

Pay policy



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Pay model policy P206a

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It is likely that any schools that are joined together under one governing board should have one policy covering all employees. However, where TUPE applies any contractual terms and conditions, which may be affected by this policy, should continue to apply to the group(s) of staff who have TUPE transferred.

This model has been subject to consultation with the recognised trade unions at County level. Any school looking to adopt, or adapt and adopt, as their own should consult recognised trade unions at local level.

Scope

This document meets the statutory requirement for the school to have a pay policy, detailing how it will make decisions around teacher pay in line with the School Teachers' Pay and Conditions Document (STPCD). It also outlines arrangements for support staff and provides the procedures through which all staff can raise pay related grievances.

Introduction

The Governing Board 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.

The aim of the policy is to:

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

The policy has been consulted on with staff and/or the recognised trade unions.

Section A of this policy covers general policy statements.

Section B details pay related decision-making provisions for the different categories of staff employed in the school.

Section A

1. Pay differentials

- 1.1 Salaries assessed in accordance with this policy will take into account:
- the nature of the post and level of responsibility
 - the qualifications, skills and experience required
 - market conditions
 - the wider school context
 - other material differences between posts
 - any requirements of the STPCD, or for support staff, the relevant job evaluation or grading scheme.

2. Pay structure

- 2.1 For the purposes of transparency and to deliver a clear framework for the Headteacher and staff to operate within, the Governing Board has adopted the pay structures for leadership and teaching staff detailed at Annex 4 and pay scales for support staff detailed at Annex 5.
- 2.2 All staff will have their salaries determined through this policy other than those individuals who have pay arrangements which are specifically protected by Transfer of Undertakings (Protection of Employment) [TUPE] legislation.

3. Salary protection or safeguarding

- 3.1 The Governing Board will ensure that salary protection or safeguarding arrangements are in place in accordance with the provisions of the STPCD or national or local collective agreements as appropriate.
- 3.2 Employees in receipt of salary protection or safeguarding payments will be expected to undertake commensurate work.

4. Pensions

- 4.1 The Governing Board will not increase the salary of any employee or use any other pay flexibilities in order to secure an improved pension entitlement on retirement. Such enhancements would likely be in breach of pension scheme legislation and may represent misuse of public funds. The Governing Board recognises that a pension scheme may exercise their powers to use a notional salary for benefits calculation if it believes an inflated salary has been allowed. The DfE and/or Local Authority may exercise their powers to remove financial delegation in such circumstances.

5. Equality

- 5.1 It is the intention of the Governing Board that pay is awarded fairly, equitably and in support of the school's policy on equality, recognising their responsibilities under relevant legislation.

5.2 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.

6. Delegation of authority

6.1 The Governing Board has overall responsibility for pay matters but the Pay Committee and Headteacher Pay Committee (or equivalents) have full delegated powers to make decisions within the pay policy. The Headteacher may operate the pay policy on a day-to-day basis in line with boundaries set by the Governing Board.

7. Appeals against pay decisions

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

8. Monitoring

8.1 The Governing Board will monitor the outcomes and impact of this policy on a regular basis and will ensure its continued compliance with equalities and other legislation.

Section B

9. Pay reviews for teaching staff

9.1 The Governing Board will ensure that the salary of all teaching staff is reviewed annually. Reviews must be completed no later than 31 October for all teachers, with any change having retrospective effect from 1 September.

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

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

10. Pay reviews for support staff

10.1 The conditions of service for support staff may provide for a number of incremental points within a specified grade. Where this is the case, support staff will progress through the incremental points until they reach the maximum of their grade. Incremental progression will be automatic unless the member of staff is subject to capability procedures, in which case, their annual increment is likely to be withheld. The annual incremental date will be 1 July (in line with the Norfolk County Council Modern Reward Strategy (MRS) local agreement arrangements) except when the

member of staff does not have six months service by that date. In these circumstances the first increment is awarded after six months service.

11. Part-time teachers

- 11.1 Teachers employed on a contract at the school who work less than a full working week are deemed to be part-time. The STPCD contains specific requirements for the determination of pay for part-time teachers. It states that a part-time teacher should be paid a proportion of a full-time salary including relevant allowances (except TLR3), equivalent to the proportion of time they work against the School's Timetabled Teaching Week (STTW). The STTW refers to the school session hours that are timetabled for teaching, including PPA time and other non-contact time but excluding break times, registration and assemblies.
- 11.2 The Governing Board requires that the salaries of part-time teachers are calculated in line with the example given in the STPCD (main document and guidance).

12. Short notice/supply teachers

- 12.1 Teachers who work on a day-to-day or other short notice basis will be paid in accordance with the requirements of the STPCD.
- 12.2 Such teachers will have their pay assessed as an annual amount. Payment will then be based on that annual amount divided by one hundred and ninety-five for each full day worked. The maximum number of hours a supply teacher can be paid for on any one day is six and a half. Teachers who work less than a full day will have their payment based on an hourly rate calculated from their annual amount divided by 195 and then divided by 6.5.
- 12.3 These arrangements apply only to teachers employed directly by the school on a day-to-day or other short notice basis and pay arrangements will be confirmed with the teacher before the placement starts. Agency workers will be covered by the pay arrangements determined by their employing agency.

13. Leadership Group pay

- 13.1 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.

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

For any leadership post, the Governing Board will define the role, responsibilities and accountabilities, as well as the skills and relevant competences required by the postholder and will be paid within the statutory pay range for such employees as detailed in the STPCD.

The Governing Board will assign a Headteacher group in respect of any Headteacher post. This will be done by calculating the total unit score in accordance with the STPCD. This group will be reviewed whenever the Governing Board deems it necessary.

For other leadership group posts, consideration will be given to how the role fits within the wider leadership structure of the school.

The pay range for a Deputy or Assistant Headteacher will only overlap the Headteacher's pay range in exceptional circumstances.

The Governing Board has determined the Headteacher group of the school to be Group 2.

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

In determining leadership pay ranges, the Governing Board will consider the complexity and challenge of the role in the school's specific context and make a judgement on pay in the light of this.

Headteachers

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

In setting the pay range, the Governing Board has taken into account additional factors to the extent deemed appropriate for the school. The additional factors are:

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

The Headteacher's individual pay range will not normally exceed the maximum of the Headteacher group, however, the Governing Board recognises its entitlement to set a range with a maximum of up to 25% above the top of the relevant Headteacher group range. The Governing Board also recognises it has the option of extending the pay range further, although in order to do so, would be required to seek external independent advice and have a business case approved by the full Governing Board.

In determining appropriate pay ranges, the Governing Board will avoid double counting, e.g. things taken account of in Stage 1, such as responsibility for an additional school already reflected in the unit total score.

Other leadership posts

For leadership posts other than the Headteacher, the Governing Board will give consideration to similar factors but also to the positioning of those posts between the Headteacher and other teaching staff in the school.

The Governing Board has set indicative pay ranges as follows:

- seven consecutive points on the Educator Solutions Optional Pay Scales (ESOPS) - Leadership Group Range for the Headteacher **13-20**
- five consecutive points on the Educator Solutions Optional Pay Scales (ESOPS) - Leadership Group Range for any Deputy Headteacher **5-10**

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

13.5 Pay progression for leaders

In accordance with the requirements of the STPCD, the Governing Board will consider annually whether or not to increase the salary of members of the leadership group, who have completed a year of employment since their previous pay determination. This consideration will take into account the performance of those individuals during the period in question.

Performance objectives will be set annually with leadership group staff in accordance with the Performance Management Policy.

There shall be no progression up the pay spine unless there has been a sustained high quality of performance having regard to the results of the most recent appraisal carried out in accordance with those regulations.

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

Where there is sustained high quality performance, salary will normally be increased by one point within the individual salary range. In exceptional circumstances, pay may progress by two points in one year but in no circumstances will pay progress by more than two points within the set range. Such points will be effective from 1 September each year.

In relation to the setting and review of performance objectives, the Governing Board will be advised by an external adviser.

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

13.6 ***Determination of temporary payments to Headteachers***

The approach outlined in paragraphs 13.2 to 13.4 will capture all permanent responsibilities attached to a Headteacher's post. In most cases, therefore, additional payments will only be awarded for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined, and only where the reason or circumstance for the additional payment was not taken into account when determining the pay range.

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

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

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

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

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

In accordance with the school's Performance Management Policy, the Governing Board requires the Headteacher 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 Governing Board may award movement up the pay range by two, one or no reference points, in accordance with the provisions of the school's Performance Management 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 an academic year.

14. Main pay range for qualified teachers

15.1 *Determination of salary on appointment*

The Governing Board has adopted a six-point main pay scale which begins at the minimum of the pay range and ends at the maximum and contains four reference points in between. This is set out in the Educator Solutions Optional Pay Scales - ESOPS (see Annex 4) and mirrors the advisory pay points laid out in the STPCD.

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

- qualified teachers will commence on at least the minimum point of the adopted Main Pay Scale.
- one point will be awarded for each year of teaching employment as defined by the STPCD. 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 school 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.

15.2 ***Consideration of existing salary on appointment***

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

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

In accordance with the school's Performance Management Policy, the Governing Board shall require the 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 Governing Board and the teacher and as evidenced by a successful performance management review.

The Governing Board will award movement up the pay range by one reference point as part of any pay review with reference to the teacher's most recent appraisal report and the pay recommendation contained therein.

15. **Upper pay range**

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

16.1 **Pay levels**

The Governing Board 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 under the ESOPS scales (see Annex 4) which mirrors the advisory points included in the STPCD.

16.2 **Application process**

A qualified teacher may apply to be paid on the upper pay range at least once in any year in line with the school's policy. .

The Governing Board has delegated 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. See Annex 6 for a model version of the process.

Having considered the evidence in the application and any other evidence 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.

If successful, the teacher will be placed on the lowest point of the upper pay range from the 1 September following the date of application.

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

In accordance with the school's Performance Management Policy, the Headteacher will agree performance criteria annually with the 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 Governing Board may decide to award movement up the pay range by one reference point as part of any pay review with reference to the teacher's most recent appraisal report and the pay recommendation contain therein.

16. **Discretionary allowances and payments**

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

TLRs 2 will be awarded to the posts indicated in the staffing structure (Annex 3) as determined by the Governing Board.

Teachers in these identified posts will undertake duties that include significant responsibilities that:

- are focused 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.

TLR payment amounts are set by the Governing Board within a minimum and maximum amount set by the STPCD.

The Governing Board has determined that TLR payments at this school will carry the following amounts:

TLR2s:

£ £2,873 - £7,017 to the holder of Lower School Lead (with SENDCo responsibility)

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

No SEN allowances have been attached to posts in the school's structure.

17. **Additional payments to teachers**

The Governing Board may exercise its discretion to award additional payments to teachers as follows:

18.1 ***Continuous professional development outside normal school hours:***

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

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

The Governing Board has chosen not to exercise its discretion to award additional payments in respect of the provision of initial teacher training.

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

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

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

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

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

18.6 **Recruitment and retention incentives and benefits**

The Governing Board has chosen not to exercise its discretion to award such incentives and benefits.

18. **Residential teacher duties**

There are no residential teachers at the school.

19. **Unqualified teachers**

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

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

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

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

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

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

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

Where an unqualified teacher is first appointed below the maximum point of the unqualified teachers' pay range, pay progression (with effect from 1 September each year) will follow the same annual cycle as for qualified teachers. In accordance with the school's Performance Management Policy, the Governing Board requires the 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 high-quality performance by the unqualified teacher in the light of the performance criteria previously agreed. The Governing Board 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 school's Performance Management Policy with reference to the unqualified teacher's appraisal reports and the pay recommendations they contain.

20. Pay increases arising from changes to the STPCD

21.1 All teachers are paid in accordance with the statutory provisions of the STPCD as updated from time to time. In respect of annual cost of living increases,

Any teacher being paid at the minimum of a range will receive an uplift where required to keep them within their range.

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

21. Support staff

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

The grades and salaries for support staff in this school are determined in accordance with Norfolk County Council's Modern Reward Strategy local agreement and subsequent related local/collective agreements (other than where exceptions apply). Arrangements for grading, salary progression and cost of living increases are all covered by those agreements.

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 Governing Board.

This assessment will be determined by the following criteria:

- responsibilities of the post and within the MRS framework
- performance of the postholder in accordance with previously agreed objectives and the relationship between the outcome and the scheme for progression (i.e. annual increments within the grade)

- in accordance with any career progression scheme for support staff in use at the school.

22. Apprenticeships

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

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

Annex 1 – Pay and performance management appeal procedure

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

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

In the case of teachers:

- incorrectly applied a provision of the STPCD
- failed to have proper regard for the relevant statutory guidance
- failed to take account of relevant evidence
- took account of irrelevant or inaccurate evidence
- failed to apply the 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 member of support staff.

All decisions on teacher pay are made by the Governing Board and appeals should be heard through the Pay appeal procedure in Annex 2.

For support staff, where the school is bound by, or has adopted, Norfolk County Council's Modern Reward Strategy, decisions on grading are taken by the County Council. In those cases, where an employee wishes to appeal against the allocated grade, they should follow the appeal arrangements within the Modern Reward Strategy. The school will facilitate wherever possible.

For support staff, where the school is not bound by Norfolk County Council's Modern Reward Strategy and has determined to adopt alternative arrangements, all appeals will be heard through the Pay appeals procedure at Annex 2(b).

For appeals against pay progression decisions within an agreed grade or range, the following arrangements 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 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
- the member of staff puts in writing their reasons for 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.

- 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
- any appeal should be heard by a pay appeals committee composed of three governors 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 pay 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 Governing 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 Governing 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.

Annex 2 (a) – Pay appeal procedure

Procedure at a hearing of the Pay Appeal Committee of the Governing Board (Headteacher)

- 1) The Committee should elect a Chair who should then introduce those present and explain the purpose of the hearing
- 2) The Headteacher, or other nominated person, should present evidence on the case referring to any relevant documentation
- 3) The designated member of the Pay Committee should be given the opportunity to ask questions
- 4) The members of the Committee and their adviser(s) should be given the opportunity to ask questions
- 5) The designated member of the appropriate Pay Committee should present their case referring to any relevant documentation
- 6) The Headteacher, or their representative, should be given the opportunity to ask questions
- 7) The members of the Committee and their adviser(s) should be given the opportunity to ask questions
- 8) The Headteacher, or their representative, should make a closing statement
- 9) The designated member of the Pay Committee should make a closing statement
- 10) 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 Governing Board (for staff other than the Headteacher)

- 1) The Committee should elect a Chair who should then introduce those present and explain the purpose of the hearing
- 2) The appellant, or their representative, should present evidence on the case referring to any relevant documentation
- 3) The Headteacher or designated member of the Pay Committee should be given the opportunity to ask questions
- 4) The members of the Committee and their adviser(s) should be given the opportunity to ask questions
- 5) The Headteacher or designated member of the appropriate Pay Committee should present their case referring to any relevant documentation
- 6) The appellant, or their representative, should be given the opportunity to ask questions
- 7) The members of the Committee and their adviser(s) should be given the opportunity to ask questions
- 8) The appellant, or their representative, should make a closing statement
- 9) The Headteacher or designated member of the Pay Committee should make a closing statement
- 10) 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 3 – Structure charts

Staff structure
Head teacher
Deputy Head Teacher and KS2 Leader
Lower School Leader and SENDCo

Annex 4 – Leadership and teacher pay scales

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

The School Teachers' Pay and Conditions Document requires that teachers be paid within ranges (minimum and maximum rates) specified by the Document. ESOPS is updated each year to ensure the minimum and maximum levels are met and that the annual "pay award" is interpreted and incorporated in a reasonable and justifiable way. ESOPS has always retained reference pay points within all the pay ranges, for ease of use. In 2020, the STPCD document introduced advisory pay points for the main and upper pay ranges only and the ESOPS2020 model now mirrors those advisory pay points. It also retains pay reference points for other ranges, for ease of administration. Although the STPCD2020 advisory points are not mandatory, their appearance in the STPCD indicates an expectation that they will be utilised, and schools, staff and unions are likely to expect to see them in a pay framework.

Main Pay Range

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

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

Upper Pay Range

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

Allowances for qualified classroom teachers

TLR payments 2020		
	Minimum	Maximum
TLR 1	£8,291	£14,030
TLR 2	£2,873	£7,017

TLR 3	£571	£2,833
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SEN allowances 2020	
Minimum	Maximum
£2,270	£4,479

Unqualified Teacher pay range

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

Leading practitioner pay range

Point	2020
Point 1 (Minimum)	£42,402
Point 2	£43,462
Point 3	£44,547
Point 4	£45,657
Point 5	£46,793
Point 6	£47,967
Point 7	£49,259
Point 8	£50,397
Point 9	£51,653
Point 10	£52,981
Point 11	£54,357
Point 12	£55,608
Point 13	£56,999
Point 14	£58,421
Point 15	£59,874
Point 16	£61,465
Point 17	£62,878
Point 18 (Maximum)	£64,461

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

43								<i>£117,197</i> *
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NOTE: Amounts in italics with * are maximums for the eight headteacher groups only.

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

Supply rates

Educator Solutions Optional Pay Range for Qualified Teachers

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

Educator Solutions Upper Pay Range

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

SEN Allowance

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

SEN allowances 2020	
Minimum	Maximum
£2,270	£4,479

Educator Solutions Advisory Pay Range for Unqualified Teachers

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

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

Appendix 1 – Table of changes

Date of change	Paragraphs affected	Summary of update
29/09/2020	All	All rates uplifted in response to the 2020 School Teachers' Pay and Conditions Document.

21/01/2020	Main Pay Scale	Paragraph added to explain 6a and 6b
30/09/2019	All	All rates uplifted in response to the 2019 School Teachers' Pay and Conditions Document and inclusion of main pay range for those that choose to award a 2% increase.
01/10/2018	All	All rates uplifted in response to the 2018 School Teachers' Pay and Conditions Document.
29/09/2017	Point 6b	Adjusted point 6b to £33,492.
1/09/2017	All	All rates uplifted in response to the 2017 School Teachers' Pay and Conditions Document.
1/03/2017	All	New formatting due to launch of new HR website, HR InfoSpace – no change to content.

Annex 5 – Support staff salary arrangements

Salary Scales current from 01 April 2020 G206a

*Salary point 16 not used
by Norfolk County Council.

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

Salary Scales P to S are 1 April 2019 rates as the 2020 pay review for these scales is not yet complete

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

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

*Salary point 16 not used by Norfolk County Council.

Annex 6 – 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 most recent, successful appraisal outcome.

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

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

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

Annex 7 – Table of changes

Date of change	Paragraphs affected	Summary of update
29/09/2020	All	Review of whole policy document.
25/09/2019	All	Review of whole policy document.
15/10/2018	19.3, 19.4, 20.3, 21.1, 22.1, 23.1, Annex 4 and Annex 7.	Reference to ESOPS(2017) replaced with ESOPS.
25/05/2018	29	New para added to take account of the General data protection regulations in force from 25 May 2018.
07/09/2017	All	Removal of paragraphs referencing academies in light of creation of Pay model policy for academies. Removal of related guidance on creation of pay policy guidance. Inclusion of STPCD 2017.
01/03/2017	All	New formatting due to launch of new HR website, HR InfoSpace – no change to content