



Engage MAT

Pay Policy

Date of ratification June 2019

Date of review June 2020



1. Introduction

The Engage Trust (“the Trust”) recognises that pay is of considerable importance in the management and motivation of staff. Pay will influence relationships and performance at work and, if it is to be a positive rather than negative 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 29 April 2019.

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

The aim of the policy is to:

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

2. High level pay framework

2.1 *The Chief Executive Officer and Accounting Officer*

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

2.2 *Teaching staff*

The Trust has determined that the main provisions of the School Teachers’ Pay and Condition Document (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.

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

2.3 *Support staff*

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

3. Pay reviews

3.1 *The CEO*

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

3.2 *Teaching staff*

The Trust will ensure that salary arrangements for each teacher (including Heads of School and Headteachers) are reviewed annually, for teachers by no later than 31 October and for Headteachers by 31 December. Any change having effect from 1 September. All teachers will receive a written statement setting out their salary and any other financial benefits to which they are entitled.

3.3 *Support staff*

The Trust will ensure that salary arrangements are reviewed annually with any incremental change taking effect on 1 July.

3.4 *All staff*

Reviews may take place at times of the year other than stated above to reflect any changes in circumstances or job description that may affect the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.

Where a pay determination leads or may lead to the start of a period of safeguarding, the governing body will give the required notification as soon as possible and no later than one month after the date of the determination.

4. Part-time staff

4.1 Teaching staff

Teachers employed on an ongoing basis at the school but who work less than a full working week will be deemed to be part-time.

The proportion of time a part-time teacher works, and is therefore paid, will be 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.

4.2 Supply teachers

Teachers who work on a day to day or other short notice basis will be paid in accordance with STPCD as it relates to supply teachers. Specifically, the maximum number of hours a supply teacher can be paid for on any one day is 6.5. Teachers who work less than a full day will have their payment based on an hourly rate calculated from their annual salary divided by 195 and then divided by 6.5.

Supply teachers will not normally be paid beyond point 6a 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.

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

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

4.3 Support staff

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

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

5. Main pay range for qualified teachers

5.1 *Determination of salary on appointment*

The Trust has adopted a main pay scale of the minimum and maximum values of the main pay range plus additional reference points as set out on the Educator Solutions Optional Pay Scales (ESOPS) - see Annex 4.

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

- qualified teachers will commence on at least the minimum point of ESAPS.
- 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, the Trust 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).
- the Trust 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.

5.2 *Consideration of existing salary on appointment*

The Trust has determined that it will recognise existing salaries when making a new appointment.

5.3 *Salary progression on the main pay scale*

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

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

The Trust will award movement up the pay range by one reference point as part of any pay review with reference to the teacher's appraisal reports and the pay recommendations they contain.

6. Upper pay range

6.1 *Pay levels*

The Trust has 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 on the Educator Solutions Optional Pay Scales (ESOPS) - see Annex 4.

6.2 *Application process*

A qualified teacher may apply once in any academic year to the Trust for assessment to access the upper pay range. Applicants should have been at the maximum of the main pay range for one year before applying. The top of the main pay range for teachers under the Educator Solutions Optional Pay Scales (ESOPS) (see Annex 4) consists of two choices – 6a or 6b. A teacher does not have to move from 6a to 6b before progressing on to upper pay range.

The Trust has delegated the receipt and assessment of any applications to the Head of School/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. See Annex 6 for a model version of the process.

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

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

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

6.3 *Salary progression on the upper pay scale*

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

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

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

7. Unqualified teachers

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

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

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

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

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

In specific circumstances, the Trust may pay an additional allowance to any individual paid on the unqualified teachers' pay range. Such allowance will, at the

maximum, not exceed in total the pay a qualified teacher would receive in the same post.

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

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

There will be no movement up the pay range unless there has been a high quality performance by the teacher in the light of the performance criteria previously agreed. The Trust may award movement up the pay range by one reference point or decide that there will be no movement in accordance with the provisions of the Trust's Teacher Appraisal Policy with reference to the unqualified teacher's appraisal reports and the pay recommendations they contain.

8. Discretionary allowances and payments

8.1 *Teaching and learning responsibility payments (TLRs)*

TLRs will be awarded to posts as indicated in the staffing structure for each academy in the Trust (Annex 3) as determined by the Trust. If teaching posts are created specifically to work across the Trust rather than in a single academy, those will be identified separately under Annex 3 if they are to carry a TLR payment.

Teachers in these identified posts will undertake 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
- have an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils
- involve leading, developing and enhancing the teaching practice of other staff.

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

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

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

8.2 Special educational needs allowance (SEN)

An SEN allowance in accordance with the STPCD will be awarded to any teacher:

- in an SEN post that requires a mandatory SEN qualification
- 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.

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

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

9. Leading practitioners

Where the Trust appoints a leading practitioner, whose job purpose must contain taking a leadership role in developing, implementing and evaluating policies and practices that contribute to school improvement, the appointed individual will be subject to the standards for leading practitioners set out in the STPCD.

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

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

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

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

A newly appointed leading practitioner will start on the lowest point of the five-point range.

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

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

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

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

10. Leadership Group pay – for appointments made after or headteacher groups reviewed after 1 September 2014

Salaries for members of the leadership group will be assessed:

- on appointment to the school
- 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

10.1 *Stage 1 - determining the Headteacher group*

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 schools are overseen by one Executive Headteacher, a combined headteacher group will be calculated. The headteacher group for any academy will be reviewed whenever the Trust decides it is necessary.

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

In determining the leadership pay ranges, all the permanent responsibilities of the roles, any challenges that are specific to the roles and all other relevant considerations have been taken into account.

The Trust has determined the headteacher group of each school to be as follows:-

Academy: **Short Stay School for Norfolk**
Group size: **2**

The Trust has determined that Heads of School and Headteacher posts will have a salary range of seven consecutive points on the ESOPS leadership scale and that any Deputy or Assistant Headteacher posts will have a range of five consecutive points on the scale. Salary ranges have been set by the Trust as follows:-

Academy: Short Stay School for Norfolk
Headteacher salary range: L15 - 21

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

New members of the leadership group will normally be appointed to the indicative pay range for the role as above.

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

The maximum of a deputy or assistant headteacher's pay range will not exceed the maximum of the headteacher group for the school and will only overlap the headteacher's pay range in exceptional circumstances.

The Trust will ensure, on appointment, that there is appropriate scope within an individual's pay range to allow for performance related progress over time.

10.4 ***Determination of temporary payments to Headteachers***

Additional payments may be made to a headteacher 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 school year will not exceed 25% of the annual salary which is otherwise payable to the headteacher, and the total sum of salary and other payments made to a headteacher must not exceed 25% above the maximum of the headteacher group, except in wholly exceptional circumstances and approved by the Trust.

Separate arrangements for residential duties and relocation expenses may apply.

10.5 ***Pay progression for leaders***

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

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

The salary of a head of school or headteacher will not be increased by more than two points in the course of one academic year. Such points will be effective from 1 September each year. The only exception would be after a change in the respective headteacher group, where it is necessary to move the headteacher, deputy headteacher or assistant headteacher up the pay range to ensure the salary equals the minimum of their respective new range.

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

10.6 ***Additional payments to Headteachers***

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

11. Additional payments to teachers

The governing body may exercise its discretion to award additional payments to teachers (including the headteacher in some cases) as follows:

11.1 *Continuous professional development outside normal school hours:*

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

11.2 *Activities relating to the provision of initial teacher training:*

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

11.3 *Participation in out of school hours learning activities:*

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

11.4 *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 shall, within four weeks, determine whether or not an allowance should be paid in accordance with the provisions of the STPCD.

11.5 *Recruitment and retention incentives and benefits*

Exceptionally, the Trust may, as an incentive for the recruitment of new teachers and/or the retention of existing teachers, make payments or provide other financial support and benefits as it considers necessary. Where these payments are to be of a limited duration, the Trust will specify at the outset how long the payments will last. All other payments will be reviewed on an annual basis after which they may be withdrawn.

12. 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. Teachers may be eligible for pay increases as follows:

The Trust will have regard to the requirements and discretions under the STPCD, the schools financial position and other relevant factors when deciding how pay increases will be applied. Increases *may* be applied to:

- Basic pay
- TLR and SEN allowances in payment
- Other allowances in payment

13. Support staff

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

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

The salaries of all support staff will normally be assessed:

- on appointment to the school
- annually to take effect from 1st 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.

14. Salary protection/safeguarding

The Trust will apply the provisions of the STPCD in respect of teaching staff where salary safeguarding is appropriate.

The Trust will apply the provisions of its Staffing Adjustment Scheme in respect of support staff where salary safeguarding is appropriate.

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

15. 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 STPCD or local job evaluation scheme.

16. Staffing budget

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

17. Relationship with the Trust's improvement and development plans

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

18. Pensions

The Trust 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.

19. Access to development opportunities

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

20. Equalities

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

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

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

21. Consultation arrangements

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

22. Communication arrangements

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

The Chair of the Board is responsible for informing staff in writing of any decisions made in regards to Staff Pay.

23. Initial determination of pay

The Trust Board has overall responsibility for pay matters.

The Trust's Pay Committee has full delegated powers to make decisions within the Trust's pay policy.

24. Appeal against pay decisions

An employee may appeal against any determination in relation to their pay or any other decision taken that affects pay. Annex 1 outlines the pay appeals procedure.

25. Monitoring

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

26. Data Protection

The school has in place arrangements with its payroll provider to ensure that it has measures to safely and securely process employees' personal data. In particular, data collected during the payroll process is held securely and accessed by, and disclosed to, individuals only for the purposes of paying the employee in accordance

with their employment contract. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the school's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the school disciplinary procedure.

27. Associated documents

- Where appropriate - *Educator Solutions Optional Pay Scales G206c*
- Where appropriate – *Salary scales current G206a*
- *Pay policy guidance G206*

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 school'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 school's pay policy
- was biased
- otherwise unlawfully discriminated against the teacher

For support staff –

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

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

Registering a formal appeal

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

decision, or within 10 working days of the informal discussions that attempted to resolve the matter.

First hearing

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 member of staff must be given an opportunity to make representations in person and will be entitled to be accompanied by a colleague or trade union representative. Following the hearing, the member of staff should be informed in writing of the hearing's decision and the right of appeal.

Pay Appeals Committee hearing

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 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.
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 to the Pay Policy.

Annex 2 – Pay appeal procedure

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

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

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

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

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

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

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

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

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

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

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

Note

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

Annex 3 – Educator Solutions Optional Pay Scales

Main Pay Range

Point	2018
Point 1 (Minimum)	£23,720
Point 2	£25,344
Point 3	£27,380
Point 4	£29,488
Point 5	£31,811
Point 6a*	£34,325
Point 6b* (Maximum)	£35,008

Upper Pay Range

Point	2018
Point 1 (Minimum)	£36,646
Point 2	£38,004
Point 3 (Maximum)	£39,406

Allowances for qualified classroom teachers

TLR payments 2018		
	Minimum	Maximum
TLR 1	£7,853	£13,288
TLR 2	£2,721	£6,646
TLR 3	£540	£2,683

SEN allowances 2018	
Minimum	Maximum
£2,149	£4,242

Unqualified Teacher pay range

Point	2018
Point 1 (Minimum)	£17,208
Point 2	£19,210
Point 3	£21,210
Point 4	£23,212
Point 5	£25,215
Point 6 (Maximum)	£27,216

Leading practitioner pay range

Point	2018
Point 1 (Minimum)	£40,162
Point 2	£41,167
Point 3	£42,195
Point 4	£43,246
Point 5	£44,322
Point 6	£45,434
Point 7	£46,658
Point 8	£47,735
Point 9	£48,926
Point 10	£50,183
Point 11	£51,486
Point 12	£52,672
Point 13	£53,989
Point 14	£55,335
Point 15	£56,712
Point 16	£58,219
Point 17	£59,557
Point 18 (Maximum)	£61,055

Leadership group pay ranges

Pnt	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8
1	£39,965							
2	£40,966							
3	£41,989							
4	£43,034							
5	£44,106							
6	£45,213							
7	£46,430							
8	£47,501	£47,501						
9	£48,687	£48,687						
10	£49,937	£49,937						
11	£51,234	£51,234	£51,234					
12	£52,414	£52,414	£52,414					
13	£53,724	£53,724	£53,724					
14	£55,064	£55,064	£55,064	£55,064				
15	£56,434	£56,434	£56,434	£56,434				
16	£57,934	£57,934	£57,934	£57,934				
17	£59,265	£59,265	£59,265	£59,265				
18	£60,153*	£60,755	£60,755	£60,755	£60,755			
19		£62,262	£62,262	£62,262	£62,262			
20		£63,806	£63,806	£63,806	£63,806			
21		£64,736*	£65,384	£65,384	£65,384	£65,384		
22			£67,008	£67,008	£67,008	£67,008		
23			£68,667	£68,667	£68,667	£68,667		
24			£69,673*	£70,370	£70,370	£70,370	£70,370	
25				£72,119	£72,119	£72,119	£72,119	
26				£73,903	£73,903	£73,903	£73,903	
27				£74,985*	£75,735	£75,735	£75,735	
28					£77,613	£77,613	£77,613	£77,613
29					£79,535	£79,535	£79,535	£79,535
30					£81,515	£81,515	£81,515	£81,515
31					£82,701*	£83,528	£83,528	£83,528
32						£85,605	£85,605	£85,605
33						£87,732	£87,732	£87,732
34						£89,900	£89,900	£89,900
35						£91,223*	£92,135	£92,135
36							£94,416	£94,416
37							£96,763	£96,763
38							£99,158	£99,158
39							£100,568*	£101,574

40								£104,109
41								£106,709
42								£109,383
43								£111,007*

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

Point	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8
1	£39,965							
2								
3								
4								
5								
6	£45,213							
7								
8		£47,501						
9								
10								
11			£51,234					
12								
13								
14				£55,064				
15								
16								
17								
18	£60,153				£60,755			
19								
20								
21		£64,736				£65,384		
22								
23								
24			£69,673				£70,370	
25								
26								
27				£74,985				
28								£77,613
29								
30								
31					£82,7001			
32								
33								
34								
35						£91,223		
36								
37								
38								

39							£100,568	
40								
41								
42								
43								£111,007

Supply rates

Educator Solutions Optional Pay Range for Qualified Teachers

	Annual Salary	Daily Rate	Hourly Rate
Point 1	£23,720	£121.6410	£18.7140
Point 2	£25,344	£129.9692	£19.9953
Point 3	£27,380	£140.4103	£21.6016
Point 4	£29,488	£151.2205	£23.2647
Point 5	£31,811	£163.1333	£25.0974
Point 6a	£34,325	£176.0256	£27.0809

Educator Solutions Upper Pay Range

	Annual Salary	Daily Rate	Hourly Rate
Point 1 (Min)	£36,646	£187.9282	£28.9120
Point 2	£38,004	£194.8923	£29.9834
Point 3 (Max)	£39,406	£202.0821	£31.0895

SEN Allowance

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

Educator Solutions Advisory Pay Range for Unqualified Teachers

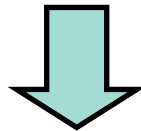
	Annual Salary	Daily Rate	Hourly Rate
Point 1 (Min)	£17,208	£88.2462	£13.5763
Point 2	£19,210	£98.5128	£15.1558
Point 3	£21,210	£108.7692	£16.7337
Point 4	£23,212	£119.0359	£18.3132
Point 5	£25,215	£129.3077	£19.8935
Point 6 (Max)	£27,216	£139.5692	£21.4722

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

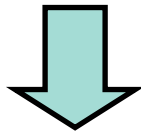
Annex 4 – Upper pay scale – model application process

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

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

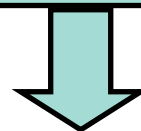


Applicant to discuss the process with their appraiser and/or the Headteacher, either during the appraisal review or at another agreed time.



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

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



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

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

Annex 5 – Support staff salary arrangements

Norfolk County Council MRS grades and rates.

Salary Scales with effect from 01 April 2019

Scale	Salary Point	£	Scale	Salary Point	£	Senior management and chief officer grades	
Scale A	1	£17,364	Scale J	29	£32,029	Scale P	£83,613
Scale B	2	£17,711		30	£32,878		£86,121
Scale C	3	£18,065		31	£33,799		£88,704
	4	£18,426	Scale K	32	£35,697		£91,365
Scale D	5	£18,795		33	£36,675		£94,107
	6	£19,171		34	£37,683		£96,933
Scale E	7	£19,554		35	£38,721	Scale Q	£96,933
	8	£19,945		36	£39,780		£99,837
	9	£20,344	37	£41,574	£102,834		
	10 (new)	£20,751	38	£42,495	£105,915		
11	£21,166	Scale L	39	£43,440	£106,956		
Scale F*	12		£21,589	40	£44,418		£110,160
	13 (new)		£22,021	41	£45,384	Scale R	£110,160
	14	£22,462	Scale M	42	£47,694		£113,469
15	£22,911	43		£48,894	£116,868		
17	£23,836	44		£50,112	£120,375		
Scale G	18 (new)	£24,313		45	£51,375		£123,990
	19	£24,799		46	£52,662		£127,710
	20	£25,295	Scale N	47	£55,725	£127,710	
	21 (new)	£25,801		48	£57,327	£131,538	
22	£26,317	49		£58,974	£135,486		
Scale H	23	£26,999	50	£60,666	£139,551		
	24	£27,905	51	£62,397	£143,733		
	25	£28,785	Scale O	52	£65,817	£148,047	
Scale I	26	£29,636		53	£67,686		
	27	£30,507		54	£69,615		
	28	£31,371		55	£71,598		
			56	£73,638			

Hourly rates with effect from 1 April 2019

Scale	Salary Point	£	£
		Annual	Hourly
Scale A	1	£17,364	£9.0002
Scale B	2	£17,711	£9.1801
Scale C	3	£18,065	£9.3636
	4	£18,426	£9.5507
Scale D	5	£18,795	£9.7419
	6	£19,171	£9.9368
Scale E	7	£19,554	£10.1353
	8	£19,945	£10.3380
	9	£20,344	£10.5448
	10 (new)	£20,751	£10.7558
	11	£21,166	£10.9709
Scale F	12	£21,589	£11.1901
	13 (new)	£22,021	£11.4141
	14	£22,462	£11.6426
	15	£22,911	£11.8754
	New scp 16 not used		
	17	£23,836	£12.3548
Scale G	18 (new)	£24,313	£12.6021
	19	£24,799	£12.8540

Pay Policy

	20	£25,295	£13.1111
	21 (new)	£25,801	£13.3733
	22	£26,317	£13.6408
Scale H	23	£26,999	£13.9943
	24	£27,905	£14.4639
	25	£28,785	£14.9200
Scale I	26	£29,636	£15.3611
	27	£30,507	£15.8126
	28	£31,371	£16.2604
Scale J	29	£32,029	£16.6015
	30	£32,878	£17.0415
	31	£33,799	£17.5189
Scale K	32	£35,697	£18.5027
	33	£36,675	£19.0096
	34	£37,683	£19.5321
	35	£38,721	£20.0701
	36	£39,780	£20.6190
Scale L	37	£41,574	£21.5489
	38	£42,495	£22.0263
	39	£43,440	£22.5161
	40	£44,418	£23.0230
	41	£45,384	£23.5237
Scale M	42	£47,694	£24.7210
	43	£48,894	£25.3430

Pay Policy

	44	£50,112	£25.9744
	45	£51,375	£26.6290
	46	£52,662	£27.2961
Scale N	47	£55,725	£28.8837
	48	£57,327	£29.7141
	49	£58,974	£30.5678
	50	£60,666	£31.4448
	51	£62,397	£32.3420
Scale O	52	£65,817	£34.1147
	53	£67,686	£35.0834
	54	£69,615	£36.0833
	55	£71,598	£37.1111
	56	£73,638	£38.1685