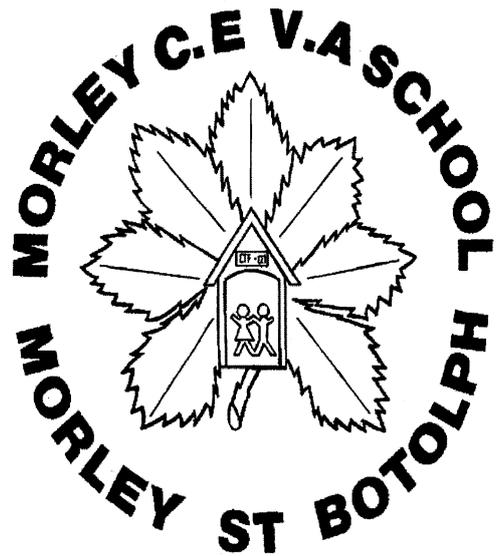
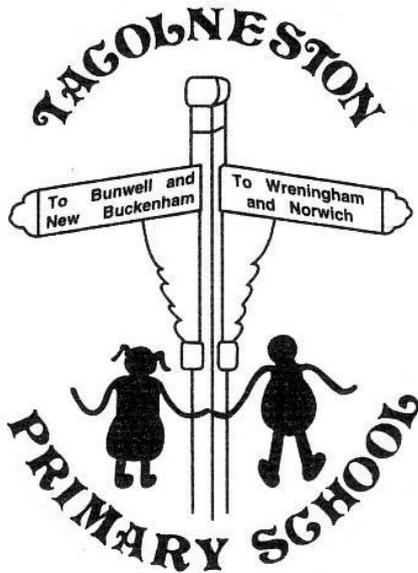


Tacolneston & Morley CE VA Primary Schools Federation



Pay Policy

All policies at Tacolneston & Morley CE VA Primary Schools Federation should be taken as part of the overall strategy of the school and implemented within the context of our Safeguarding Policy and our vision, aims and values as Church of England Schools.

Agreed:

Head Teacher:

Governor:

Review : September 2019

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Preamble

This policy is based on the model provided by Educator Solutions. The model is reviewed annually to reflect any changes made to the School Teachers' Pay and Conditions Document (STPCD) and is the subject of consultation with the recognised trade unions at county level. The model policy gives options to select from and spaces to insert information that is specific to each school. This adopted policy reflects the decisions made by the governing board.

1. Scope

1.1 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 STPCD. It also outlines the arrangements for support staff and provides the procedures through which teaching and support staff can raise pay related grievances should they wish to do so.

2. Introduction

2.1 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.

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

2.3 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.

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

2.5 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

3. Pay differentials

- 3.1 Salaries assessed in accordance with this policy will take into account different levels of responsibility, other material differences between posts and any requirements of the STPCD or relevant local authority job evaluation scheme.

4. Staffing budget

- 4.1 The amount of money allocated to implementing the school's pay policy will be determined at the beginning of each financial year through the budget allocation process of the school and will take into account normal pay progression. Any proposal to change the staffing structure will not be implemented without the prior approval of the governing board as informed by the views of the staffing and finance committees or equivalents.

5. Relationship with the School Improvement and Development Plan

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

6. Salary protection or safeguarding

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

7. Pensions

- 7.1 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 may be in breach of pension scheme legislation and may represent misuse of public funds. The governing board recognises that in such circumstances, a pension scheme may exercise their powers to use a notional salary for calculation of pension purposes and the DfE and/or local authority may exercise their powers to remove financial delegation.

8. Access to development opportunities

- 8.1 The governing board believes that access to development opportunities should be made available to all staff, whether full or part time, permanent or fixed term, and will advertise their availability internally including details of any related pay enhancements.

9. Equalities

- 9.1 It is the intention of the governing board that pay is awarded fairly, equitably and in support of the school's policy on equality.
- 9.2 In adopting and implementing this policy the governing board recognises its responsibilities under a range of legislation, including:
- Equality Act 2010
 - Equal Pay Act 2010
 - Employment Relations Act 2004
 - Employment Rights Act 1996
 - Employment Relations Act 1999
 - Part Time Workers (Prevention of Unfavourable Treatment) Regulations 2000
 - Fixed Term Employees (Prevention of Unfavourable Treatment) Regulations 2002
 - Employment Act 2008.
- 9.3 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.

10. Consultation arrangements

- 10.1 To ensure that meaningful consultation can take place in establishing and reviewing the school's pay policy, the governing board will seek and consider the views of school staff prior to final adoption or amendment to this policy. A copy of the adopted pay policy will be available to staff.

11. Communication arrangements

- 11.1 The governing board is committed to ensuring that all staff are aware of the school's pay policy and the reasons for pay related decisions are understood. Application of the school's pay policy will be undertaken as openly as possible. The salary details of individual members of staff shall remain confidential between them and the Headteacher although other parties may need to be privy to the information (e.g. the pay committee/and accredited external parties, such as trade union representatives and HR/payroll providers). The Chair of the pay committee (or equivalent) is responsible for informing staff in writing of any decisions on pay.

12. Initial determination of pay

- 12.1 The governing board has overall responsibility for all 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 relevant committee.

13. Appeal against pay decisions

13.1 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.

14. Monitoring

14.1 The governing board will monitor the outcomes and impact of this policy on a regular basis.

15. Pay reviews for Headteachers

15.1 The governing board will ensure that the salary of the Headteacher is reviewed annually, with effect from 1 September and no later than 31 December each year, and that they are given a written statement setting out their salary and any other financial benefits to which they are entitled.

15.2 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 the Headteacher'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.

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

16. Pay reviews for teaching staff

16.1 The governing board will ensure that each teacher's salary is reviewed annually, with effect from 1 September and 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.

16.2 As with the Headteacher, pay reviews may take place at other times of the year where circumstances change and the outcome of any such review will be confirmed in writing.

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

17. Part-time teachers

17.1 Teachers employed on a contract at the school who work less than a full working week are deemed to be part-time. Specific requirements are included in the STPCD for the determination of pay for part-time teachers. The STPCD states that a part-time teacher should be paid a proportion of a full-time salary 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. 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).

18. Short notice/supply teachers

18.1 Teachers who work on a day-to-day or other short notice basis will be paid in accordance with the statutory pay arrangements in the same way as other teachers.

18.2 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 an hourly rate calculated from their annual amount divided by 195 and then divided by 6.5.

18.3 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.

Section B

19. Leadership Group pay - for appointments made or Headteacher groups reviewed after 1 September 2014

19.1 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.

19.2 *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.

Members of the leadership group are paid within the statutory pay range for such employees as detailed in the STPCD.

The school will assign a Headteacher group in respect of any Headteacher posts. 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 governing board has determined the Headteacher group of the school to be Group 2

19.3 Stage 2 - setting the indicative pay range

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

The Headteacher's individual pay range will not normally exceed the maximum of the Headteacher group, however, the governing board may determine that circumstances specific to the role or candidate warrant a higher than normal payment.

The maximum of the Deputy or Assistant Headteacher's pay range will not exceed the maximum of the Headteacher group for the school and will only overlap the Headteacher's pay range in exceptional circumstances.

The governing board has set indicative pay ranges as follows:

- seven consecutive points on the Educator Solutions Optional Pay Scales (2017) (ESOPS) - Leadership Group Range for the Headteacher L14-L20
- five consecutive points on the Educator Solutions Optional Pay Scales (2017) (ESOPS) - Leadership Group Range for any Deputy Headteacher L6-L10
- five consecutive points on the Educator Solutions Optional Pay Scales (2017) (ESOPS) - Leadership Group Range for any Assistant Headteacher L1-L5

19.4 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 there is appropriate scope within an individual's pay range to allow for performance related progress over time.

The maximum of the Headteacher's pay range and any additional payments made (in total) will not exceed the maximum of the Headteacher group by more than 25% unless in exceptional circumstances and where supported by a business case as required by the STPCD.

The minimum a Headteacher can be paid is the statutory minimum of Group 1 in accordance with the STPCD. This equates to point 6 on the ESOPS (2017) scale.

19.5 Pay progression for leaders

Performance objectives will be set annually with the Headteacher and any Deputy Headteacher and/or Assistant Headteacher in accordance with the Performance Management Policy.

There shall be no further progression up the pay spine unless:

- where the Headteacher, Deputy Headteacher or Assistant Headteacher is not subject to the 2011 Regulations or the 2012 Regulations, an appraisal has been carried out and there has been a sustained high quality of performance having regard to the objectives set.
- where the Headteacher, Deputy Headteacher or Assistant Headteacher is subject to the 2011 Regulations or the 2012 Regulations, 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.

The Headteacher's salary will not be increased by more than two points in the course of one school year. Such points will be effective from 1 September each year. The only exception is if, after a change in the Headteacher group, it is necessary to move the Headteacher, Deputy Headteacher or Assistant Headteacher up the pay range to ensure the salary equals the minimum of the new Headteacher group.

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

In relation to the setting and review of performance objectives, the governing board will be advised by a School Improvement Partner, or equivalent external adviser.

19.6 *Determination of temporary payments to Headteachers*

Additional payments may be made to the Headteacher for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined and only where the reason or circumstance for the additional payment was not taken into account when determining the Headteacher's pay range.

Separate arrangements for residential duties and relocation expenses may apply.

The total sum of the temporary payments made to a Headteacher in any school year will not exceed 25% of the annual salary which is otherwise payable to the Headteacher, and the total sum of salary and other payments made to a Headteacher must not exceed 25% above the maximum of the Headteacher group, except in wholly exceptional circumstances and with the agreement of the governing

board. The governing board must seek external independent advice before providing such agreement and will give details of this on their yearly Schools Financial Value Standard (SFVS) assessment form.

19.7 *Additional payments to the Headteacher*

The governing board may exercise its discretion to award additional payments to the Headteacher as follows:

19.7.1 *Recruitment and retention*

All recruitment and retention considerations (other than relocation as above) in relation to a Headteacher will be taken into account when determining the Headteacher's pay range.

20. Leading practitioners

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

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

20.3 The governing board has adopted a pay range for leading practitioners using reference points set out on the attached ESOPS (2017) (see Annex 4). Each leading practitioner will be appointed on a pay range consisting of five points on the school's pay range for leading practitioners.

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.

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

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 reference points, one reference point or there will be no movement 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.

21. Main pay range for qualified teachers

21.1 *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, ends at point 6a and contains four reference points in between. This is set out in the Educator Solutions Optional Pay Scales - ESOPS₍₂₀₁₇₎ (see Annex 4). Point 6b is not adopted.

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

- qualified teachers will commence on at least the minimum point of the Main Pay Scale under ESOPS₍₂₀₁₇₎
- for service up to 31 August 2013, one point will be awarded for each year of qualifying employment as defined by the STPCD including service in state schools in the EEA outside of England and Wales (such as Scotland) on their return to England and Wales.
- for service from 1 September 2013, the school will take into account the teacher's current salary and decide whether to award any additional points.
- further points (subject to a maximum of one point per year) may be awarded in respect of other relevant experience, if considered appropriate. This may include teaching in a City Academy, City Technology College, independent school, sixth form college, or higher or further education establishment.
- additional points (subject to a maximum of one point for every three years) may be awarded for service as a qualified teacher in an overseas school outside of the EEA in the maintained sector of the country concerned, or outside teaching but in a relevant area (including industrial or commercial training, or time spent in an occupation relevant to the teacher's work at the school).
- the 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.

21.2 *Consideration of existing salary on appointment*

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

21.3 *Salary progression on the main pay scale*

In accordance with the school's Performance Management Policy, the governing board requires 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 of performance by the teacher in the light of the performance criteria previously agreed between the governing board and the teacher.

The governing board may award movement up the pay range in accordance with the provisions of the school's Performance Management Policy with reference to the teacher's appraisal reports and the pay recommendations they contain.

22. Upper pay range

22.1 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₍₂₀₁₇₎ scales (see Annex 4).

22.2 Application process

A qualified teacher may apply once in any school year to the governing board for assessment to access the upper pay range. Applicants should have been at the maximum of the main pay range for one year before applying. Whether the school uses point 6a or point 6b as the maximum is irrelevant for the purposes of application for upper pay range. Provided the teacher has been on either point 6a or point 6b for one year, they are entitled to apply.

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.

22.3 *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 two most recent, successful appraisal reports and the pay recommendations they contain.

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

23. Discretionary allowances and payments

23.1 *Teaching and learning responsibility payments (TLRs)*

TLRs 1 and/or 2 will be awarded to the post of Senior Teacher 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
- requires the exercise of a teacher's professional skills and judgement
- requires the teacher to lead, manage and develop a subject or curriculum area, or to lead and manage pupil development across the curriculum
- has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils
- involves leading, developing and enhancing the teaching practice of other staff.

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

TLR payment amounts are set by the 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 from September 2018:

TLR2:
£2667 to the holder of the post of Senior Teacher

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

23.2 *Special educational needs allowance (SEN)*

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

- employed in a special school
- in an SEN post that requires a mandatory SEN qualification
- that teaches pupils in one or more designated special classes or units in a school
- in any non-designated setting (including PRUs) equivalent to a designated special class or unit where the post:
 - (i) involves a substantial element of working directly with children with special educational needs: **and**
 - (ii) requires the exercise of their professional skills and judgement in the teaching of children with special educational needs: **and**
 - (iii) has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the school or unit.

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

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

24. Additional payments to teachers

The governing board may exercise its discretion to award additional payments to teachers as follows:

24.1 *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

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

The governing board will determine any such payments to an individual teacher other than the Headteacher, on an individual basis.

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

The governing board may pay a **fixed hourly rate based on the teacher's actual salary or an hourly rate based on a notional rate** to a teacher, other than the Headteacher, for agreed out of school hours learning activities such as breakfast clubs, homework clubs, summer schools etc.

24.4 Acting allowances

Where a teacher is assigned and carries out the duties of a Headteacher, Deputy Headteacher, or Assistant Headteacher but has not been appointed in an acting capacity, the governing board shall, within four weeks, determine whether or not an allowance should be paid in accordance with the provisions of the STPCD.

24.5 Recruitment and retention incentives and benefits

Exceptionally, the governing board may, as an incentive for the recruitment of new teachers and/or the retention of existing teachers, make payments or provide other financial support and benefits as it considers necessary. Where these payments are to be of a limited duration, the governing board will specify at the outset how long the payments will last. All other payments will be reviewed on a termly basis after which they may be withdrawn. These payments cannot be made to the Headteacher, Deputy Headteacher or Assistant Headteacher.

25. Residential teacher duties

There are no residential teachers at the school.

26. Unqualified teachers

26.1 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 on 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 a recognised qualification relevant to their subject area
- one point on the scale for each year of school teaching as an overseas trained teacher.

Where an unqualified teacher is appointed who has experience of working in a relevant area, (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.

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

the maximum, not increase in the total pay beyond the level a qualified teacher would receive in the same post.

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

In accordance with the 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 a 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.

27. Pay increases arising from changes to the STPCD

27.1 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,

The governing board will apply the nationally agreed amount to basic pay and any TLR and SEN allowances in payment across the board, effectively maintaining salary rates in line with Educator Solutions Optional Pay Scales.

28. Support staff

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

For Foundation, Voluntary Aided and Trust Schools:

The governing board has adopted Norfolk County Council's Modern Reward Strategy Collective Agreement, and subsequent local or collective agreements, to determine the grades and salaries of support staff. 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 Body.

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.

29. 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

N/A

Annex 4 – Educator Solutions Optional 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. Many schools have requested that the former detailed pay scales, whereby a number of set points fall within the specified ranges, be maintained for ease of use. In light of this, the former detailed pay scales – formally NAPS⁽²⁰¹⁵⁾ and ESAPS⁽²⁰¹⁶⁾ and now referred to as Educator Solutions Optional Pay Scales or ESOPS⁽²⁰¹⁷⁾ have been maintained annually 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. No school or academy is bound by these model scales - they are an option for school and academy customers to consider. If a school or academy chooses not to follow the ESOPS model, they will be asked to provide details of pay decisions made for appropriate payment can be made. Whether a school or academy chooses to follow ESOPS or an alternative, locally determined, arrangement, the decision must be reflected in the school or academy pay policy and made available to staff.

Main Pay Range

Point	2017
Point 1 (Minimum)	£22,917
Point 2	£24,486
Point 3	£26,454
Point 4	£28,490
Point 5	£30,735
Point 6a*	£33,164
Point 6b* (Maximum)	£33,492

Upper Pay Range

Point	2017
Point 1 (Minimum)	£35,927
Point 2	£37,258
Point 3 (Maximum)	£38,633

Allowances for qualified classroom teachers

TLR payments 2017		
	Minimum	Maximum
TLR 1	£7,699	£13,027

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TLR 2	£2,667	£6,515
TLR 3	£529	£2,630

SEN allowances 2017	
Minimum	Maximum
£2,106	£4,158

Unqualified Teacher pay range

Point	2017
Point 1 (Minimum)	£16,626
Point 2	£18,560
Point 3	£20,492
Point 4	£22,427
Point 5	£24,362
Point 6 (Maximum)	£26,295

Leading practitioner pay range

Point	2017
Point 1 (Minimum)	£39,374
Point 2	£40,360
Point 3	£41,368
Point 4	£42,398
Point 5	£43,453
Point 6	£44,543
Point 7	£45,743
Point 8	£46,799
Point 9	£47,967
Point 10	£49,199
Point 11	£50,476
Point 12	£51,639
Point 13	£52,930
Point 14	£54,250
Point 15	£55,600
Point 16	£57,077
Point 17	£58,389
Point 18 (Maximum)	£59,857

Leadership group pay ranges

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Pnt	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8
1	£39,374							
2	£40,360							
3	£41,368							
4	£42,398							
5	£43,454							
6	£44,544							
7	£45,743							
8	£46,799	£46,799						
9	£47,967	£47,967						
10	£49,199	£49,199						
11	£50,476	£50,476	£50,476					
12	£51,639	£51,639	£51,639					
13	£52,930	£52,930	£52,930					
14	£54,250	£54,250	£54,250	£54,250				
15	£55,600	£55,600	£55,600	£55,600				
16	£57,077	£57,077	£57,077	£57,077				
17	£58,389	£58,389	£58,389	£58,389				
18	£59,264*	£59,857	£59,857	£59,857	£59,857			
19		£61,341	£61,341	£61,341	£61,341			
20		£62,863	£62,863	£62,863	£62,863			
21		£63,779*	£64,417	£64,417	£64,417	£64,417		
22			£66,017	£66,017	£66,017	£66,017		
23			£67,652	£67,652	£67,652	£67,652		
24			£68,643*	£69,330	£69,330	£69,330	£69,330	
25				£71,053	£71,053	£71,053	£71,053	
26				£72,810	£72,810	£72,810	£72,810	
27				£73,876*	£74,615	£74,615	£74,615	

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28					£76,466	£76,466	£76,466	£76,466
29					£78,359	£78,359	£78,359	£78,359
30					£80,310	£80,310	£80,310	£80,310
31					<i>£81,478*</i>	£82,293	£82,293	£82,293
32						£84,339	£84,339	£84,339
33						£86,435	£86,435	£86,435
34						£88,571	£88,571	£88,571
35						<i>£89,874*</i>	£90,773	£90,773
36							£93,020	£93,020
37							£95,333	£95,333
38							£97,692	£97,692
39							<i>£99,081*</i>	£100,072
40								£102,570
41								£105,132
42								£107,766
43								<i>£109,366*</i>

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

Point	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8
1	£39,374							
2								
3								
4								
5								
6	£44,544							
7								
8		£46,799						
9								
10								
11			£50,476					
12								
13								
14				£53,712				
15								
16								

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17								
18	£59,264				£59,857			
19								
20								
21		£63,779				£64,417		
22								
23								
24			£68,643				£69,330	
25								
26								
27				£73,144				
28								£76,466
29								
30								
31					£81,478			
32								
33								
34								
35						£89,874		
36								
37								
38								
39							£99,081	
40								
41								
42								
43								£109,366

Supply rates

Educator Solutions Optional Pay Range for Qualified Teachers

	Annual Salary	Daily Rate	Hourly Rate
M1	£22,917	£117.5231	£18.0805
M2	£24,486	£125.5692	£19.3183
M3	£26,454	£135.6615	£20.8710
M4	£28,490	£146.1026	£22.4773
M5	£30,735	£157.6154	£24.2385
M6a	£33,164	£170.0718	£26.1649

Educator Solutions Upper Pay Range

	Annual Salary	Daily Rate	Hourly Rate
Point 1 (Min)	£35,927	£184.2410	£28.3448
Point 2	£37,258	191.0667	£29.3949
Point 3 (Max)	£38,633	198.1179	£30.4797

SEN Allowance

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

Educator Solutions Advisory Pay Range for Unqualified Teachers

	Annual Salary	Daily Rate	Hourly Rate
Point 1 (Min)	£16,626	£85.2615	£13.1172
Point 2	£18,560	£95.1795	£14.6430
Point 3	£20,492	£105.0872	£16.1673
Point 4	£22,427	£115.0103	£17.6939
Point 5	£24,362	£124.9333	£19.2205
Point 6 (Max)	£26,295	£134.8461	£20.7456

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 from 2017

Date of change	Paragraphs affected	Summary of update
1/3/17	All	New formatting due to launch of new HR website, HR InfoSpace – no change to content.
1/9/17	All	All rates uplifted in response to the 2017 School Teachers' Pay and Conditions Document.
29/09/2017	Point 6b	Adjusted point 6b to £33,492.

Annex 5 – Support staff salary arrangements

[School to insert details of support staff salary arrangements here. For Community and VC schools and other schools opting to follow MRS grades, these are available on HR InfoSpace as G206a]

**Salary Scales current from 01 April 2018
G206a**

Scale	Salary Point	£	Scale	Salary Point	£	Senior management and chief officer grades	£
Scale A	6	£16,394		32	£29,055		
	7	£16,495	Scale I	33	£29,909		
Scale B	8	£16,626		34	£30,756		
	9	£16,755		35	£31,401		
Scale C	10	£16,863	Scale J	36	£32,233	Scale P	£81,972
	11	£17,007		37	£33,136		£84,432
	12	£17,173		38	£34,995		£86,964
	13	£17,391		39	£35,955		£89,571
Scale D	14	£17,681	Scale K	40	£36,942		£92,259
	15	£17,972		41	£37,959		£95,031
	16	£18,319		42	£39,000	Scale Q	£95,031
	17	£18,672		43	£40,758		£97,878
Scale E	18	£18,870	Scale L	44	£41,661		£100,815
	19	£19,446		45	£42,588		£103,836
	20	£19,819		46	£43,545		£104,856
	21	£20,541		47	£44,493		£108,000
Scale F	22	£21,074		48	£46,758	Scale R	£108,000
	23	£21,693	Scale M	49	£47,934		£111,243
	24	£22,401		50	£49,128		£114,576
	25	£23,111		51	£50,367		£118,014
	26	£23,866		52	£51,627		£121,557
Scale G	27	£24,657		53	£54,630		£125,205
							£125,205

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Scale H	28	£25,463	Scale N	54	£56,202	Scale S	£128,958
	29	£26,470		55	£57,816		£132,828
	30	£27,358		56	£59,475		£136,812
	31	£28,221		57	£61,173		£140,913
			58	£64,524	£145,143		
			59	£66,357			
			Scale O	60	£68,250		
				61	£70,194		
				62	£72,192		

Hourly rates

Scale	Salary Point	£	£
		Annual	Hourly
Scale A	6	£16,394	£8.4974
Scale B	7	£16,495	£8.5498
	8	£16,626	£8.6177
	9	£16,755	£8.6846
Scale C	10	£16,863	£8.7405
	11	£17,007	£8.8152
	12	£17,173	£8.9012
Scale D	13	£17,391	£9.0142
	14	£17,681	£9.1645
	15	£17,972	£9.3154
	16	£18,319	£9.4952
Scale E	17	£18,672	£9.6782
	18	£18,870	£9.7808
	19	£19,446	£10.0794
	20	£19,819	£10.2727
Scale F	21	£20,541	£10.6469
	22	£21,074	£10.9232
	23	£21,693	£11.2440
	24	£22,401	£11.6110

Pay policy – model for schools P206a

	25	£23,111	£11.9790
Scale G	26	£23,866	£12.3704
	27	£24,657	£12.7804
	28	£25,463	£13.1981
Scale H	29	£26,470	£13.7201
	30	£27,358	£14.1804
	31	£28,221	£14.6277
Scale I	32	£29,055	£15.0600
	33	£29,909	£15.5026
	34	£30,756	£15.9416
Scale J	35	£31,401	£16.2760
	36	£32,233	£16.7072
	37	£33,136	£17.1753

Scale	Salary Point	£	£
		Annual	Hourly
Scale K	38	£34,995	£18.1388
	39	£35,955	£18.6364
	40	£36,942	£19.1480
	41	£37,959	£19.6751
	42	£39,000	£20.2147
Scale L	43	£40,758	£21.1259
	44	£41,661	£21.5940
	45	£42,588	£22.0745
	46	£43,545	£22.5705
	47	£44,493	£23.0619
Scale M	48	£46,758	£24.2359
	49	£47,934	£24.8454
	50	£49,128	£25.4643
	51	£50,367	£26.1065
	52	£51,627	£26.7596
Scale N	53	£54,630	£28.3162
	54	£56,202	£29.1310
	55	£57,816	£29.9675
	56	£59,475	£30.8274
	57	£61,173	£31.7076

Pay policy – model for schools P206a

Scale O	58	£64,524	£33.4445
	59	£66,357	£34.3946
	60	£68,250	£35.3758
	61	£70,194	£36.3834
	62	£72,192	£37.4190

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 two most recent, successful appraisal outcomes.

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

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

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

Annex 7 – Table of changes from March 2017

Date of change	Paragraphs affected	Summary of update
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