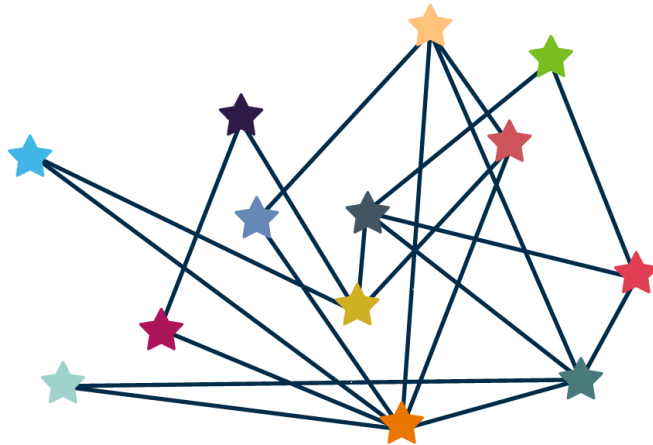


ULT Pay Policy



UTTOXETER
LEARNING TRUST
INSPIRED TEACHING
INSPIRING CHILDREN

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1. Policy Statement

The purpose of the ULT's Pay Policy is to set out the framework for making decisions on pay for teachers and support staff including the procedures for determining appeals. It has been adapted from the Staffordshire County Council Model Pay Policy 2020 to comply with current legislation; the statutory requirements of the School Teachers Pay and Conditions Document ([STPCD](#)) and the Conditions of Service for School Teachers in England and Wales (the Burgundy Book); the Department for Education guidance '[Implementing your school's approach to pay](#)'; the NJC Green Book and the locally agreed 'Framework for Support Staff Profiles' and is compliant with:

- the Employment Relations Act 1999(47),
- the Equality Act 2010(48),
- the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000(49) and;
- the Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002(50).

2. Policy Principles

The aim of this pay policy is to:

- Support the recruitment and retention of a high-quality workforce.
- Enable schools within the Trust to recognise and reward employees appropriately for their contribution.

- Ensure pay decisions and pay progression are compliant with the national pay framework as specified in the annually published School Teachers Pay & Conditions Document ([STPCD](#)), the Burgundy Book and NJC Green Book.
- Ensure that pay decisions are made using objective criteria so that there is no discriminatory effect on any group of employees with a protected characteristic under the Equality Act 2010.
- Ensure that the health, safety and wellbeing of employees is considered and that the policy has a minimum impact on their workload.

3. Roles and Responsibilities

Pay decisions in schools within the Trust are made by the Local Governing Boards within each school, who delegate pay responsibilities to a Pay Committee. The Trust Board will establish the Pay policy, and will be reviewed annually by the Trust's Finance and Audit committee. The role and responsibilities of the Trust Board/Finance and Audit committee/Local Governing Board/Pay committee are outlined in **Appendix 2**. When taking pay decisions, the Local Governing Board/Pay Committee must have regard to both the pay policy and the staffing structure. The Pay Policy and staffing structure should be made available to all employees.

4. Teachers Pay

September 2020

As per the [School Teachers Pay and Conditions document 2020](#) the following uplifts have been applied to the statutory pay ranges.

- The minimum of the main pay range has been uplifted by 5.5%;
- the maximum of the main pay range and the statutory minima and maxima of all other pay and allowance ranges for teachers and school leaders are uplifted by 2.75%;
- in order to facilitate pay progression decisions, support a transparent and coherent career pathway and to assist with recruitment and retention, advisory pay points for the main and upper pay ranges have been introduced within the STPCD;
- however, the advisory pay points for the main and upper pay ranges are not mandatory.

All uplifts to the pay ranges will be back dated to 1 September 2020.

The statutory pay ranges, including the STPCD advisory pay points for the main and upper pay ranges, from 1 September 2020 can be found in **Appendix 1(a)**.

4.1. Approach to Teachers Pay

The Local Government Association (LGA) circular detailing the STPCD advisory pay points for main and upper pay ranges and model pay points for all other pay ranges can be found in appendix 1(b). The Trust has adopted the model advisory pay points within the statutory pay ranges.

Annual pay progression for teachers should be based on performance determined during the annual appraisal. As per the STPCD the expectation is that good classroom teachers should normally reach the maximum of the main pay range within five years.

Department for Education guidance – Covid-19 pay progression 2020

The Trust continues to adhere to the School Teachers' Pay and Conditions document (STPCD), which includes the requirement to ensure that all pay progression for teachers is linked to performance management. The DfE expects schools to use their discretion and take pragmatic steps to adapt performance management and appraisal arrangements to take account of the current circumstances.

Schools must ensure that teachers are not penalised during the appraisal process or in respect of any subsequent pay progression decisions as a result of the decision to restrict pupil attendance at schools, such as where this has had an impact on the ability of the teacher to meet fully their objectives.

4.2. Annual Pay Review

Each school's Pay committee will ensure that every teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October. In the case of headteachers, the deadline is 31 December. All teachers must be given a written statement setting out their salary and any other financial benefits to which they are entitled.

Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an employee's pay.

Where a pay review leads to a period of safeguarding (pay protection) the Pay Committee must inform the employee as soon as possible but no later than one month after the date of the decision.

5. Leadership Group Pay

The determination of leadership group pay introduced in the STPCD 2014 should only be applied to individuals appointed to a leadership post on or after 1 September 2014, or whose responsibilities have significantly changed on or after that date.

5.1 Three Stage Process to Determine Leadership Pay

A three-stage process has been adopted by the Trust Board to determine leadership pay. This provides greater flexibility to make pay decisions to attract headteachers and other members of the leadership team.

The three stages are detailed below, and further guidance can be found in the [DfE Guide 'Implementing your school's approach to pay'](#):

1. Define the role and determine the headteacher group (calculate the total unit score for the school in accordance with part 2 of the [STPCD](#)).
2. Set the indicative pay range (consider the complexities of the school's internal and external factors).
3. Decide the starting salary within the individual pay range (taking into consideration relevant skills and attributes, ensuring room for performance related progression as additional allowances are now restricted).

Adopting this approach will ensure that pay is reflective of the complexities of the school and use of allowances to enhance pay should not apply in most cases as these determinations should now be made from the outset.

5.2 Headteachers' Pay

Headteachers must be paid within the current statutory pay range detailed in **Appendix 1(a)**.

The [STPCD](#) describes how headteachers pay is calculated within a school using the school unit total which identifies the headteacher group.

The current Group size of schools within the Trust, based on unit totals in accordance with the October 2020 census, are as follows:

Thomas Alleyne's High School	Group 7
Oldfields Hall Middle Schools	Group 4
Ryecroft CE Middle School	Group 2
Windsor Park Middle School	Group 3
Picknalls First School	Group 2
Hutchinson Memorial First School	Group 1
All Saints CE First School	Group 1
Richard Clarke First School	Group 1

Individual pay ranges for headteachers may be whatever length the Trust Board deems appropriate (within the nationally agreed pay ranges) and includes fixed scale points.

Pay ranges for headteachers should be no less than the group minimum and should not normally exceed the maximum of the headteacher group. A headteacher's pay progression within the agreed pay range is taken by the CEO in consultation with the local governing board. However, the headteacher's pay range may exceed the maximum where the CEO, in consultation with the Trust Board, determines that circumstances specific to the role or candidate warrant a higher than normal payment.

However, the Trust Board must ensure that the maximum of the headteacher's pay range and any additional payments does not exceed the maximum of the headteacher group by more than 25% other than in exceptional circumstances; in such

circumstances the Trust Board will seek external independent advice before providing such agreement.

Should there be a requirement to make temporary payments to headteachers for undertaking additional responsibilities further advice can be found in the [STPCD](#).

All decisions undertaken regarding headteachers pay are subject to Trust Board approval.

5.3 Executive Headteachers

Pay determination for executive headteachers (a headteacher responsible and accountable for more than one school) should be based on the calculation of the total number of pupil units across all schools. The Trust Board should then determine the headteacher's starting point in that range. There is an expectation that temporary arrangements will be time-limited and subject to regular review and the maximum duration should be no longer than two years.

Consideration needs to be given to the remuneration of deputy and assistant headteachers who, as a result of the headteacher's role, take on additional responsibilities. An increase in remuneration should only be agreed where the post accrues additional extra responsibilities as a result of the headteacher's enlarged role. It is not automatic.

5.4 Wider Leadership Pay (Assistant / Deputy)

Wider leadership roles must be paid within the current statutory pay range detailed in **Appendix 1(a)**.

In the ULT, the wider leadership posts are currently as follows:

TAHS -	1 Deputy / 7 Assistant Heads
OHMS -	1 Deputy / 2 Assistant Heads
RMS -	1 Deputy / 1 Assistant Head
WPMS -	0 Deputy / 2 Assistant Heads
PFS -	1 Deputy / 0 Assistant Heads
HMFS -	0 Deputy / 0 Assistant Heads
ASFS -	0 Deputy / 0 Assistant Heads

For wider leadership posts, the Pay committee should consider how the role fits within the leadership structure of the school. The pay range for a deputy or assistant headteacher should only overlap the headteacher's pay range in exceptional circumstances. Individual pay ranges for deputy and assistant headteachers may be of whatever length the Pay Committee deems appropriate (within the nationally agreed Leadership pay range), allowing room for progression, and includes fixed scale points.

5.5 Pay Progression for Leadership Group

The headteacher will be appraised annually by the CEO of the Trust, with support from the Local Governing Board.

Wider leadership group pay will be reviewed annually taking into account the performance objectives set in line with the school [Appraisal Policy](#). The headteacher will propose a pay progression decision to the Pay Committee following appraisal for all wider leadership roles.

As per the [STPCD](#) the Local Governing Board/Pay Committee must decide how pay progression will be determined within the agreed pay range, subject to the following:

- any agreed pay progression must be related to the individual's performance, as assessed through the school's appraisal arrangements;
- sustained high quality of performance having regard to the results of the most recent appraisal;
- a recommendation on pay must be made in writing as part of the individual's appraisal report, and in making its decision the Local Governing Board/Pay Committee must have regard to this recommendation;
- the pay decision must be confirmed to the leadership member in writing along with the reasons for the pay decision and provide the right of appeal against the pay decision.

This Pay policy determines that members of the leadership group will receive a pay award in line with local pay progression arrangements following a successful appraisal.

6. Teachers Pay

Teachers must be paid within the current statutory pay ranges detailed in **Appendix 1(a)**.

6.1 Determining Teachers Pay on Appointment

On appointment the Pay Committee will determine the starting salary to be offered to the successful candidate within the appropriate pay range.

In making such determinations, the Pay Committee will consider a range of factors including;

- the nature of the post
- the nature of the qualifications, skills and number of years' experience required
- the wider school structure
- current salary

6.2 Pay Progression for Teachers

Teachers pay will be reviewed annually taking account of the performance objectives set in line with the schools [Appraisal Policy](#). The Pay Committee must decide how pay progression will be determined within the relevant pay range, subject to the following:

- any agreed pay progression must be related to the individual's performance, as assessed and recorded via the school's appraisal arrangements;
- that they meet the Teacher Standards ([see STPCD – Annex. 1](#)), a recommendation on pay must be made as part of the individual's appraisal report, and in making its decision the Pay Committee must have regard to this recommendation;
- the pay decision must be confirmed to the teacher in writing along with the reasons for the pay decision and provide the right of appeal against the pay decision;
- all pay decisions must be objectively justified and based on evidence documented in the annual appraisal.

This Pay policy determines that a teacher will receive a pay award in line with local pay progression arrangements (which may include enhanced progression where appropriate) following a successful appraisal. As per the [STPCD](#) the expectation is that good classroom teachers should normally reach the maximum of the main pay range within five years.

Where the appraisal objectives have not been met as defined in the [Appraisal Policy](#), there should be no recommendation to progress pay. If a teacher is unlikely to meet their objectives, this should be discussed with them in a timely manner and well in advance of the final appraisal meeting. A teacher does not have to be engaged in formal performance improvement/capability policies before pay progression can be paused.

All pay related decisions will be taken in accordance with relevant equalities legislation, Employment Relations Acts and Part-time Workers and Fixed-term Employees Regulations. Appropriate consideration will be given where staff have been absent for long periods e.g. due to sickness or maternity leave. Schools should consider an employee's performance either before or after a period of absence and consideration must be given on a case-by-case basis. When a teacher returns to work from maternity leave, the school must give the employee any pay increase that they would have received, following the appraisal, had they not been on maternity leave. Schools should refer to their HR provider for further advice.

6.3 Teachers on Main Pay Range

In the ULT the teachers main pay range is:

Teachers Main Pay Range	
Range	Salary
Minimum	£25,714
Maximum	£36,961

Pay progression for teachers on the Main Pay Range will be subject to performance as described in **6.2**.

6.4 Newly Qualified Teachers

In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process set out in the Education (Induction Arrangements for School Teachers) England (Regs 2012).

6.5 Unqualified Teachers

In the ULT the teachers Unqualified Pay Range is:

Unqualified Teachers Pay Range	
Range	Salary
Minimum	£18,169
Maximum	£28,735

Unqualified teachers' pay progression will be subject to performance and as described in **6.2**.

Upon obtaining qualified teacher status (QTS) an unqualified teacher must be transferred to a salary within the main pay range for teachers. The teacher must then be paid a salary which is the same as, or higher than, the sum of the salary in the unqualified pay range (including any safeguarded sum payable) as the Pay Committee considers to be appropriate.

6.6 Teachers on Upper Pay Range

In the ULT the Upper Pay Range is:

Teachers Upper Pay Range	
Range	Salary
Minimum	£38,690
Maximum	£41,604

Pay progression for teachers on the Upper Pay Range will be subject to performance and as described in **6.2**.

6.7 Leading Practitioners

In the ULT, **there are no** Leading Practitioner roles in any of the school structures.

7. Progression to the Upper Pay Range

Qualified teachers may apply to progress to the Upper Pay Range once a year in line with the assessment criteria set out below. It is the responsibility of the teacher to decide whether they wish to apply to be paid on the Upper Pay Range.

If a teacher is simultaneously employed at another school, they may submit separate applications if they wish to apply to be paid on the Upper Pay Range. Schools are not bound by any pay decision made by another school.

Schools should avoid confusing or conflating the criteria and factors for the award of TLR payments with the criteria for movement to the upper pay range, both within the context of additional responsibilities, objective-setting and when making pay decisions.

7.1 The Application

A template 'Upper Pay Range Application Form' is provided in **Appendix 3**.

A teacher wishing to apply to progress to the Upper Pay Range should submit their application no later than **31 October** each year.

All applications should include the results of the two most recent appraisals, under the Appraisal Regulations 2012, including any recommendation on pay. Evidence should be proportionate and readily available from day to day practice in school. When such information isn't available e.g. those returning from maternity leave or sickness absence, a written statement and summary of evidence designed to demonstrate the applicant has met the assessment criteria can be submitted by the applicant providing evidence from previous appraisals.

Applications should be submitted to the Headteacher.

7.2 The Assessment

The assessor must be qualified to undertake the assessment. In schools in the ULT, the assessment will be undertaken by the Headteacher.

The assessor will then submit their recommendation to the Pay Committee regarding the outcome of the application along with the reasons for their recommendation.

An application from a qualified teacher will be successful where the Pay Committee 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'** may mean

Performance which is not only good enough to provide coaching or mentoring to other teachers but 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 to meet the relevant standards and develop their teaching practice.

- **'substantial'** may mean

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 pupils' standards, take advantage of appropriate opportunities for professional development and use outcomes effectively to improve pupils' learning.

- **'sustained'** may mean

Maintained continuously over a significant period of time which would normally be no more than two years. For all schools within the ULT, the period considered is 2 years for both full time and part time employees.

7.3 The Outcome

The assessment should be made within 10 working days of the receipt of the application or the conclusion of the appraisal process, whichever is later.

If successful, a teacher will move to the Upper Pay Range from the previous 1 September and will normally be placed on the bottom of the range.

If unsuccessful, feedback will be provided by the headteacher as soon as possible and at least within 5 working days of the decision.

7.4 Appeals Process

Any appeal against a decision not to move a teacher to the Upper Pay Range will be heard under the general appeals arrangements set out in **Section 12**.

8. Allowances and Other Payments

Allowance ranges prescribed annually within the [STPCD](#) are detailed within **Appendix 1(a)**.

8.1 Special Educational Needs (SEN) Allowance

The eligibility criteria for a teacher to receive a SEN allowance is set out in the [STPCD](#).

The value of the SEN allowance at schools within the ULT is within the range £2,270 - £4,479

When deciding on the amount of the allowance to be paid, the Pay Committee will consider the structure of the school's SEN provision, whether any mandatory qualifications are required for the post, the qualifications or expertise of the teacher relevant to the post, and the relative demands of the post.

If, as a result of a change in the school's staffing structure, the Pay Committee determines that a teacher's duties will no longer attract a SEN allowance, safeguarding principles will apply as outlined in the [STPCD](#).

8.2 Teaching and Learning Responsibility (TLR) Payments

The values of the TLRs to be awarded at schools within the ULT are:

TLR 1 £8,291 - £14,030

TLR 2 £2,873 - £7,017

TLR 3 £571 - £2,833

The Pay Committee may award a TLR payment to a classroom teacher for undertaking a sustained additional responsibility, for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable.

8.2.1 Eligibility Criteria

A TLR 1 and 2 will be paid while a teacher remains in the same post or occupies another post temporarily in the absence of a post-holder who is eligible for a TLR. Unqualified teachers may not be awarded TLRs. Teachers cannot hold a TLR1 and TLR2 concurrently but a teacher in receipt of either a TLR1 or TLR2 may also hold a concurrent TLR3.

8.2.2 TLR1 and TLR2

Before awarding a TLR, the Pay Committee must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers, and that it-

- a) is focused on teaching and learning;
- b) requires the exercise of a teacher's professional skills and judgement;
- c) requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
- d) has an impact on the educational progress of pupils' other than the teacher's assigned classes or groups of pupils'; and
- e) involves leading, developing and enhancing the teaching practice of other staff.

Both TLR 1 and 2 are pro-rata'd for part time workers.

8.2.3 TLR1 Only

Before awarding a TLR 1, the Pay Committee must be satisfied that the significant responsibility referred to in the previous paragraph includes in addition, line management responsibility for a significant number of people.

8.2.4 TLR3 (time limited)

Before awarding a TLR 3, the Pay Committee must be satisfied that the significant responsibility referred to in the previous paragraphs apply, except:

- c) requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum; and
- e) involves leading, developing and enhancing the teaching practice of other staff.

The Pay Committee will ensure that the use of TLR3 applies only to clearly time limited school improvement projects or one-off externally driven responsibilities and where there is a genuine development or operational need.

TLR3 payments will not be used to replace or otherwise limit teachers' pay progression on the Main, Upper or Leading Practitioner Pay Ranges. A TLR3 is not pro-rata'd for part time staff.

8.2.5 TLRs and Safeguarding

If, as a result of a change in the school's staffing structure, the Pay Committee determines that a teacher's duties will no longer attract a TLR 1 or TLR 2, safeguarding principles will apply as outlined in the [STPCD](#).

Teachers in receipt of a safeguarding payment who are temporarily paid a TLR sum to cover the responsibilities of a permanent post-holder will revert to their safeguarded allowance when the period of temporary cover finishes.

TLR3 payments are not subject to safeguarding.

8.3 Recruitment & Retention Payments

The Pay Committee may make such payments or provide such other financial assistance, support or benefits to a teacher as it considers to be necessary as an incentive for the recruitment of new teachers and the retention of existing teachers.

The Pay Committee should make clear at the outset the value, expected duration of any incentive and benefits and the review date after which they may be withdrawn. The Local Governing Board will conduct annual review of all incentives, support or benefits.

Headteachers, deputy headteachers and assistant headteachers may not be awarded recruitment and retention payments other than as reimbursement of reasonably incurred housing or relocation costs.

For further guidance on recruitment and retention payments please refer to the [STPCD](#).

8.4 Additional Payments

The Pay Committee may agree additional payments to a teacher, other than a headteacher, in respect of:

- a) continuing professional development undertaken outside the school day;
- b) activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;
- c) participation in out-of-school hours learning activity agreed between the teacher and the headteacher;
- d) additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools.

The Pay committee will consult with the CEO before agreeing any additional payments to a teacher.

As per the [STPCD](#) teachers are not eligible for honoraria payments.

8.5 Acting Allowance

Where a teacher temporarily carries out duties of a headteacher, deputy headteacher or assistant headteacher, the Pay Committee, within the period of four weeks beginning on the day on which such duties are first assigned, will determine whether or not an ‘acting allowance’ should be paid.

Where agreed, the acting allowance should be paid from the day the duties commence and ensure that the teacher’s total remuneration is not lower than the minimum of the respective pay range for the period of the acting up.

8.6 Unqualified Teachers Allowance

The Pay Committee may determine that it is appropriate to pay an additional allowance to an unqualified teacher where it considers, in the context of its 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 judgment; or
- b) qualifications or experience which bring added value to the role being undertaken.

8.7 Teachers in Residential Units

Teachers working in residential special schools are normally entitled to be paid for residential duties in accordance with national agreements reached by the Joint Negotiating Committee for Teachers in Residential Establishments.

This is not applicable to any school within the ULT.

9. Safeguarding of Salary (pay protection)

Where pay decisions are taken which lead to a teacher receiving safeguarding, they will be given written notification as soon as possible and no later than one month after the decision.

Circumstances which may lead to safeguarding are;

- Where the school staffing structure has changed.
- Where the duties and responsibilities which have led to the payment of a TLR 1 or 2 are no longer required.

A safeguarded sum will not be increased during the safeguarding period. The safeguarded sum will be payable for a maximum period of three years from the relevant date as per the [STPCD](#).

Teachers entitled to safeguarding in excess of £500 may be required to undertake additional responsibilities commensurate with the safeguarded sum for the period of safeguarding.

There is provision for teachers who occupy another post on a temporary basis to have their safeguarding restored on return to their original post (unless it would otherwise have ceased).

For more information, please refer to the [STPCD](#).

10. Working Arrangements

10.1 Part- time employees

The Local Governing Board will apply the provisions of the [STPCD](#) in relation to part-time teachers' pay and working time and ensure that no employee receives less favourable treatment by virtue of the fact that they work part-time.

10.2 Supply teachers

Supply teachers hired directly will be paid in accordance with the [STPCD](#). The pay of supply teachers employed via agencies is determined via the agency concerned.

11. Salary Sacrifice Arrangements

A salary sacrifice arrangement refers to any arrangement under which an employee gives up the right to receive part of their gross salary in return for the employer's agreement to provide them with a benefit-in-kind. The ULT currently operates a salary sacrifice 'hire agreement' cycle scheme and continues to offer childcare vouchers for existing scheme members although, following Government changes, this scheme is now closed to new entrants.

12. Appeals regarding pay decisions (Teachers)

A teacher may request a review of any decision taken in relation to their pay due to one or more reasons specified in the list below, which is not exhaustive:

- a) incorrectly applied any provision of the relevant conditions of service or pay policy;
- b) failed to have proper regard for statutory guidance;
- c) failed to take proper account of relevant evidence;
- d) took account of irrelevant or inaccurate evidence;
- e) was biased or otherwise unlawfully discriminated against the employee.

12.1 The Appeals Procedure

It is recommended that a teacher is informed of a pay recommendation before it is ratified by the Pay Committee. The opportunity to discuss a pay decision before it is made may also mitigate the need for a formal appeal. The recommended order of proceedings is as follows:

1	The teacher is informed of the pay recommendation and the basis on which the recommendation has been made.
2	If the teacher is not satisfied, he/she should seek to resolve this by discussing the matter informally (normally with the headteacher).
3	Following the discussion, the pay recommendation will be submitted to the Pay Committee and their decision will be communicated to the teacher in writing.
4	Where the teacher continues to be dissatisfied, he/she may follow a formal appeal process.
5	The teacher should set down in writing the reason(s) for questioning the pay decision as defined in point 12. above and send it to the chair of the appeal committee normally within 10 working days of receiving the outcome. This time limit may be extended by either side if sufficient reason is given.
6	The teacher should be invited to an appeal meeting where they and the appeal committee can discuss the original pay decision, ask questions and provide further information relevant to the decision.
7	Following the appeal, the committee must reach a decision and relay this to the teacher in writing as soon as possible, normally no later than 5 working days, including their rationale for reaching the decision

12.2 The Appeals Committee

Any appeal should be heard by a panel of three governors who were not involved in the original determination. The teacher will be given the opportunity to make representations in person or may wish to delegate this to their representative.

For any formal hearing or appeal the teacher is entitled to be accompanied by a work colleague or union representative. Each step and action of this process must be taken without unreasonable delay. The timing and location of the formal meeting must be reasonable and there should be opportunity to re-schedule if necessary. The formal meeting must allow both parties to explain their cases.

The process is consistent with the provisions of employment law. The appeal committee's decision is final and, as per the [STPCD](#), there is no recourse to the general staff grievance procedure.

Further guidance on the appeals procedure and the appeal hearing can be found in the [DfE Guidance 'Implementing your school's approach to pay'](#). Schools may also wish to obtain further advice regarding appeals from their HR provider.

13. Support Staff

The Trust's current pay structure for support staff is detailed in **Appendix 1(b)**

All support staff employed in the ULT will be paid in accordance with the conditions of service agreed by the National Joint Council (NJC) for Local Government Services (referred to as the "Green Book" in this policy).

The [Framework of Support Staff Profiles](#) and the Trust's Pay and Grading Structure form part of this Pay Policy. The Trust's pay structure consists of sixteen grades which incorporate the nationally agreed NJC pay spine.

13.1 Support Staff Framework

The Trust has adopted the County Council's Framework of Support Staff Profiles to ensure that the requirements of the Single Status Agreement 1997 are met. The Local Governing Boards have the power to determine the job description and person specifications within the Framework that match the duties and responsibilities covered by positions within the support staffing structure for the school.

The pay and grading of support staff, attached to the framework, is determined by the single status pay and grading structure agreed by the County Council and the recognised Green Book trade unions from 1 April 2019. In adopting the Single Status Pay and Grading Structure and Framework the Trust is assured that all decisions will be based on a fair and objective approach to pay and grading according to criteria laid down in the relevant national agreements. The pay structure is based on a 'points to pay' relationship, determined through a job evaluation process therefore ensuring equal pay for work considered of equal value.

13.2 Determining support staff pay on appointment

All support staff will be appointed to a profile within the [Framework of Support Staff Profiles](#).

As the Council's pay structure, as adopted by the ULT, reflects a points-to-pay relationship the points attached to each post within the Framework determine the salary (grade) that will be paid.

Each grade has a number of spinal column points (SCPs) within it. New employees will normally start at the bottom of the grade unless there is a market forces issue which requires consideration to appoint further up the grade (excluding the contribution-based point).

Support staff increment annually to the next SCP on 1 April until they reach the maximum of the assigned grade. If an employee commences in role between 1 October and 31 March, they increment on the 6-month anniversary of their start date and then 1 April thereafter until the maximum of the grade is reached.

Where an employee moves from one post to another of the same grade, they should be appointed to the same spine reached. If an employee is promoted from one grade to the next and the grades overlap, where the employee is on the maximum of the old grade, they should be appointed to the second spine in the new grade.

13.3 Pay Progression for Support Staff

In April of each year employees will automatically move to the next SCP within the grade until they reach the maximum of the grade. In addition employees will receive any nationally agreed cost of living pay increase.

Support staff will receive an annual appraisal in line with the school's Appraisal policy. However, there should be no link between performance and pay progression as incremental progression is based on time in post including the maximum spine within each grade.

13.4 Regrades and Regrade Appeal Process

Where a member of staff seeks a regrade, or wishes to appeal against a regrade, the Trust Board has agreed to continue to follow Staffordshire County Council's model Regrade policy. Regrade requests, or appeals, will be considered by the local governing board for each school.

13.5 Staffing structure changes

The staffing structure is normally reviewed annually. When this review covers the support staff structure the Local Governing Board (through an appropriate Committee) will use the Framework of Support Staff Profiles to determine the positions within the support staff structure and the pay grade applicable to the post.

13.6 Honoraria

The NJC “Green Book” requires that there should be arrangements for recognising temporary additional duties where an employee ‘acts up’ in the absence of a more senior employee or assumes additional responsibilities. The higher salary should be backdated to the first day the acting up or additional duties commenced. This does not apply, however, if the absence is due to annual leave. Local Governing Boards should refer to their HR provider for guidance on honoraria.

14. Apprentices

Apprentices must be paid at least the [Government’s National Minimum Wage](#). Those on a post-graduate teaching apprenticeship must be paid in accordance with the minimum of the unqualified teachers’ pay range for the training period.

For further advice on Apprenticeships please refer to [Apprentice guidance](#) on the SLN.

15. Monitoring the policy

The Trust will monitor the outcomes and impact of this policy annually, including trends in progression across specific groups of teachers and support staff, to assess its effect and the Trust’s continued compliance with equalities legislation.

16. Further Information

- [Equality Act 2010: advice for schools](#)
- [School Teachers’ Review Body 30th report: 2020](#)
- [School Teachers’ Pay and Conditions document 2020](#)
- [DfE guidance “Implementing your school’s approach to pay”](#)

Agreed Teacher's Pay Ranges September 2020

Leadership Group Size and Pay Range

	Minimum	Maximum
Group 1 (L6 – L18)	£47,735	£63,508
Group 2 (L8 – L21)	£50,151	£68,374
Group 3 (L11 – L24)	£54,091	£73,599
Group 4 (L14 – L27)	£58,135	£79,167
Group 5 (L18 – L31)	£64,143	£87,313
Group 6 (L21 – L35)	£69,031	£96,310
Group 7 (L24 – L39)	£74,295	£106,176
Group 8 (L28 – L43)	£81,942	£117,197

Leadership Advisory Pay Points

L1	£42,195
L2	£43,251
L3	£44,331
L4	£45,434
L5	£46,566
L6	£47,735
L7	£49,019
L8	£50,151
L9	£51,402
L10	£52,732
L11	£54,091
L12	£55,338
L13	£56,721
L14	£58,135
L15	£59,581
L16	£61,116
L17	£62,570
L18*	£63,508
L18	£64,143
L19	£65,735
L20	£67,364
L21*	£68,374
L21	£69,031
L22	£70,745
L23	£72,497
L24*	£73,599
L24	£74,295
L25	£76,141
L26	£78,025
L27*	£79,167
L27	£79,958
L28	£81,942
L29	£83,971
L30	£86,061

L31*	£87,313
L31	£88,187
L32	£90,379
L33	£92,624
L34	£94,914
L35*	£96,310
L35	£97,273
L36	£99,681
L37	£102,159
L38	£104,687
L39*	£106,176
L39	£107,239
L40	£109,914
L41	£112,660
L42	£115,483
L43*	£117,197

* These points are the maximum salaries for the eight headteacher group ranges

Main Pay Range

M1 (MPR minimum)	£25,714
M2	£27,600
M3	£29,664
M4	£31,778
M5	£34,100
M6 (MPR maximum)	£36,961

Upper Pay Range

U1 (UPR minimum)	£38,690
U2	£40,124
U3 (UPR maximum)	£41,604

Other Teachers Pay Ranges

	Minimum	Maximum
Leadership	£42,195	£117,197
Unqualified Teacher	£18,169	£28,735

Allowances

	Minimum	Maximum
TLR 1	£8291	£14,030
TLR 2	£2,873	£7,017
TLR 3	£571	£2,833
SEN	£2,270	£4,479

Appendix 1b

Support Staff Pay Grades 2020

SCP	Salary at 01/04/2020	Monthly Salary	Hourly Rate (37 Hrs)	Hourly Rate (32.5 Hrs)
1	£17,842	£1,486.83	£9.25	£10.53
2	£18,198	£1,516.50	£9.43	£10.74
3	£18,562	£1,546.83	£9.62	£10.95
4	£18,933	£1,577.75	£9.81	£11.17
5	£19,312	£1,609.33	£10.01	£11.40
6	£19,698	£1,641.50	£10.21	£11.62
7	£20,092	£1,674.33	£10.41	£11.86
8	£20,493	£1,707.75	£10.62	£12.09
9	£20,903	£1,741.92	£10.83	£12.33
11	£21,748	£1,812.33	£11.27	£12.83
12	£22,183	£1,848.58	£11.50	£13.09
14	£23,080	£1,923.33	£11.96	£13.62
15	£23,541	£1,961.75	£12.20	£13.89
17	£24,491	£2,040.92	£12.69	£14.45
19	£25,481	£2,132.42	£13.21	£15.04
20	£25,991	£2,165.92	£13.47	£15.34
22	£27,041	£2,253.42	£14.02	£15.96
23	£27,741	£2,311.75	£14.38	£16.37
24	£28,672	£2,389.33	£14.86	£16.92
25	£29,577	£2,464.75	£15.33	£17.45
26	£30,451	£2,537.58	£15.78	£17.97
27	£31,346	£2,612.17	£16.25	£18.50
28	£32,234	£2,686.17	£16.71	£19.02
29	£32,910	£2,742.50	£17.06	£19.42
30	£33,782	£2,815.17	£17.51	£19.93
31	£34,728	£2,894.00	£18.00	£20.49
32	£35,745	£2,978.75	£18.53	£21.09
33	£36,922	£3,076.83	£19.14	£21.79
34	£37,890	£3,157.50	£19.64	£22.36
35	£38,890	£3,240.83	£20.16	£22.95
36	£39,880	£3,323.33	£20.67	£23.53
37	£40,876	£3,406.33	£21.19	£24.12
38	£41,881	£3,490.08	£21.71	£24.71
39	£42,821	£3,568.42	£22.20	£25.27
40	£43,857	£3,654.75	£22.73	£25.88
41	£44,863	£3,738.58	£23.25	£26.47
42	£45,859	£3,821.58	£23.77	£27.06
43	£46,845	£3,903.75	£24.28	£27.64
44	£47,845	£3,987.08	£24.80	£28.23
45	£48,844	£4,070.33	£25.32	£28.82
46	£49,865	£4,155.42	£25.85	£29.43
47	£50,776	£4,231.33	£26.32	£29.96
48	£51,814	£4,317.83	£26.86	£30.58
49	£52,860	£4,405.00	£27.40	£31.19
50	£53,914	£4,492.83	£27.95	£31.81
51	£54,962	£4,580.17	£28.49	£32.43
52	£56,003	£4,666.92	£29.03	£33.05
53	£57,056	£4,754.67	£29.57	£33.67
57	£60,763	£5,063.58	£31.50	£35.86
58	£62,282	£5,190.17	£32.28	£36.75
59	£63,802	£5,316.82	£33.07	£37.65
60	£65,320	£5,443.33	£33.86	£38.54

Grades + Points	
Grade 1 up to 274 NJC points	
Grade 3 313-354 NJC points	Grade 2 275-312 NJC points
CBP spinal point	CBP spinal point
Grade 5 387-433 NJC points	Grade 4 355-386 NJC points
CBP spinal point	CBP spinal point
Grade 7 469-499 NJC points or 192-227 Hay points	Grade 6 434-468 NJC points
CBP spinal point	CBP spinal point
Grade 9 551+ NJC points or 269-313 Hay points	Grade 8 500-550 NJC points or 228-268 Hay points
CBP spinal point	CBP spinal point
Grade 11 371-438 Hay points	Grade 10 314-370 Hay points
CBP spinal point	CBP spinal point
Snr Manager Grade 13 Hay 516 - 629	Snr Manager Grade 12 Hay 439 - 515
CBP spinal point	CBP spinal point
	Snr Manager Grade 14 Hay 630 - 724
	CBP spinal point

61	£72,614	£6,051.17	£37.64	£42.85
62	£74,427	£6,202.25	£38.58	£43.92
63	£76,243	£6,353.58	£39.52	£44.99
64	£78,059	£6,504.92	£40.46	£46.06
65	£86,406	£7,200.50	£44.79	£50.99
66	£88,566	£7,380.50	£45.91	£52.26
67	£90,726	£7,560.50	£47.03	£53.54

61	Snr Manager Grade 15	Hay
62	725 - 879	
63	+ £4,395pa lease car subsidy / cash	
64	alternative.	
	CBP spinal point	

65	Snr Manager Grade 16	
66	Hay 880-1089 + £4,395pa lease car subsidy/cash	
67	alt.	
	CBP spinal point	

ROLES AND RESPONSIBILITIES

1. Establishment of the Pay Policy:

The ULT Finance and Audit committee is responsible for establishing the policy.

2. Monitoring and Review of the Pay Policy:

The ULT Finance and Audit committee is responsible for:

- Reviewing the policy annually, in consultation with trade union representatives, and submitting it to the ULT Trust Board for approval.

The local Governing Board is responsible for:

- considering an annual report, including statistical information, on decisions taken in accordance with the terms of the policy.

3. Role and Responsibility of the CEO:

- taking decisions regarding the pay of the headteacher following consideration of the recommendations of the governors responsible for the head teacher's performance review;
- submitting reports of these decisions to the ULT Finance committee;
- ensuring that the headteacher is informed of the outcome of the decision and of the right of appeal.

4. Role and Responsibility of the Pay Committee of the Local Governing Board

The Pay committee will comprise at least three governors, but governors employed by the school will not be eligible to serve on the Pay committee.

The Pay committee is responsible for:

- taking decisions regarding the pay of the deputy and assistant headteacher(s), classroom teachers and support staff following consideration of the recommendations of pay reviewers and the advice of the headteacher.

5. Role of the Appeals Pay committee of the Finance and Audit committee/local Governing Board:

The Appeals Pay committee of the Finance and Audit committee is responsible for:

- taking decisions on appeals against the decisions of the CEO in accordance with the terms of the appeals procedure of the policy.

The Appeals Pay committee of the local Governing Board is responsible for:

- taking decisions on appeals against the decisions of the Pay committee of the local Governing Board in accordance with the terms of the appeals procedure of the policy.

6. Role and Responsibility of the Headteacher:

The headteacher is responsible for:

- ensuring that pay recommendations for the deputy and assistant head teacher(s), classroom teachers and support staff are made and submitted to the Pay committee in accordance with the terms of the policy;
- advising the Pay committee on its decisions;
- ensuring that staff are informed of the outcome of decisions of the Pay committee and of the right of appeal.

UPPER PAY RANGE APPLICATION FORM (can be made once a year by 31 October)

Teacher's Details:

Name _____

Post _____

PM/Appraisal Details (INSERT):

Years covered by planning/review statements

Schools covered by planning/review statements

Evidence to be provided:

(Evidence should be proportionate and readily available from day to day practice in school).

- Evidence in support of each of the teacher's standards.
- Evidence that you are highly competent in all elements of the standards.
- That your achievements and contribution to the school have been substantial and sustained over the relevant period of your application.

Declaration:

I confirm that at the date of this application for assessment to cross the threshold I meet the eligibility criteria and I submit performance management/appraisal planning and review statements and any other supporting information covering the relevant period.

Applicant's signature _____ **Date** _____

The signed proforma should be appended to the Teacher's appraisal planning record statement.