have regard to any current grading/job descriptions/job evaluation framework in force in the local authority.

## **F4 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 and ensures compliance with statutory paid holiday provisions. Contracted support staff working less than all year round will have their pay averaged across the year and paid in twelve equal instalments.

## **Section G - Supplementary**

### **G1 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](http://www.gov.uk/national-minimum-wage-rates).

## **G2 Data Protection**

Personal data collected and processed for the purpose of this policy will be handled in accordance with the data protection policy and applicable statutory obligations. Any personal data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of employee management or to comply with statutory reporting obligations. Inappropriate access to, or disclosure of, employee data constitutes a data breach and should be reported without delay, in accordance with the data protection policy. It may also constitute a disciplinary offence in which case it would be dealt with under our disciplinary policy and procedure.

## **G3 Monitoring**

We will monitor the outcomes and impact of this policy on a regular basis to assess its effect and our continued compliance with equalities legislation.

## **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 employee receives written confirmation of the pay determination and, where applicable, the basis on which the decision was made.
2. If the employee 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 employee continues to be dissatisfied, they may follow a formal procedure as set out below.

### *Registering a formal appeal*

3. To initiate a formal appeal, the employee 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*

4. 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 employee 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 employee should be informed in writing of the hearing's decision and the right of appeal.

#### *Pay Appeals Committee hearing*

5. 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 employee 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.
6. 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.
7. Both parties may call witnesses.
8. Relevant papers will be exchanged by the parties no later than three working days before the hearing
9. 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 employee, 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 employee.

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

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

The employee, 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 employee, 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 employee 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 – left intentionally blank**

#### Annex 4 - ESOPS teaching staff pay scales (1 September 2024) G206c

##### Main Pay Range

Point	2024
Point 1 (Minimum)	£31,650
Point 2	£33,483
Point 3	£35,674
Point 4	£38,034
Point 5	£40,439
Point 6 (Maximum)	£43,607

##### Upper Pay Range

Point	2024
Point 1 (Minimum)	£45,646
Point 2	£47,338
Point 3 (Maximum)	£49,084

##### Allowances for qualified classroom teachers

TLR payments 2024		
	Minimum	Maximum
<b>TLR 1</b>	£9,782	£16,553
<b>TLR 2</b>	£3,391	£8,279
<b>TLR 3</b>	£675	£3,344

SEN allowances 2024	
Minimum	Maximum
£2,679	£5,285

##### Unqualified Teacher pay range

Point	2024
Point 1 (Minimum)	£21,731
Point 2	£24,224
Point 3	£26,716
Point 4	£28,914
Point 5	£31,410
Point 6 (Maximum)	£33,902

### Leading practitioner pay range

Point	2024
Point 1 (Minimum)	£50,025
Point 2	£51,280
Point 3	£52,560
Point 4	£53,867
Point 5	£55,209
Point 6	£56,593
Point 7	£58,118
Point 8	£59,457
Point 9	£60,943
Point 10	£62,509
Point 11	£64,129
Point 12	£65,608
Point 13	£67,247
Point 14	£68,925
Point 15	£70,639
Point 16	£72,518
Point 17	£74,182
Point 18 (Maximum)	£76,050

Leadership group pay ranges								
Pn t	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8
1	£49,781							
2	£51,027							
3	£52,301							
4	£53,602							
5	£54,939							
6	£56,316							
7	£57,831							
8	£59,167	£59,167						
9	£60,644	£60,644						
10	£62,202	£62,202						
11	£63,815	£63,815	£63,815					
12	£65,286	£65,286	£65,286					
13	£66,919	£66,919	£66,919					
14	£68,586	£68,586	£68,586	£68,586				
15	£70,293	£70,293	£70,293	£70,293				
16	£72,162	£72,162	£72,162	£72,162				
17	£73,819	£73,819	£73,819	£73,819				
18	£74,926	£75,675	£75,675	£75,675	£75,675			
19		£77,552	£77,552	£77,552	£77,552			
20		£79,475	£79,475	£79,475	£79,475			
21		£80,634	£81,441	£81,441	£81,441	£81,441		
22			£83,464	£83,464	£83,464	£83,464		
23			£85,529	£85,529	£85,529	£85,529		
24			£86,783	£87,651	£87,651	£87,651	£87,651	
25				£89,830	£89,830	£89,830	£89,830	
26				£92,052	£92,052	£92,052	£92,052	
27				£93,400	£94,332	£94,332	£94,332	
28					£96,673	£96,673	£96,673	£96,673
29					£99,067	£99,067	£99,067	£99,067
30					£101,533	£101,533	£101,533	£101,533
31					£103,010	£104,040	£104,040	£104,040
32						£106,626	£106,626	£106,626
33						£109,275	£109,275	£109,275
34						£111,976	£111,976	£111,976
35						£113,624	£114,759	£114,759
36							£117,601	£117,601
37							£120,524	£120,524
38							£123,506	£123,506
39							£125,263	£126,517
40								£129,673
41								£132,913
42								£136,243
43								£138,265

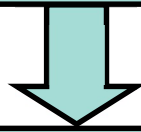
Point	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8
1	£							
2								
3								
4								
5								
6	£56,316							
7								
8		£62,202						
9								
10								
11			£63,815					
12								
13								
14				£68,586				
15								
16								
17								
18	£74,926				£75,675			
19								
20								
21		£80,634				£81,441		
22								
23								
24			£86,783				£87,651	
25								
26								
27				£93,400				
28								£96,673
29								
30								
31					£103,010			
32								
33								
34								
35						£113,624		
36								
37								
38								
39							£125,263	
40								
41								
42								
43								£138,265

## Annex 5 - Upper pay scale - model application process

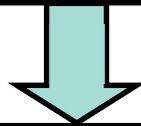
An application to access the upper pay range can be made if the conditions in the pay policy section on salary progression to the upper pay range are satisfied and it can be demonstrated that:

The employee is highly competent in all elements of the relevant standards, and

The employee's achievements and contribution to the school are substantial and sustained, beyond that expected of a classroom teacher on the main pay scale.

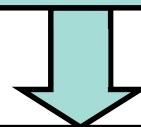


Employee to discuss the process with their appraiser and/or the Headteacher, either during the appraisal review or at another agreed time.



Before [Trust to determine date], the employee 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 employee's practice.



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

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

**Annex 6 - Support staff salary arrangements**  
**Support staff salary scales (01 April 2024) G206a**

**Scales A to I**

Scale	Salary Point	£	Hourly
Scale A*	2	£23,656	£12.2615
Scale B	3	£24,027	£12.4538
Scale C	4	£24,404	£12.6492
Scale D	5	£24,790	£12.8493
	6	£25,183	£13.0530
Scale E	7	£25,584	£13.2609
	8	£25,992	£13.4723
	9	£26,409	£13.6885
	10	£26,835	£13.9093
	11	£27,269	£14.1342
Scale F*	12	£27,711	£14.3633
	13	£28,163	£14.5976
	14	£28,624	£14.8366
	15	£29,093	£15.0797
	17	£30,060	£15.5809
Scale G	18	£30,559	£15.8395
	19	£31,067	£16.1028
	20	£31,586	£16.3718
	21	£32,115	£16.6460
	22	£32,654	£16.9254
Scale H	23	£33,366	£17.2945
	24	£34,314	£17.7858
	25	£35,235	£18.2632
Scale I	26	£36,124	£18.7240
	27	£37,035	£19.1962
	28	£37,938	£19.6643