

Pay Policy

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01.08.2020	0.1	Statutory changes	Review and overhaul of policy in line with SCC. P Lovern & C Humphries	This policy has been adapted from the Staffordshire County Council 2020 whole school pay policy and subsequently consulted on with staff
05.11.2020	0.2	Scheduled Review	Update to name and logo. J Bowman	
11.12.20	1.0	Scheduled Review	Ratification by Board	
09.07.21	2.0	Scheduled Board review	Ratified	
30.09.22	3.0	Scheduled Board review	Ratified	
28.06.23	3.1	Changes to support staff pay scales	Pay scales updated S Cole	Staffordshire County Council
29.06.23	4.0	Scheduled Board review	Ratified	

1. Introduction

This Policy sets out the framework for making decisions on pay for teachers' and support staff including the procedures for determining appeals. It has been developed to comply with current legislation and the requirements of the school teachers Pay and Conditions Document (STPCD) and the locally agreed 'Framework for Support Staff Profiles'.

The Trust is committed to taking decisions in accordance with the 'key principles of public life': objectivity, openness and accountability. It recognises the requirement for a fair and transparent policy to determine the pay and grading for all staff employed in the school, which takes account of the conditions of service under which staff are employed and relevant statutory requirements.

The Trust recognises its responsibilities under relevant legislation including the Equality Act 2010, the Employment Relations Act 1999, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, and will ensure that all pay related decisions are taken equitably and fairly in compliance with statutory requirements.

In adopting this pay policy the decisions on pay will be managed in a fair, just and transparent way. This policy aims to support the Improvement Plan by recognising that the school's staff are its most important resource and by providing a system which will enable The Trust to recruit, retain and motivate staff of the best quality. Pay decisions at this school are made by the Pay Committee. When taking pay decisions, the Trust will have regard both to this pay policy and to the individual's particular post within the staffing structure.

The Trust will consider any recommended pay awards agreed nationally and will decide annually on whether or not these should be applied to the pay ranges detailed in this policy. Where a pay award is applied it may be awarded on the basis of whole school improvement. Pay progression will always be applied on the basis of individual performance.

All teachers employed by the Trust will be paid in accordance with the statutory provisions of the STPCD as updated from time to time.

All support staff employed at this school will be paid in accordance with the scheme of conditions of service agreed by the National Joint Council for Local Government Services (referred to as the "Green Book" in this policy), unless specifically advised that alternative conditions apply.

The Trust will consult staff on this policy and review it each year, or when other changes occur to:

a) The School Teachers' Pay and Conditions Document, to ensure that it reflects the latest legal position. The pay policy will comply with the current School Teachers' Pay and Conditions Document and the accompanying statutory guidance. It will be used

in conjunction with them, but, in the event of any inadvertent contradictions, the Document and guidance will take precedence.

b) The scheme of conditions of service agreed by the National Joint Council for Local Government Services (referred to as the “Green Book” in this policy), as adopted and applied through local agreement.

The Trust will consult staff in regard to the local provisions of their pay policy and any subsequent proposed changes.

2. Support Staff

The Trust has adopted a Framework of Support Staff Profiles to ensure that the requirements of the Single Status Agreement 1997 are met. The Trust has the authority to determine the job description and person specifications within the Framework that match the duties and responsibilities covered by positions within the support staffing structure for the school.

In response to the Green Book pay award for 2019, the pay and grading of support staff has been assimilated into the nationally revised pay structure implemented on 1 April 2019 (see Appendix 4).

In adopting the Framework the Trust is assured that:

- all decisions will be based on an objective approach to pay and grading according to criteria laid down in the relevant national agreements;
- decisions will be applied as consistently as possible across the staff groups concerned as well as within those staff groups;
- any differences in pay between two employees within the same staff group will be justified in terms of a genuine and material difference in their circumstances and duties and responsibilities undertaken;
- all decisions will have regard to equality of opportunity, and in particular, relevant employment legislation;
- posts carrying similar levels of responsibility will be rewarded equally and all staff will be treated equitably.

The Trust Board will determine the staffing structure for each school. This will set out the agreed posts, duties and responsibilities, and reporting lines. Both the STPCD and Green Book require that salaries and salary ranges attached to each post be based on the duties and responsibilities attached to it in the staffing structure.

3. Teacher Pay Reviews

The Trust will ensure that every teacher’s salary is reviewed annually, with effect from 1 September and by no later than 31 October each year and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.

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

Decisions on the pay of the Chief Executive Officer will be communicated by the Trust Board, in writing, in accordance with the STPCD timing of salary determination and notification.

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

Salary Safeguarding will apply in accordance with the STPCD.

4. The Pay Committee

The role and responsibilities of the Pay Committee are outlined at Appendix 1. Pay decisions are made by the Trust Board which has delegated pay responsibilities to the Pay Committee. The Pay Committee shall establish and review the pay policy, subject to the approval of the Trust Board and have the authority to take pay decisions on behalf of the Trust Board in line with the policy.

5. Appeals

All employees are entitled to seek a review of any determination in relation to their pay and therefore the appeals process contained in this document will be adopted in all cases where an employee wishes to make an appeal against a pay decision.

6. Determination of the Chief Executive pay

The Board has assigned the Trust Group 4 in recognition of the complexity and accountability of an Executive Headship of four schools.

The Chief Executive's pay range may exceed the maximum where the Trust determines that circumstances specific to the role or candidate warrant a higher than normal payment.

The Trust will ensure that the maximum of the Chief Executive Officer's pay range and any additional payments does not exceed 25% of the maximum of the Headteacher group size other than in exceptional circumstances. In such circumstances, the Trust will seek external independent advice and support its decision with a business case.

7. Determination of leadership pay ranges

Determination of the pay and allowances for the Chief Executive Officer and the leadership team will be considered in accordance with STPCD.

When determining the appropriate pay range for the Chief Executive Officer, Headteachers, Heads of School and Deputy Headteachers, the Trust Board will ensure that there is appropriate scope within the range to allow for performance related progress over time.

The maximum of the Headteacher, Head of School or Deputy Headteacher pay range must not exceed the maximum of the Headteacher group for the school. The pay range for a Headteacher, Head of School or Deputy Headteacher should only overlap the Chief Executive Officer's pay range in exceptional circumstances.

The leadership pay range is set out in Appendix 4.

8. Temporary payments to Chief Executive

The Trust may determine that payment be made to the Chief Executive Officer for clearly temporary responsibilities or duties that are in addition to the post for which the salary has been determined.

The total sum of the temporary payments made to the Chief Executive Officer in any school year must not exceed 25% of the annual salary which is otherwise payable to the Chief Executive Officer, and the total sum of salary and other payments made to Chief Executive Officer must not exceed 25% above the maximum of the Headteacher group except in wholly exceptional circumstances. In such circumstances, the Trust Board will seek external independent advice and support its decision with a business case.

This does not apply to additional payments made:

- in accordance with any payments for residential duties as a requirement of the post or;
- in respect of relocation expenses which relate solely to the personal circumstances of that Chief Executive Officer.

9. Leadership Group Progression Criteria

Members of the leadership group must demonstrate sustained high quality performance, with particular regard to leadership, management and pupil progress at the school and will be subject to a review of performance against performance objectives before any performance points will be awarded.

The Trust will consider movement by more than one point in line with the provisions of the STPCD.

The salary point of members of the leadership group will be reviewed annually taking account of the performance objectives set under the school's appraisal system and the progression arrangement set out in the STPCD.

10. Recruiting Teaching Staff

Central recruitment – all vacancies are reviewed by central team prior to advertisement and internal appointments may be considered prior to external advertisement.

Advertisements for vacant posts in a school will be considered by the Chief Executive Officer and relevant Committee where appropriate.

Advertisements for posts will include the relevant pay/pay range for the post determined by the Trust Board as appropriate for the post and as contained in the relevant section of this pay policy. The advertisement will reflect the expected level of skills and experience for appropriate candidates relevant to the post and include details of any additional payments or allowances applicable to the post.

Where the post is on a temporary or fixed term basis, the advertisement will specify the reason for and duration of the post.

11. Basic Pay Determination on Appointment of a classroom teacher

On appointment the Trust will determine the starting salary within that range to be offered to the successful candidate.

In making such determinations, the Trust will take into account a range of factors including;

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

There is no assumption in the STPCD that a teacher will be paid at the same rate as they were being paid in a previous school. It is the responsibility of the Trust to decide on this issue.

12. Pay Progression based on Performance for Main Pay Range Teachers

In this school all teachers can expect to receive regular constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development and helps to enhance their

professional practice. The arrangements for teacher appraisal are set out in the Trust's Appraisal Policy.

Progression between pay points will be based on the teacher demonstrating, through their appraisal that they meet the teacher standards and have met their own objectives for the appraisal period. Objectives set must support school/organisational improvement.

In the case of ECT's, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.

The Trust has determined that normally progression within a range will be by annual increments. However, where a teacher's performance has been of a sustained high quality, exceeding school expectations at that level, the Trust Board may award accelerated progression within the range. Progression to the next point will be subject to the criteria for the Teacher's successful performance appraisal having been exceeded.

To be fair and transparent, assessments of performance will be properly rooted in evidence. In this school we will ensure fairness by the arrangements detailed in the Appraisal Policy.

The evidence used will be only that available through the appraisal process and this is detailed in the Appraisal Policy.

Teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Trust Board, taking into account advice from the senior leadership team who will have regard to the confidential appraisal report.

Progression within a pay range will be subject to a review of the teacher's performance set against the annual appraisal review and the Teacher Standards. The Trust may determine that no incremental progression will be awarded if a teacher's performance is below expectations, Teacher Standards have not been met and/or appraisal objectives are not met.

For teachers on the upper pay range, pay progression will be based on two successful consecutive appraisal reviews.

For unqualified teachers on the unqualified teachers' pay range, pay progression will be awarded following each successful appraisal review.

Only in exceptional circumstances will teachers on the Upper Pay Range be awarded a further point on the upper pay range more frequently than at two yearly intervals or be awarded accelerated progression beyond one point.

13. Leading Practitioner Roles

This school has decided not to establish posts of Leading Practitioner.

Such posts may be established for teachers whose primary purpose is the modelling and leading improvement of teaching skills, where those duties fall outside the criteria for the TLR payment structure.

When determining the pay range for such posts, the Trust Board will do this by reference to the weight of the responsibilities of the post and consider pay equality with other posts and fair pay relativities between posts of differing levels of responsibility.

14. Working Time

A qualified teacher must be available for work for 195 days, of which-

(a) 190 days must be days on which the teacher may be required to teach pupils and perform professional duties; and

(b) 5 days must be days on which the teacher may only be required to perform other duties.

15. Upper pay range and assessment

Any qualified teacher may apply to be paid on the upper pay range and any such application must be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range.

The Trust has established a pay structure for classroom teacher posts paid on the upper pay range. See Appendix 4.

16. Upper pay range application process

Applications may be made once a year. A teacher wishing to apply for assessment against the threshold standards should submit an application to the Headteacher by no later than 31 October in each year, a template application form is at Appendix 2 and their appraisal review.

If a teacher is simultaneously employed in a school outside of The Trust they may submit separate applications if they wish to apply to be paid on the upper pay range in that other school or schools. The Trust will not be bound by any pay decision made by another school outside of The Trust.

17. Evidence to be included in the application

All applications should be made using the application form and two consecutive appraisal reviews, including any recommendation on pay (or where that information

is not available a summary or statement of evidence designed to demonstrate that the teacher has met the assessment criteria).

All pay related decisions will be taken in accordance with relevant equalities legislation, Employment Relations Acts and Part-time Workers and Fixed-term Employees Regulations. Appropriate consideration will be given where staff have been absent for long periods e.g. due to sickness or maternity leave.

18. The Assessment

An application from a qualified teacher will be successful where the Trust Board is 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.
 - *'highly competent' includes performance which demonstrates that all aspects of teaching over time are at least good and many aspects are outstanding, including evidence to show that the teacher can provide coaching and mentoring to other teachers, model effective teaching practice and show other teachers how to make a wider contribution to the work of the school which supports them to develop their teaching practice and meet the relevant standards;*
 - *'substantial' means of significant importance and value to the school/organisation, being a role model for teaching and learning and making a significant contribution to raising pupil progress and outcomes both in their own classroom and across the school/organisation;*
 - *'sustained' means continuously showing teaching practice which has grown over the appraisal period and is now consistently good to outstanding.*

For the purposes of this policy the Trust will be satisfied that the teacher has met the expectations for progression to the Upper Pay Range where the above assessment criteria have been evidenced by two successful and consecutive appraisal reviews.

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

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

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

This will include the right of appeal against this pay decision under the appeal arrangements.

19. The Teachers Main Pay Range

Other qualified teachers will be paid on the main pay range within the minimum and maximum of the main pay range as set out in STPCD.

The Trust has established a pay structure for classroom teacher posts paid on the main pay range. See Appendix 4.

20. Unqualified Teachers Pay Range

An unqualified teacher will be paid on the pay range for unqualified teachers within the minimum and maximum of the unqualified pay range set out in STPCD.

The Trust has established a pay structure for unqualified teacher posts paid on the unqualified teacher pay range. See Appendix 4.

21. Unqualified Teacher Allowance

The Trust may pay an additional allowance to unqualified teachers when that the teacher has:

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

Unqualified teachers may not hold TLR's or SEN allowances.

22. Part-time Teachers

Teachers employed on an ongoing basis at the school but who work less than a full working day or week are deemed to be part-time. The Trust will give them a written statement detailing their working time obligations and the mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a full time teacher in an equivalent post.

The remuneration of part time teachers including salary and any allowances, except for TLR3s, will be determined in accordance with the pro rata principle as defined in the STPCD.

23. Short Notice/Supply Teachers

Teachers who work on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro-rata.

24. Allowances and Payments

Special Education Needs Allowance

A SEN allowance as prescribed by the STPCD of no less than specified minimum and no more than the specified maximum per annum is payable to a classroom teacher if that teacher is:

- a) in any SEN post that requires a mandatory SEN qualification and involves teaching pupils with SEN;
- b) in a special school;
- c) who teaches pupils in one or more designated special classes or units in a school or, in the case of an unattached teacher, in a local authority unit or service;
- d) in any non-designated setting (including any pupil referral unit) that is analogous to a designated special class or unit, where the post:
 - i. involves a substantial element of working directly with children with SEN;
 - ii. requires the exercise of a teacher's professional skills and judgement in the teaching of children with SEN; and
 - iii. has a greater level of involvement in the teaching of children with SEN than is the normal requirement of teachers throughout the school or unit within the school or, in the case of an unattached teacher, the unit or service.

25. Recruitment and Retention

The Trust will:

- pay recruitment awards where it is considered necessary as an incentive to the recruitment of new teachers, for a fixed period of time.
- pay retention awards where it is considered necessary to retain the service of existing teachers, for a fixed period of time.
- make clear at the outset the expected duration of any incentive and benefits and the review date after which they may be withdrawn.
- will conduct annual review of all incentives, support or benefits.

26. Teaching and Learning Responsibility Payments (TLRs)

TLRs will be awarded to the holders of the posts indicated in the attached staffing structure.

TLR Values within the school are detailed in Appendix 4.

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

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

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

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

TLR3 payments will not be used to replace or otherwise limit teachers' pay progression on the Main, Upper or Leading Practitioner Pay Ranges.

27. Additional Payments

The circumstances in which additional payments may be made to teachers are set out in the School Teachers' Pay and Conditions Document STPCD.

The STPCD does not provide for the payment of "honoraria" to teachers in any circumstances.

The Trust may make additional payments to all teaching staff (including the Leadership Group) in respect of continuing professional development and activities and out of school hours learning undertaken other than on any of the 195 days of the normal working year (i.e. at weekends and during school closure periods).

The Trust accepts that the absence from the normal duties of a Teacher undertaking training will cause disturbance to the pupils' education. They have therefore authorised the payment of a special allowance where, in the opinion of the Chief

Executive Officer, essential training can be received outside of the normal year and it is in the interests of the school for it to be received then. All such payments must be contained within the in-service training budget.

The allowance will be calculated as follows:

Option A: a daily rate for each full-time Teacher calculated as 1/195 of his/her actual salary (or of the full-time equivalent salary for part-time staff).

Option B a daily rate of 1/195 of Point [to be determined by the Trust] on the Classroom Teachers' Scale, irrespective of the actual salary point of the Teacher concerned.

Payments for part days will be based on the hours involved; a full day being deemed to be 6½ hours.

The basis of these payments will be reviewed annually.

In all cases, the Teacher's participation in training outside of the normal year is voluntary.

28. Support Staff

The Framework of Support Staff Profiles and the Green Book Pay and Grading Structure form part of the Whole School Pay Policy.

All support staff will be appointed to a profile within the Framework of Support Staff Profiles which is associated with a grade within the Pay and Grading Structure.

The Pay and Grading Structure has grades with incremental points within it. New employees will normally start at the bottom of the grade. The penultimate point is a Contribution Based Point.

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

When the Framework does not cover a position, advice will be taken to ensure that duties and responsibilities are evaluated and an appropriate grade attached.

29. Pay Progression for Support Staff

In April of each year employees will automatically move to the next incremental point plus any standard of living increase.

When the employee is due to move to the final incremental point within the grade it will not be an automatic progression. It will be dependent upon their satisfactory performance which will be identified within their Performance Management Review.

30. Acting-Up Allowances

The Trust reserves the right to pay any member of staff additional salary where he/she covers in the prolonged absence of a more senior colleague. A review will take place within 20 working days of the start of the absence.

31. Salary Sacrifice Arrangements/childcare Vouchers

The Trust will offer salary sacrifice arrangements to allow staff to participate in voluntary schemes such as the childcare voucher scheme.

32. Cover Arrangements

Teachers should be required to cover only rarely, and only in circumstances that are not foreseeable. This does not apply to teachers who are employed wholly or mainly for the purpose of providing such cover.

33. Regrading Process and Appeal Process – Support Staff

There is a regrading policy which outlines the regrading process and appeal mechanism for support staff.

34. Appeals - Teachers

The arrangements for considering appeals are as follows:

An employee may seek a review of any determination in relation to his/her pay or any other decision that affects his/her pay.

The following list includes the usual reasons for seeking a review of pay. i.e. that the person or committee by whom the decision was made:

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

35. Procedure for Considering Appeals Relating to Salary

The order of proceedings is as follows:

1. The employee receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
2. If the employee is not satisfied, he/she should seek to resolve this by discussing the matter informally with the Headteacher making the recommendation to the Pay Committee within ten working days of the decision. Where this is not possible or where the employee continues to be dissatisfied, he/she may follow a formal appeal process.
3. The employee should set down in writing the grounds for questioning the pay decision and send it to the Chief Executive Officer who was not involved in the original determination normally within 10 working days of receiving the outcome of the informal discussion with the Headteacher.
4. If the CEO has been involved in the original determination any appeal should be heard by an Appeal Committee. The teacher will be given the opportunity to make representations in person. The decision of the appeal meeting will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.

There is no further right of appeal.

Role and responsibility of the Pay Committee

The Pay Committee will comprise at least three Directors determined annually. The Pay Committee reports to the Trust Board.

Establishment of the policy

The Pay Committee is responsible for establishing the policy, in consultation with the Chief Executive Officer and other staff, and submitting it to the Trust Board for approval. The Trust Board is responsible for formal approval of the policy.

Monitoring and review of the policy

The Pay Committee is responsible for reviewing the policy annually, in consultation with the Chief Executive Officer and other staff; and submitting it to the Trust Board for approval. The Trust Board is responsible for considering an annual report, including statistical information, on decisions taken in accordance with the terms of the policy.

Application of the policy

The Headteacher is responsible for:

- ensuring that pay recommendations for Deputy Headteachers, classroom teachers and support staff are made and submitted to the Pay Committee in accordance with the terms of the policy;
- advising the Pay Committee on its decisions; and
- ensuring that staff are informed of the outcome of decisions of the Pay Committee and of the right of appeal.

The Chief Executive Officer is responsible for:

- ensuring that pay recommendations for the Headteachers, Heads of School, are made and submitted to the Pay Committee in accordance with the terms of the policy;
- advising the Pay Committee on its decisions; and
- ensuring that staff are informed of the outcome of decisions of the Pay Committee and of the right of appeal.

The Pay Committee is responsible for:

- taking decisions regarding the pay of the Headteachers, Deputy Headteachers, classroom teachers and support staff following consideration of the recommendations of pay reviewers and the advice of the Headteacher/Chief Executive Officer;
- making recommendations to the Trust Board regarding the pay of the Chief Executive Officer following consideration of the Chief Executive Officer's performance review;
- making recommendations to the Trust Board regarding the pay of the Headteacher/Head of School following consideration of the Headteacher's/Head of School performance review;

- submitting reports of these decisions to the Trust Board;
- ensuring that the Headteacher/Chief Executive is informed of the outcome of the decision of the Trust Board and of the right of appeal.

The Appeals Committee is responsible for:

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

UPPER PAY RANGE APPLICATION FORM

Teacher's Details:

Name _____

School _____

Post _____

Performance Management/Appraisal Details:

Years covered by planning/review statements

Schools covered by planning/review statements

Declaration:

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

Applicant's signature _____ Date _____

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

Procedure for Considering Appeals Relating to Salary

1. Introduction by Chair: explanation of procedure.
2. The Pay Committee representative (who may be the Headteacher/Chief Executive) should put the case for the salary assessment decision.
3. The employee (or representative) may ask question of the Pay Committee representative.
4. The Appeals Committee may ask questions of the Pay Committee representative.
5. The employee (or representative) should put the case explaining the objection to the decision of the Pay Committee.
6. The Pay Committee representative may ask questions of the employee.
7. The Appeals Committee may ask questions of the employee and ask further questions of the Pay Committee representative regarding the case made on behalf of the employee.
8. The Headteacher/Chief Executive to be invited to express their views if they have not already done so.
9. The Pay Committee representative to sum up case.
10. The employee (or representative) to sum up case.
11. The parties to retire.
12. The Appeals Committee to consider the case and to notify parties of their decision.

This procedure may be varied by agreement of all the parties.

The Staffordshire Schools MAT Pay Ranges from September 2022

Leadership Pay

Chief Executive - **L30-34**

Headteacher (SM/RC/An) - **L8-L14**

HeadTeacher (TH) **L6 – L12**

Unqualified Teacher Pay Range

Point	Annual Full Time Salary
1	19,340
2	21,559
3	23,777
4	25,733
5	27,954
6	30,172

Teacher Main Pay Range

Point	Annual Full Time Salary
1	28,000
2	29,800
3	31,750
4	33,850
5	35,990,
6	38,810

Teacher Upper Pay Range

Point	Annual Full Time Salary
1	44,305
2	45,414
3	46,458

Teaching and learning responsibility (TLR) payments

TLR payments are made in addition to a teacher's basic salary for fulfilling a specific responsibility in school. The figure is annual and is paid as 1/12th per month - only TLR 3 payments can be of a fixed term duration.

TLR Level	Min	Max
TLR 3 (fixed term)	8,706	14,732
TLR 2	3,017	7,368
TLR 1	600	2,975

Special Educational Needs (SEN) allowance

SEN Allowance	Min	Max
SEN Allowance	2,384	4,703

Unqualified Teacher Allowance

Unqualified teachers may be paid an allowance as determined by the Trust. Unqualified teacher allowances are permanent and may be subject to 'salary safeguarding' if removed from the role.

Support Staff Pay Grading Structure Implementation 1 Apr 2023

Grade	SCP	Salary	Per hour
1	2	20,258	10.59
2	3	20,441	10.79
3	4	21,189	10.98
4	5	21,575	11.18
	6	21,968	11.38
5	7	22,369	11.59
	8	22,777	11.80
	9	23,194	12.02
	10	23,620	12.24
6	11	24,054	12.47
	12	24,496	12.69
	13	24,948	12.93
	14	25,409	13.17
	15	25,878	13.41
	16	26,357	13.66
7	17	26,845	13.91
	18	27,344	14.17
	19	27,852	14.43
	20	28,371	14.70
	21	28,900	14.98
	22	29,439	15.26

8	23	30,151	15.62
	24	31,099	16.12
	25	32,020	16.59
	26	32,909	17.05
	27	33,820	17.53
9	28	34,723	17.99
	29	35,411	18.35
	30	36,298	18.81
	31	37,261	19.31
	32	38,296	19.85
	33	39,493	20.47
10	34	40,478	20.98
	35	41,496	21.50
	36	42,503	22.03
	37	43,516	22.55
	38	44,539	23.08
11	39	45,495	23.58
	40	46,549	24.12
	41	47,573	24.65
	42	48,587	25.18
	43	49,590	25.70
12	44	50,607	26.23
	45	51,624	26.75
	46	52,663	27.29

	47	53,590	27.77
	48	54,646	28.32
13	49	55,710	28.87
	50	56,782	29.43
	51	57,849	29.98
	52	58,908	30.53
	53	59,979	31.08
14	54	63,751	33.04
	55	65,297	33.84
	56	66,843	34.64
	57	68,388	35.44