

# Pay Policy

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<b>Appendix 1</b>	1(a) Statutory Teachers Pay Ranges 1(b) LGA Pay Circular with advisory / model pay scales 1(c) SCC Pay Structure for Support Staff 1/4/2024
<b>Appendix 2</b>	Roles and Responsibilities of the Pay Committee and Board of Directors
<b>Appendix 3</b>	Application to Upper Pay Range

## **1. Policy Statement**

The purpose of The Staffordshire Schools Multi Academy Trust's ("the Trust") Whole School Model Pay Policy is to set out the framework for making decisions on pay for teachers and support staff including the procedures for determining appeals. It is based on the Staffordshire County Council policy.

It has been developed to comply with current legislation; the statutory requirements of the School Teachers Pay and Conditions Document (STPCD) and the Conditions of Service for School Teachers in England and Wales (the Burgundy Book); the Department for Education guidance 'Managing Teachers and Leaders Pay'; the NJC Green Book and the locally agreed 'Framework for Support Staff Profiles' and is compliant with:

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

This policy is reviewed annually and has been developed in consultation with the relevant trade unions and professional associations.

## **2. Policy Principles**

The aim of this pay policy is to:

- Support the recruitment and retention of a high-quality workforce.
- Enable the Trust to recognise and reward employees appropriately for their contribution.
- Ensure pay decisions and pay progression are compliant with the national pay framework as specified in the annually published School Teachers Pay and Conditions Document (STPCD), the Burgundy Book and NJC Green Book.
- Ensure that pay decisions are made using objective criteria so that there is no discriminatory effect on any group of employees with a protected characteristic under the Equality Act 2010.
- Ensure that the health, safety and wellbeing of employees is considered, and that the policy has a minimum impact on their workload.
- Ensure that implementation of the pay award complies with the National Minimum and Living Wage

## **3. Roles and Responsibilities**

Pay decisions are made by the Board of Directors which may delegate pay responsibilities to the Pay Committee. The Pay Committee shall establish and review the pay policy, subject to the approval of the Board of Directors and have the authority to take pay decisions on behalf of the Board of Directors in line with the policy. The role and responsibilities of the Pay Committee are outlined at **Appendix 2**.

When taking pay decisions, the Pay Committee must have regard to both the pay policy and the staffing structure. The Pay Policy and staffing structure should be made available to all employees therefore we recommend that the staffing structure be appended to this policy.

## **4. Teachers Annual Pay Award**

### **September 2024**

As per the School Teachers Pay and Conditions Document 2024 (STPCD) the following has been agreed:

- A minimum of 5.5% increase will be applied to all pay and allowance ranges and advisory points
- Any payments as a result of this year's pay award (2024/25) or due to annual pay progression decisions for all eligible teachers following appraisal (for 2023/24) will be back dated to 1 September 2024.

The statutory pay ranges including the STPCD advisory pay points for main pay, upper pay and the unqualified teachers' pay range (UTPR) from 1 September 2024 can be found in **Appendix 1(a)**

### **4.1 Approach to Teachers Pay**

#### **Advisory and Model Pay Points**

The Local Government Association (LGA) circular detailing the STPCD advisory pay points for main, upper and unqualified teachers' pay ranges and model pay points for all other pay ranges can be found in **Appendix 1(b)**. The Trust has adopted this.

#### **Annual Pay Progression**

As per the STPCD 2024/25 it is no longer a statutory requirement that annual pay progression for teachers must be based on performance determined during the annual appraisal. The statutory requirement to make a pay decision following the completion of the appraisal process remains.

The Trust has ceased using performance related pay and replaced this with automatic annual pay progression.

Further guidance on pay progression decisions are detailed in Sections **6.5** and **7.2**.

### **4.2 Local Changes to the Model Pay Policy**

The Board of Directors must consult trade unions/professional associations and staff with regard to the local provisions of the pay policy and any subsequent proposed changes to the Pay Policy. For example, if schools decide to use pay scales different to the previously nationally agreed scales (see **5.1**), they must consult with the trade unions.

Consultation must take place with a representative who is authorised to negotiate on behalf of the trade unions / professional associations, in these circumstances the County Secretaries of the Trade Unions/professional associations.

The Trust will discuss any changes they may be considering with their HR provider in the first instance.

### 4.3 Annual Pay Review

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

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

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

## 5. Leadership Group Pay

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

### 5.1 Three Stage Process to Determine Leadership Pay

A three-stage process should be adopted by the Pay Committee to determine leadership pay. This provides greater flexibility to make pay decisions to attract headteachers and other members of the leadership team.

The three stages are detailed below, and further guidance can be found in the [DfE Guidance 'Managing Teachers and Leaders Pay'](#).

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

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

### 5.2 Headteachers Pay (including Heads of School)

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

At our schools the headteacher's pay ranges are:

School	Unit Total	Headteacher Group
All Saints CE Primary	448	1
Anson CE Primary	679	1
Howard Primary	518	1
Mary Howard CE Primary	259	1

St Andrew's CE Primary	343	1
St Mary's CE Primary	756	1
The Richard Crosse CE Primary	791	1

The STPCD describes how headteacher's pay is calculated within a school using the school unit total (modified unit total in the case of special schools) which identifies the headteacher group.

Individual pay ranges for headteachers may be whatever length the Board of Directors/ Pay Committee deems appropriate (within the nationally agreed pay ranges) and may or may not include fixed scale points.

Pay ranges for headteachers should be no less than the group minimum and should not normally exceed the maximum of the headteacher group. However, the headteacher's pay range may exceed the maximum where the relevant body determines that circumstances specific to the role or candidate warrant a higher than normal payment.

The Pay Committee must ensure that the maximum of the headteacher's pay range and any additional payments does not exceed the maximum of the headteacher group by more than 25% other than in exceptional circumstances; in such circumstances, the Board of Directors must seek external independent advice before providing such agreement and support its decision with a written business case.

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

### 5.3 Executive Heads

Pay determination for executive heads (a headteacher responsible and accountable for more than one school) should be based on the calculation of the total number of pupil units across all schools, see 6.1. The Pay Committee should then determine the headteacher's starting point in that range. There is an expectation that temporary arrangements will be time-limited and subject to regular review and the maximum duration should be no longer than two years.

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

There are 2 executive headships in our Trust.

	Unit Total	Headteacher Group
St Mary's & The Howard	1274	2
Mary Howard & St Andrew's	602	1

### 5.4 Wider Leadership Pay (Assistant / Deputy)

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

At this Trust the Wider Leadership pay range is L1 - L5 for a Deputy Headteacher role.

Spine point	1 Sept 2024 to 31 Aug 2025
L1	£49,781
L2	£51,027
L3	£52,301
L4	£53,602
L5	£54,939

For wider leadership posts, the Pay Committee should consider how the role fits within the leadership structure of the school. The pay range for a deputy or assistant headteacher should only overlap the headteacher's pay range in exceptional circumstances. Individual pay ranges for deputy and assistant headteachers may be of whatever length the Pay Committee deems appropriate (within the nationally agreed Leadership pay range), allowing room for progression, and may or may not include the model pay points.

### **5.5 Pay Progression for Leadership Group**

The headteacher will be appraised annually by the CEO and Chair of Directors, supported by a suitably skilled and experienced external adviser who has been appointed by the Board of Directors for that purpose.

Wider leadership group pay will be reviewed annually. The headteacher will propose a pay progression decision to the Pay Committee following appraisals for all wider leadership roles. As per the STPCD the Board of Directors / Pay Committee must decide how pay progression will be determined within the agreed pay range, subject to the following:

- a recommendation on pay must be made in writing as part of the individual's appraisal report, and in making its decision the Board of Directors / Pay Committee must have regard to this recommendation.
- the pay decision must be confirmed to the leadership member in writing along with the reasons for the pay decision and provide the right of appeal against the pay decision.



This pay policy determines that members of the leadership group will receive a pay award in line with local pay progression arrangements following an appraisal, which may include enhanced progression where appropriate.

Pay progression for leadership group will be subject to the same criteria as described in **7.2**

## **6. Teachers Pay**

Teachers must be paid within the current statutory pay ranges detailed in **Appendix 1(a)**. The Trust has adopted the advisory pay points as detailed in Appendix 1(a)

### **6.1 Determining Teachers Pay on Appointment**

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

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

- the nature of the post
- the nature of the qualifications, skills, and number of years' experience required.
- the wider school structure.
- current salary (consider the principles of pay portability as detailed in the DfE Guidance 'Managing Teachers and Leaders Pay').

### **6.2 Pay Progression for Teachers**

This pay policy determines that a teacher will receive pay progression in line with local pay progression arrangements (which may include enhanced progression where appropriate) following their appraisal. Teachers' pay will be reviewed annually.

All teachers can expect to receive regular, constructive feedback on their performance and development 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 school's appraisal policy.

The Pay Committee must decide how pay progression will be determined within the relevant pay range. A written pay recommendation is required for every teacher following the outcome of the school's appraisal arrangements and in making its decision the Pay Committee must have regard to this recommendation.

### **Criteria for Pay Progression**

The criteria used when making decisions on pay progression in the Trust is:

Following an individual teacher's annual appraisal, they should expect to receive annual pay progression within the maximum of their pay range, subject to successful performance as defined by

their annual objectives and managed through performance management structures. Pay progression will not be withheld for reasons other than performance.

The pay decision must be confirmed to the teacher in writing along with the reasons for the pay decision and provide the right of appeal against the pay decision

As per the STPCD the expectation is that good classroom teachers should normally reach the maximum of the main pay range within five years

If a teacher is unlikely to meet their appraisal objectives, this should be discussed with them in a timely manner and well in advance of the final appraisal meeting

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. When a teacher returns to work from maternity leave, the school must give the employee any pay increase that they would have received, following the appraisal, had they not been on maternity leave. Schools should refer to their HR provider for further advice.

### 6.3 Teachers on Main Pay Range

At this Trust the teachers main pay range is:

Main Pay Range	Advisory Pay points
M1 (MPR Minimum)	£31,650
M2	£33,483
M3	£35,674
M4	£38,034
M5	£40,439
M6 (MPR Maximum)	£43,607

Pay progression for teachers on the Main Pay Range will be subject to arrangements as described in 7.2.

### 6.4 Early Career Teachers

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

ECTs should not be negatively affected by the extension of the induction period from one to two years. This change does not prevent awarding pay progression to ECTs at the end of the first year.

### 6.5 Unqualified Teachers

At this Trust the teachers Unqualified Pay Range is:

Unqualified Pay Range	Advisory Pay Point
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U1 (UTPR minimum)	£21,731
U2	£24,224
U3	£26,716

Unqualified teachers' pay progression will be subject to the arrangements described in **7.2**. Upon obtaining qualified teacher status (QTS) an unqualified teacher must be transferred to a salary within the main pay range for teachers. The teacher must then be paid a salary which is the same as, or higher than, the sum of the salary in the unqualified pay range (including any safeguarded sum payable) as the Pay Committee considers to be appropriate.

## 6.6 Teachers on Upper Pay Range

At this Trust the Upper Pay Range is:

Upper Pay Range (UPR)	Advisory Pay Points
U1 (UPR Minimum)	£45,646
U2	£47,338
U3 (UPR Maximum)	£49,084

Pay progression for teachers on the Upper Pay Range will be subject to the arrangements described in **7.2**.

## 6.7 Leading Practitioners

At this Trust there are no Leading Practitioner roles in the structure.

## 7. Progression to the Upper Pay Range

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

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

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

### 7.1 The Application

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

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

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

Applications should be submitted to the teacher's headteacher or executive headteacher.

## **7.2 The Assessment**

The assessor must be qualified to undertake the assessment. At this Trust the assessment will be undertaken by the relevant executive headteacher or headteacher.

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

An application from a qualified teacher will be successful where the Pay Committee is satisfied that:

- (a) the teacher is highly competent in all elements of the relevant standards; and
- (b) the teacher's achievements and contribution are substantial and sustained.

For the purposes of this pay policy:

- **'highly competent'** may mean

Experience and practice which is not only good enough to provide coaching or mentoring to other teachers but also to give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them to meet the relevant standards and develop their teaching practice.

- **'substantial'** may mean

Of real importance, validity or value to the school; play a critical role in the life of the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupils' standards, take advantage of appropriate opportunities for professional development and use outcomes effectively to improve pupils' learning.

- **'sustained'** may mean

Maintained continuously over a significant period of time which would normally be no more than two years. At this Trust the period considered is 2 years for both full time and part time employees.

## **7.3 The Outcome**

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

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

If unsuccessful, face to face supportive and developmental feedback will be provided then followed up in writing by the headteacher as soon as possible and at least within 5 working days of the decision.

#### **7.4 Appeals Process**

Any appeal against a decision not to move a teacher to the Upper Pay Range will be heard under the general appeals arrangements set out in **Section 13**.

### **8. Allowances and Other Payments**

Allowance ranges prescribed annually within the STPCD are detailed within **Appendix 1(a)**

#### **8.1 Special Educational Needs (SEN) Allowance**

The eligibility criteria for a teacher to receive a SEN allowance is set out in the STPCD.

The value of the SEN allowance at this school is

	<b>Min</b>	<b>Max</b>
<b>SEN</b>	£2,679	£5,285

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

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

#### **8.2 Teaching and Learning Responsibility (TLR) Payments**

The values of the TLRs to be awarded at this Trust are:

	<b>Min</b>	<b>Max</b>
<b>TLR 1</b>	£9,782	£16,553
<b>TLR 2</b>	£3,391	£8,279
<b>TLR 3</b>	£675	£3,344

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

#### **9.2.1 Eligibility Criteria**

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

### **9.2.2 TLR1 and TLR2**

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

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

Both TLR 1 and 2 are pro rated for part time workers

### **9.2.3 TLR1 Only**

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

### **9.2.4 TLR3 (time limited)**

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

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

The Pay Committee will ensure that the use of TLR3 applies only to clearly time limited school improvement projects or one-off externally driven responsibilities and where there is a genuine development or operational need. TLR3's should not be awarded consecutively for the same responsibility unless that responsibility relates to tutoring to deliver catch-up support to pupils on learning lost during the pandemic.

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

### **9.2.5 TLRs and Safeguarding**

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

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

TLR3 payments are not subject to safeguarding.

### **8.3 Recruitment & Retention Payments**

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

The Pay Committee should make clear at the outset the value, expected duration of any incentive and benefits and the review date after which they may be withdrawn.

The Board of Directors will conduct an annual review of all incentives, support or benefits.

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

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

### **8.4 Additional Payments**

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

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

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

### **8.5 Acting Allowance**

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

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

### **8.6 Unqualified Teachers Allowance**

The Pay Committee may determine that it is appropriate to pay an additional allowance to an unqualified teacher where it considers, in the context of its staffing structure and pay policy, that the teacher has:

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

## **9. Safeguarding of Salary (pay protection)**

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

Circumstances which may lead to safeguarding are:

- where the school staffing structure has changed.
- where the duties and responsibilities which have led to the payment of a TLR 1 or 2 are no longer required.
- where the Board of Directors agrees to reduce the number of teachers within the leadership or leading practitioner ranges.
- where the Board of Directors lower a pay range applicable to teachers within the leadership leading practitioner group.

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

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

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

For more information, please refer to the STPCD.

## **10. Working Arrangements**

### **10.1 Part-time employees**

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

### **10.2 Supply teachers**

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

### **11. Salary Sacrifice Arrangements**

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

### **12. Appeals regarding pay decisions (Teachers)**

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

- a) incorrectly applied any provision of the relevant conditions of service or pay policy.
- b) failed to have proper regard for statutory guidance.



- c) failed to take proper account of relevant evidence.
- d) took account of irrelevant or inaccurate evidence.
- e) was biased or otherwise unlawfully discriminated against the employee.

### 12.1 The Appeals Procedure

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

<b>1</b>	The teacher is informed of the pay recommendation and the basis on which the recommendation has been made.
<b>2</b>	If the teacher is not satisfied, he/she should seek to resolve this by discussing the matter informally (normally with the headteacher).
<b>3</b>	Following the discussion, the pay recommendation will be submitted to the Pay Committee and their decision will be communicated to the teacher in writing.
<b>4</b>	Where the teacher continues to be dissatisfied, he/she may follow a formal appeal process.
<b>5</b>	The teacher should set down in writing the reason(s) for questioning the pay decision as defined in point 13. above and send it to the chair of the appeal committee normally within 10 working days of receiving the outcome. This time limit may be extended by either side if sufficient reason is given.
<b>6</b>	The teacher should be invited to an appeal meeting where they and the appeal committee can discuss the original pay decision, ask questions and provide further information relevant to the decision.
<b>7</b>	Following the appeal, the committee must reach a decision and relay this to the teacher in writing as soon as possible, normally no later than 5 working days, including their rationale for reaching the decision.

### 12.2 The Appeals Committee

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

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

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

Further guidance on the appeals procedure and the appeal hearing can be found in the DfE Guidance 'Managing Teachers and Leaders Pay'. The Trust may also wish to obtain further advice regarding appeals from their HR provider.

## 13. Support Staff

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

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

The Framework of Support Staff Profiles and the County Council's Pay and Grading Structure form part of this Pay Policy. The Trust's pay structure consists of fourteen grades which incorporate the nationally agreed NJC pay spine.

### **13.1 Support Staff Framework**

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

The pay and grading of support staff, attached to the framework, is determined by the single status pay and grading structure agreed by the County Council and the recognised Green Book trade unions from 1 April 2019. In adopting the Single Status Pay and Grading Structure and Framework the Board of Directors is assured that all decisions will be based on a fair and objective approach to pay and grading according to criteria laid down in the relevant national agreements.

The pay structure is based on a 'points to pay' relationship, determined through a job evaluation process therefore ensuring equal pay for work considered of equal value.

### **13.2 Determining support staff pay on appointment**

All support staff will be appointed to a profile within the Framework of Support Staff Profiles.

As the Trust's pay structure reflects a points-to-pay relationship the points attached to each post within the Framework determine the salary (grade) that will be paid.

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

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

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

### **13.3 Pay Progression for Support Staff**

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

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

#### **13.4 Regrades and Regrade Appeal Process**

The Grading Policy which outlines the regrade process and appeal mechanism for support staff can be found at the [Job Evaluation and Grading - Staffordshire County Council](#) on the SLN.

#### **13.5 Staffing structure changes**

The staffing structure is normally reviewed annually. When this review covers the support staff structure the Board of Directors (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.

Where applicable, pay protection for support staff is three years for employees on grades 1 to 11 and one year for employees on grade 12 upwards, or until their salary exceeds the protected pay value, whichever falls sooner. During this time no pay awards are payable and once the protected value is reached employees will be paid at the top of the grade of the post they have been redeployed into.

When a new position is not covered by the Framework, schools should take advice from Staffordshire County Council's [Reward Team](#), to ensure that duties and responsibilities are evaluated and an appropriate grade attached.

#### **13.6 Honoraria**

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

#### **14. Apprentices**

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

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

#### **15. Monitoring the policy**

The Board of Directors will monitor the outcomes and impact of this policy annually, including trends in progression across specific groups of teachers, to assess its effect and the school's continued compliance with equalities legislation. It is recommended that the Board of Directors share and discuss any outcomes or findings with the relevant trade unions and/or professional associations.

#### **16. Further Information**

- [Equality Act 2010: advice for schools](#)
- [School Teachers' Review Body \(STRB\) reports - GOV.UK](#)
- [School Teachers Pay and Conditions Document 2024](#)
- [DfE Guidance 'Managing Teachers and Leaders Pay'](#)

## Appendix 1a – Statutory Pay Ranges & Advisory Pay Points 1 September 2024

The statutory pay ranges as specified in the School Teachers Pay and Conditions Document 2024 are:

### Headteacher Pay Ranges

	England and Wales	
	Min	Max
<b>Group 1</b>	£56,316	£74,926
<b>Group 2</b>	£59,167	£80,634
<b>Group 3</b>	£63,815	£86,783
<b>Group 4</b>	£68,586	£93,400
<b>Group 5</b>	£75,675	£103,010
<b>Group 6</b>	£81,441	£113,624
<b>Group 7</b>	£87,651	£125,263
<b>Group 8</b>	£96,673	£138,265

### Main Pay & Upper Pay Ranges including Advisory Pay points

Main Pay Range	Advisory Pay points
M1 (MPR Minimum)	£31,650
M2	£33,483
M3	£35,674
M4	£38,034
M5	£40,439
M6 (MPR Maximum)	£43,607
Upper Pay Range (UPR)	Advisory Pay Points
U1 (UPR Minimum)	£45,646
U2	£47,338
U3 (UPR Maximum)	£49,084

### Unqualified Pay Range including Advisory Pay Points

Unqualified Pay Range	Advisory Pay Point
U1 (UTPR minimum)	£21,731
U2	£24,224

U3	£26,716
U4	£28,914
U5	£31,410
U6 (UTPR Maximum)	£33,902

### Other Teachers Pay Ranges

	England and Wales	
	Min	Max
Leadership	£49,781	£138,265
Leading Practitioner	£50,025	£76,050

### Allowances Ranges

	England and Wales	
	Min	Max
TLR 1	£9,782	£16,553
TLR 2	£3,391	£8,279
TLR 3	£675	£3,344
SEN	£2,679	£5,285

## Appendix 2

### Role and responsibility of the Pay Committee of the Governing Body

The Pay Committee will comprise at least three directors. All directors, including those employed at the Trust, will be eligible for membership of the Pay Committee to establish the policy. However, directors employed at the Trust will not be eligible to take part in any discussions relating to individuals.

### Establishment of the policy

The Pay Committee is responsible for:

- Establishing the policy, in consultation with the head teacher, staff and trade union representatives, and submitting it to the Governing Body for approval.

The Governing Body 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 head teacher, staff and trade union representatives; and submitting it to the Governing Body for approval.

The Governing Body 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 head teacher is responsible for:

- ensuring that pay recommendations for the deputy and assistant head teacher(s) and classroom teachers 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 deputy and assistant head teacher(s) and classroom teachers following consideration of the recommendations of pay reviewers and the advice of the head teacher.
- taking decisions regarding the pay of the head teacher following consideration of the recommendations of the governors responsible for the headteachers annual review.
- submitting reports of these decisions to the Governing Body; and
- ensuring that the head teacher is informed of the outcome of the decision of the Pay Committee and of the right of appeal.

The Appeals Pay Committee of the Governing Body 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.

### Appendix 3

#### 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.