



# Engage MAT Pay Policy

**Date of ratification: January 2017.....**

**Date of review: January 2018.....**



## Pay Policy

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### Pay Policy

#### 1. Introduction

The Engage Trust recognises that pay is of considerable importance in managing staff. Pay will influence relationships at work and, if pay is to be a positive rather than negative force, it is important to secure as much agreement as possible about its aims and to reduce the amount of misunderstanding that surrounds it.

For these, and other statutory reasons, the following pay policy was adopted by the Engage Trust Board Autumn Term 2016.

The purpose of this pay policy is to set out the way in which the Engage Trust Board will assess the salary of a new member of staff (whether full or part time) on appointment, and the manner in which salaries of all staff will be reviewed. The policy does not seek to address every situation covered, for example, by the School Teachers' Pay and Conditions Document, and the Engage Trust Board reserves its right as the 'relevant' body to exercise its responsibilities in accordance with other pay and conditions issues not covered by this document.

#### 2. Qualified teachers

The salaries of teaching staff will be assessed:

- *annually to take effect from 1<sup>st</sup> September (and individual teachers notified of any pay recommendation by 31 January)*  
**Or**
- upon appointment to the school
- *the Engage Trust Board has determined that it will wish to recognise existing salaries when making an appointment*

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- at any other time provided for in the School Teachers' Pay and Condition Document

### **2.1 Main pay range**

*The Engage Trust Board has decided to adopt a main pay scale that consists of the minimum and maximum values of the main pay range plus four further reference points as set out on the Norfolk Advisory pay scale. See Annex 4*

*On appointment, the Engage Trust Board has decided that points on this pay scale will be awarded as follows:*

- *qualified teachers will commence on at least the minimum point of the Norfolk Advisory pay scale*
- *one point will be awarded for each year of qualifying employment as defined by the School Teachers Pay and Conditions' Document including service in state schools in the EEA outside of England and Wales (such as Scotland) on their return to England and Wales.*
- *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 specialist environment*
- *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 working in a relevant area (including industrial or commercial training, or time spent in an occupation relevant to the teacher's work at the school)*
- *the Engage Trust Board will consider the awarding of points on appointment on a case by case basis with regard to equal opportunities, fairness and transparency*
- *points awarded for experience will be awarded on a permanent basis while employed at the school*

### **2.2 Salary progression on the main pay scale**

*In accordance with the School's Performance Management and Appraisal Policy, the Engage Trust Board shall require the Headteacher to agree performance criteria annually with the teacher and review performance against those criteria.*

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*When determining the salary of the teacher, the Engage Trust Board shall not determine that there will be any movement up the pay range unless there has first been a sustained high quality performance by the teacher in the light of the performance criteria previously agreed between the Engage Trust Board and the teacher and as evidenced by a successful performance management review. The Engage Trust Board shall decide to award movement up the pay range by no more than one reference point except in exceptional circumstances, as part of any pay review with reference to the teacher's appraisal reports and the pay recommendations they contain.*

### **3. Short notice / Supply teachers**

Teachers who work on a day to day or other short notice basis must be paid in accordance with the statutory pay arrangements in the same way as other teachers. On a daily basis, such teachers will have their pay assessed as an annual amount, divided by one hundred and ninety five and multiplied by the number of days worked. The maximum number of hours that 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 be hourly paid and also have their salary calculated as an annual amount which will then be divided to arrive at the hourly rate.

The working arrangements will be confirmed with the supply teacher before the placement is undertaken.

### **4. Upper pay range**

#### **4.1**

*The Engage Trust Board has decided to adopt an upper pay scale that consists of the minimum and maximum values of the upper pay range plus one further reference point as set out on the attached Norfolk Advisory pay scale. See Annex 4.*

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### 4.2 Application process

*A qualified teacher may apply once in any school year to the Engage Trust Board for assessment to access the upper pay range. Applicants should have been at the maximum of the main pay range for one year before making an application. The Engage Trust Board has decided to delegate the receipt and assessment of any applications to the Headteacher. The application must contain a summary of the evidence the teacher wishes to rely on in order to demonstrate that their performance merits access to the upper pay range and must include evidence of the two most recent, successful appraisal outcomes.*

*Having considered the application, the evidence referred to in the application and such other evidence as is considered appropriate, the Headteacher will determine whether the applicant can progress to the upper pay range. The Headteacher will need to be satisfied that:*

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

*Where the teacher's application is successful, they 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.*

### 4.3 Salary progression on the upper pay scale

*In accordance with the School's Performance Management and Appraisal Policy, the Governing Body shall require the Headteacher to agree performance criteria annually with the teacher and review performance against those criteria.*

*When determining the salary of the teacher, the Governing Body shall not determine that there will be any movement up the pay range unless there has first been a sustained high quality performance by the teacher in the light of the performance criteria previously agreed between the Governing Body and the teacher. The Governing Body may decide to award movement up the pay range by no more than one reference point as part of any pay review with reference to the teacher's two most recent, successful appraisal reports and the pay recommendations they contain.*

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*Only in exceptional circumstances will progression on the upper pay range occur at intervals of less than two years.*

### **5. Unqualified teachers**

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

*The Engage Trust Board has decided to adopt a pay range for unqualified teachers that consist of the minimum and maximum of the unqualified teachers' pay range plus four further reference points as set out on the attached Norfolk Advisory pay scale. See Annex 4.*

*On appointment, the Engage Trust Board has decided that 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 for a recognised qualification relevant to their subject area*
- *one point on the scale for each year's school teaching as an overseas trained teacher, or teaching in higher / further education.*

*Where a teacher is appointed with experience of working in a relevant area,*

*(this would include industrial or commercial training, time spent in an occupation relevant to the teacher's work at the school, and experience with children / young people) and the Board considers this to be of value to the performance of their duties, they may award an additional point or points. The Board will consider awarding one point for every four and a half years of working in a relevant area.*

*In certain specific circumstances, the Board may exercise its discretion to pay an additional allowance to a post-paid on the unqualified teachers' pay range which, at the maximum, will not exceed in total the pay a qualified teacher would have received in the same post.*

*Where a teacher is appointed below the maximum point of the unqualified teachers' pay range, pay progression (with effect from 1 September each year) will be considered as follows.*



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*In accordance with the School's Performance Management and Appraisal Policy, the Governing Body shall require the Headteacher to agree performance criteria annually with the teacher and review performance against those criteria.*

*When determining the salary of the teacher, the Governing Body shall not determine that there will be any movement up the pay range unless there has first been a high quality performance by the teacher in the light of the performance criteria previously agreed between the Governing Body and the teacher. The Governing Body may decide to award movement up the pay range by one reference point or that there will be no movement in accordance with the provisions of the school's Performance Management and Appraisal Policy with reference to the teacher's appraisal reports and the pay recommendations they contain.*

### **6. Discretionary allowances and payments**

#### **6.1 Teaching and learning responsibility payments (TLRs)**

In this school, TLRs will be awarded to the posts indicated in the staffing structure.

Such classroom teachers will be undertaking duties that include significant responsibilities that:

- focus 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
- has 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.

Where a TLR1 is awarded, the teacher will have line management responsibility for a significant number of people or significant responsibility for vulnerable children.

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The values of the TLRs to be awarded at Trust schools will be in accordance with the School Teachers Pay and Conditions Document

In addition, the Trust Board may exercise its discretion to award a TLR3 for specific, time limited school improvement projects or a one off, externally driven responsibility. The value, duration and the specific responsibilities of any TLR3 awarded will be made clear, in writing, at the outset of any arrangement in accordance with the School Teachers Pay and Conditions Document. The Governing Body notes that, in respect of TLR3 payments, safeguarding arrangements will not apply when the arrangements cease.

### 6.2 Special educational needs allowance (SEN)

A SEN allowance, in accordance with the School Teachers' Pay and Conditions Document, will be awarded by the Trust Board to any teacher meeting the criteria set out below:

- is employed in a special school or AP Academy
- is in an SEN post that requires a mandatory SEN qualification
- teaches pupils in one or more designated special classes or units in a school
- is in any non-designated setting (including any PRU) that is 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 school or unit.

The school will determine the spot value of the allowance for each relevant teacher taking into consideration the structure of the SEN provision and the following factors:

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

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- the relative demands of the post.

### **7. Part time teachers**

The proportion of time a part time teacher works is calculated 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.

### **8. Leading practitioners**

Where the Trust Board decides to appoint leading practitioners, whose job purpose must contain taking a leadership role in developing, implementing and evaluating policies and practices that contribute to school improvement, the relevant staff will be subject to the standards set out in the School Teachers' Pay and Conditions Document.

Each leading practitioner will be paid on an individual pay range within the pay range for leading practitioners.

*The Engage Board has decided to adopt a pay range for leading practitioners using reference points as set out on the attached Norfolk Advisory pay scale. See Annex 4. Each leading practitioner will be appointed on an individual pay range consisting of five points on the school's pay range for leading practitioners.*

*The Trust Board notes that, whilst the introduction of the option to appoint a leading practitioner coincides with the ending of the provisions to appoint excellent teachers (ET's) and advanced skills teachers (AST's):*

- *it will be for the Trust Board to determine whether to establish such a post, or posts, as part of the school's staffing structure.*

*When determining the appropriate five point range, the Governing Body will have regard in particular, but not exclusively, to the following criteria:*

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- *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.*

*The salary of a newly appointed leading practitioner shall be that corresponding to the lowest point of the five point range.*

*In accordance with the School's Performance Management and Appraisal Policy, the Trust Board shall require the Headteacher to agree performance criteria annually with the leading practitioner and review performance against those criteria.*

*When determining the salary of a leading practitioner, the Trust Board shall not determine that there will be any movement up the pay range unless there has first been a sustained high quality performance by the leading practitioner in the light of the performance criteria previously agreed between the Governing Body and the leading practitioner.*

*The Trust Board may decide to award movement up the pay range by two reference points, one reference point or that there will be no movement in accordance with the provisions of the school's Performance Management and 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 the course of an academic year.*

### **9. Leadership Group**

Members of the Leadership Group are paid on the pay spine for the Leadership Group. Salaries for members of this group will be assessed:

- annually, to take effect from 1 September
- upon appointment to the school
- upon any adjustment to the Individual School Range (ISR) or pay range
- at any other time provided for within the School Teachers' Pay and Conditions Document

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### 9.1 Head teachers

The Trust Board will determine a scale consisting of seven consecutive points on the pay spine for the Head teacher.

The salary on appointment of the Headteacher will be in accordance with the provisions of the School Teachers' Pay and Conditions Document.

Where such an arrangement is temporary:

- the pay arrangements will last for the duration of the appointment only
- the Trust Board will recognise that these temporary arrangements should last for no longer than two years
- the contractual variations will be set out in a fixed term variation of the Head teacher's employment contract
- the Trust Board will determine the requirement for additional staff and/or temporary pay increases for other staff whose responsibilities have increased due to the absence of the substantive post holder
- the Trust Board will note that, in such circumstances, safeguarding provisions will not apply when the arrangements cease
- the Trust Board will ensure that the payments for additional responsibilities are compatible with the provisions of the School Teachers' Pay and Conditions Document and the school's Pay and Performance Management and Appraisal Policy.

In accordance with its Performance Management and Appraisal Policy, the Trust CEO will seek to agree the performance objectives annually with the Headteacher relating to school leadership, management and pupil progress and, in default of agreement, the Trust Board will set such performance objectives.

The Trust Board shall not determine that there shall be any further progression up the pay spine unless, , an appraisal of the Head teacher's performance has been carried out and there has been a sustained high quality of performance having regard to the objectives set

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### **9.2 Discretionary payments to the Headteacher**

In the circumstances described below, the Trust Board/CEO may determine that additional payments should be made to the Headteacher, provided that the reasons had not previously been taken into account in determining the Head teacher scale:

- the school is a school causing concern
- without such additional payment, the Trust Board considers it would have difficulty filling the post should it become vacant
- without such additional payment, the Trust Board considers it would have difficulty retaining the Headteacher
- the Headteacher has been appointed as a temporary Headteacher to one or more additional schools.

Additional payments may also be made for the following reasons:

- continuing professional development undertaken outside the school day
- out of school hours learning activity
- initial teacher training activities
- additional responsibilities in respect of the provision of services by the Headteacher in relation to the raising of standards in one or more additional schools where the Headteacher has not been appointed as Headteacher on either a permanent or temporary basis.

The total sum of additional payments made to the Headteacher in any one school year will not exceed 25% of the value of the Head teacher's salary point on the pay spine for the Leadership Group other than in wholly exceptional circumstances and after the Trust Board has sought external independent advice in accordance with the School Teachers' Pay and Conditions Document.

### **9.3 Deputy Head teachers and Assistant Head teachers**

The Trust Board will select a pay range for each Deputy Headteacher / Assistant Headteacher consisting of five consecutive points on the pay spine for the Leadership Group.

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When determining each Deputy Head teacher's / Assistant Head teacher's pay range the Trust Board will base this on the circumstances and responsibilities of the post and will take account of any difficulties there may be in recruiting and retaining a Deputy Headteacher or an Assistant Headteacher.

The maximum of the pay range for a Deputy Headteacher must be below the minimum of the scale for the Headteacher and the minimum of the range for any Deputy Headteacher must be higher than the salary of the highest paid classroom teacher.

The maximum of the pay range for an Assistant Headteacher must be lower than the maximum of the range for any Deputy Headteacher and the minimum of the range for any Assistant Headteacher must be higher than the salary of the highest paid classroom teacher.

Other than when it is necessary to move the Deputy Headteacher / Assistant Headteacher up the pay scale to ensure the salary equals the minimum of his/her pay range, the Deputy Head teacher's / Assistant Head teacher's salary will not be increased by more than two points in the course of the academic year. Such points awarded will be effective from 1 September each year. Where a higher Deputy Headteacher / Assistant Headteacher range is set, any performance points for the previous year will be granted on the basis of the lower pay range before the Deputy Head teacher's / Assistant Head teacher's pay is assimilated onto the higher range.

In accordance with its Performance Management and Appraisal Policy, the Trust Board requires the Headteacher to agree performance objectives annually with the Deputy Headteacher(s) / Assistant Headteacher(s) relating to school leadership and management and pupil progress. In default of agreement, the Headteacher shall set such performance objectives.

The Trust Board shall not determine that there shall be any further progression up the pay spine unless, an appraisal of the Deputy Head teacher's / Assistant Head teacher's performance has been carried out and there has been a sustained high quality of performance having regard to the objectives set

### **10. Additional payments to teachers**

The Trust Board may exercise its discretion to award additional payments to teachers (including the Headteacher) as follows:

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### **10.1 Continuous professional development outside of normal school hours:**

The Trust Board has chosen not to exercise its discretion to award additional payments for continuous professional development outside of normal school hours

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

The Trust Finance and Personnel Committee will determine any such payments on an individual basis

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

The Trust Board has chosen not to exercise its discretion to award additional payments for participation in out of school learning activities.

### **10.4 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, the Trust Board shall, within four weeks, determine whether or not an allowance should be paid in accordance with the provisions of the School Teachers' Pay and Conditions Document.

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

Exceptionally, the Trust Board may, as an incentive for the recruitment of new teachers and / or the retention of existing teachers, make payments or provide other financial support and benefits as it considers necessary. Where these payments are to be of a limited duration, the Trust Board 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. The Trust Board operates an appropriate scheme for the reimbursement of relocation expenses.



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### **11. Support staff**

The Trust Board will ensure that salaries determined for support staff are in line with nationally or locally agreed conditions of service.

The Trust Board has a local agreement in place for determining the grades and salaries of support staff. Such grades mirror those used by NCC.

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
- at any other time deemed appropriate by the Trust Board.

This assessment will be determined by the following criteria:

- responsibilities of the post
- performance of the post holder in accordance with previously agreed objectives and the relationship between the outcome and the scheme for progression
- any current grading / job descriptions / job evaluation framework in force

### **13. Salary protection / safeguarding**

The Trust Board will ensure that salary protection / safeguarding arrangements are in place in accordance with the provisions of the School Teachers' Pay and Conditions Document or national or local collective agreements as appropriate. Employees in receipt of salary protection / safeguarding payments will be expected to undertake commensurate work.

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### **14. Pay differentials**

Salaries assessed in accordance with this policy will take into account different levels of responsibilities and other material differences between posts, together with any requirements of the School Teachers' Pay and Conditions Document .

### **15. Staffing budget**

The amount of money allocated to implementing the school's pay policy will be determined at the beginning of each financial year through the budget allocation process of the school 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 Board as informed by the views of the Trust Finance and Personnel committee.

### **16. Relationship with the School Improvement and Development Plan**

The Governing Body will ensure that any pay related decisions support and reflect the overall objectives identified in the School Improvement and Development Plan and any OFSTED Action Plans. Wherever possible, career progression and staff development will be taken into account.

### **17. Pensions**

The Trust Board will not promote staff through the grading systems or use any other pay flexibilities to assist in securing an employee's improved pension entitlement on retirement. The Trust Board recognises that, were this to be done, the DfE and local authority may use their powers to substitute a notional salary or calculation of pension. The definition of pensionable pay is determined by the provisions of either the Teachers' Pension Scheme or the Local Government Pension Scheme.

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### **18. Access to development opportunities**

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

### **19. Equalities**

In the implementation of this policy the Governing Body recognises its responsibilities to comply with:

- Equality Act 2010
- Equal Pay Act 2010
- Employment Relations Act 2004
- Employment Rights Act 1996
- Employment Relations Act 1999
- Part Time Workers (Prevention of Unfavourable Treatment) Regulations 2000
- Fixed Term Employees (Prevention of Unfavourable Treatment) Regulations 2002
- Employment Act 2008.

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

It is the intention of the Trust Board that pay is awarded fairly, equitable and in direct support of the school's policy on equality.

### **20. Consultation arrangements**

To ensure that meaningful consultation can take place in establishing and reviewing the school's pay policy, the Trust Board will consider the views of school staff prior to determining the approved policy. A copy of the pay policy will be made available to every member of staff.

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### **21. Communication arrangements**

The Trust Board is committed to ensuring that all staff are aware of the school's pay policy and the reasons for pay related decisions are understood. The application of the Trust's pay policy will be undertaken in as open a way as possible. However, the salary details of individual members of staff shall remain confidential between themselves and the Headteacher / Pay Committees / Trust Board / accredited external parties, such as trade union representatives and HR and payroll providers. The Chairs of the Trust Finance and Personnel Committee is responsible for informing staff in writing of any decisions of the committee.

### **22. Initial determination of pay**

The Trust Board will have overall responsibility for all pay matters. However, the Trust Finance and Personnel Committee has fully delegated powers to make decisions within the pay policy approved by the Trust Board.

### **23. Appeal against pay decisions**

A member of staff may appeal against any determination in relation to his / her pay or any other decision taken that affects pay.

### **24. Monitoring**

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

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### **Annex 1**

#### **Pay and performance management appeal procedure**

A member of staff may make an appeal against any determination or proposed determination in relation to their pay or performance management.

The possible grounds for appeal are that the person or committee by whom the decision was made:

In the case of teachers:

- incorrectly applied any provision of the School Teachers' Pay and Conditions Document
- 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 school's own pay policy
- was biased, or
- otherwise unlawfully discriminated against the teacher.

In the case of support staff:

The Trust has decided not to participate in Norfolk County Council's Modern Reward Strategy. In reaching that decision, the Trust has made alternative arrangements that satisfy Equal Pay Legislation. The Trust's alternative arrangements are set out below.

For appeals against non-spinal point progression within an agreed grade, the arrangements set out below will apply:

- the member of staff receives written confirmation of the pay determination and, where applicable, the basis on which the decision was made
- if the member of staff is not satisfied, they should seek to resolve this by discussing the matter informally with the decision maker within ten working days of the decision

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- where this is not possible, or where the member of staff continues to be dissatisfied, they may follow a formal procedure as set out below
- the member of staff should set down in writing the grounds set out above. This should be sent to the person / Committee who made the determination within ten working days of the notification of the decision, or within ten working days of the informal discussions that attempted to resolve the matter.
- the person or Committee who made the determination should provide a hearing within ten working days of receipt of the written grounds for questioning the pay decision to consider this. The member of staff must be given an opportunity to make representations in person and will be entitled to be accompanied by a colleague or trade union representative. Following the hearing, the member of staff should be informed in writing of the hearing's decision and the right of appeal
- any appeal should be heard by a Pay Appeal Committee composed of three Directors who were not involved in the original determination, normally within twenty working days of the receipt of the written appeal notification. At the hearing, the member of staff lodging the appeal should be given the opportunity to make representation in person and to be entitled to be accompanied by a friend or trade union representative
- a designated member of the appropriate Committee (or where the decision was made by the Headteacher, the Headteacher) will present evidence to support the original decision
- both parties may call witnesses
- relevant papers will be exchanged by the parties no later than three working days before the hearing
- 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 Trust Board's Pay Appeals Committee are final and there is no recourse to the staff grievance procedures.

Such appeals relate only to decisions made by the Trust Board and not to any determination made under changes to pay and conditions by accredited third parties.

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 to the School's Pay Policy.

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### **Annex 2 (a)**

#### **Pay appeal procedure**

##### **Procedure at a hearing of the Pay Appeal Committee of the Trust Board (CEO)**

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

The CEO, or other nominated person, should present evidence on the case referring to any relevant documentation

The designated member of the Pay Committee should be given the opportunity to ask questions

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

The designated member of the appropriate Pay Committee should present their case referring to any relevant documentation

The CEO, or their representative, should be given the opportunity to ask questions

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

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

The 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 and at any stage in the proceedings a request by either side for the Chair may be granted at the discretion of the Committee.

### **Annex 2 (b)**

#### **Pay appeal procedure**

#### **Procedure at a hearing of the Pay Appeal Committee of the Trust Board (for staff other than the CEO)**

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



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

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

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

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

The appellant, or their representative, should be given the opportunity to ask questions

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

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

The Headteacher 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.

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### Note

The Chair of the Committee may vary the order of procedure in exceptional circumstances and at any stage in the proceedings a request by either side for the Chair may be granted at the discretion of the Committee.

**Annex 4 - Norfolk Advisory Pay Scales – These values will be amended in the light of any national pay award**

### Norfolk Advisory Main Pay Range for Qualified Teachers (NAM)

Point	£
Point 1 (Minimum)	£22,467
Point 2	£24,243
Point 3	£26,192
Point 4	£28,207
Point 5	£30,430
Point 6a*	£32,835
Point 6b* (Maximum)	£33,160

### Norfolk Advisory Upper Ray Range (NAUPR)

Point	£
Point 1 (Minimum)	£35,571
Point 2	£36,889

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Point 3 (Maximum)	£38,250
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### Norfolk Advisory Leading Practitioner Pay Range (NALP)

Point	£
Point 1 (Minimum)	£38,984
Point 2	£39,960
Point 3	£40,958
Point 4	£41,978
Point 5	£43,023
Point 6	£44,102
Point 7	£45,290
Point 8	£46,335
Point 9	£47,492
Point 10	£48,711
Point 11	£49,976
Point 12	£51,127
Point 13	£52,405
Point 14	£53,712
Point 15	£55,049
Point 16	£56,511
Point 17	£57,810
Point 18 (Maximum)	£59,264

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### Norfolk Advisory Pay Range for Unqualified Teachers (NAUNQ)

Point	£
Point 1 (Minimum)	£16,461
Point 2	£18,376
Point 3	£20,289
Point 4	£22,204
Point 5	£24,120
Point 6 (Maximum)	£26,034