



Pay Policy

Approved by:

THE PAY COMMITTEE OF THE TRUST BOARD OF
GREENSAND MULTI-ACADEMY TRUST

Date: Tuesday 9th June 2020

Last reviewed on: Tuesday 9th June 2020

Next review due by: June 2021

Pay Policy

Introduction

This Pay Policy applies to and will be used across each school within the Greensand Multi-Academy Trust (“the Trust”). A copy of the Pay Policy is available from the Trust’s website and from each of the member schools:

www.greensandacademytrust.co.uk

www.reigate-school.surrey.sch.uk

www.dovers-green.surrey.sch.uk

www.stjohns-redhill.surrey.sch.uk

www.holmesdale.surrey.sch.uk

www.wray-common.surrey.sch.uk

1. Policy & Purpose

The overall aim of the Pay Policy is to ensure that all teaching and support staff are valued and receive recognition for their work and contribution to school life.

The purpose of the Policy is to:

- a) Enable the Governing Body in each member school to manage the remuneration of staff in a non-discriminatory, responsible and transparent way, which complies with current employment law and school policy on the fair and equal treatment of employees and with the principles of public life, namely objectivity, openness and accountability.
- b) Maintain and improve the quality of education provided for pupils in the school by having a whole school pay policy that supports the school improvement plan and reflects the agreed aims of the school.
- c) Support the equitable and objective determination of appropriate pay for staff under each individual school’s appraisal policy/professional growth framework.
- d) Provide for a staffing structure that will enable the school to achieve its aims and objectives under the school improvement plan.

The Trust is committed to:

- e) Reviewing the Pay Policy annually against the targets set under the Trust improvement plan, the confines of the agreed budget and the Trust’s spending priorities.
- f) Working within framework documents referred to in staff contracts, specifically:
For teachers: The School Teachers’ Pay and Conditions Document (STPCD) and statutory regulations affecting the employment and conduct of teaching staff.
- g) Consulting staff members and local representatives of recognised trade unions as part of the annual review of this Pay Policy and ensuring that members of school staff have ready access to the up-to-date version.
- h) Complying with equalities legislation, specifically the following (as amended): the Employment Relations Act 1999, the Equality Act 2010, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 and the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

2. The Pay Committees

Trust Level

The Trust Board has a Pay Committee (the Trust Pay Committee). Please see **Appendix 1** for the Terms of Reference of the Trust Pay Committee.

In determining the annual cost of living rises and pay scales for teaching staff, the Trust Pay Committee will follow Department for Education (DfE) and STPCD guidance.

In determining support staff cost of living rises and pay scales, the Trust Pay Committee will take into account Surrey County Council recommendations.

School Level

The Local Governing Body (LGB) of each school within the Trust must have a Pay Committee.

Terms of Reference for LGB Pay Committees:

- a) The Local Governing Body will annually appoint, from its members, a Pay Committee with the delegated powers described in the following terms of reference.
- b) The Pay Committee will consist of three Governors who are not members of staff at the school, and the Headteacher/Head of School in an advisory capacity.

The Pay Committee will have fully delegated powers to:

- c) Implement the Pay Policy with reference to staffing and financial budget plans. If the Pay Committee feels it to be appropriate, any matter may be passed to the LGB for ratification;
- d) Achieve the aims of the Pay Policy in a fair and equitable manner within statutory and contractual obligations;
- e) Apply the criteria of the Pay Policy in determining the pay of each member of staff in the annual review;
- f) Recommend to Governors the annual budget needed for the payment of staff.

The Committee shall be required to:

- g) Minute all decisions taken and submit their minutes to be noted by the LGB;
- h) Keep abreast of relevant developments and make recommendations to the Trust of any revisions.

3. Determining Salary for New Appointments

3.1 Classroom Teachers (All Teachers Other than Leadership Group)

In determining the specific starting salary for a successful applicant, the selection panel will take into account the applicant's relevant career history, previous salary, skills and qualifications based on the evidence collected through the selection process, including references.

The selection panel will usually recognise a teacher's upper pay range status, as awarded by another school, without requiring the teacher to reapply separately through the school's procedure. This is provided there is sufficient evidence collected through the selection process that the teacher meets the relevant criteria (see Section 5.2 of this Policy). Candidates will be required to provide evidence from their previous employer of successfully meeting the criteria.

Teachers without QTS or QTLS will be placed on the pay range for unqualified teachers.

Additional allowances may be awarded to new appointments where the Headteacher deems this to be appropriate (see Section 6). Specifically, where market conditions are deemed to be a factor, a recruitment allowance may be awarded if the criteria in 6.2 has been met.

The pay scales for teachers in the Trust can be found in **Appendix 2** of this Policy.

3.2 Leadership Group

The salary range for all staff paid on the leadership pay range will be determined by reference to the provisions of the STPCD and will include consideration of any broader responsibilities that attach to the role.

Executive Principal & Business Director of the Trust

The Trust Pay Committee will determine pay ranges for both the Executive Principal and Business Director by reference to the size of the Trust and taking into account all permanent responsibilities of the roles, challenges specific to the roles and all other relevant considerations, ensuring that there is appropriate scope in the ranges to allow for performance related progression over time.

Headteacher & Head of School

The LGB will determine a pay range for the Headteacher or Head of School by reference to the school group size and taking into account all permanent responsibilities of the role, any challenges specific to the role and all other relevant considerations, ensuring that there is appropriate scope in the range to allow for performance related progression over time.

The LGB will only re-determine the Headteacher's or Head of School's pay range in the circumstances specified in the STPCD.

The LGB may determine that additional payments be made to a Headteacher or Head of School for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined and which have not previously been taken into account when determining salary. Any such payments will be subject to the overall restrictions on headteachers' pay set out within the STPCD.

Deputy Headteacher & Assistant Headteacher

The salary range for a Deputy Headteacher and Assistant Headteacher shall be determined by reference to the STPCD, taking into account how the role fits within the wider leadership structure of the school, all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations.

The maximum of the pay range will not exceed the minimum of the headteacher group for the school.

The LGB will only re-determine the pay range of a deputy in the circumstances specified in the STPCD.

Certain additional allowances may be awarded to deputy headteachers and assistant headteachers where the LGB deems this to be appropriate (see Section 6 of this Policy).

The pay scales for the Leadership Group in the Trust can be found in **Appendix 3** of this Policy.

3.3 Support Staff, including Support Staff within the Greensand MAT Central Team

The salary gradings for posts shall be based on the job description prepared by the Headteacher/Head of School or other appropriate person and have regard to the terms and grading applicable for similar roles or work throughout the Trust and to any model frameworks for the pay and grading of support staff produced by the Trust.

For support staff newly appointed on Greensand Pay grades, appointment will normally be made on the minimum of the salary range for the relevant grade. However, the appointment can be made on a salary above the minimum of the range where the Headteacher/Head of School or other appropriate person wishes to recognise particular experience and/or qualifications appropriate to the post, the current salary of the appointee where it exceeds the minimum of the range, or any particular recruitment difficulties. In determining the specific starting salary for a successful applicant, the selection panel will base its decision on the evidence collected through the selection process, including references.

The pay scales for support staff in the Trust can be found in **Appendix 4** of this Policy.

3.4 Apprenticeships

The pay scale point for apprentices will be determined by the recruiting officer and will take into consideration the individual job role and responsibilities, alongside the Government's guidance on pay and conditions for individuals recruited on an apprenticeship scheme.

4. Pay Reviews and Progression

4.1 All Staff

All members of staff, including those on the leadership scale, will be provided with a salary statement to take effect from 1st September each year. This statement will contain details of the annual salary plus any allowances or safeguarded sums due to the teacher. This will be provided after pay decisions have been ratified by the LGB's Pay Review Committee.

All eligible members of staff will have their pay reviewed annually during the summer term. Where circumstances cause a delay to pay reviews, these will be completed as soon as reasonably possible after the deadline, ensuring affected staff members are regularly updated. Reviews may also take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and, where applicable, will give information about the basis on which it was made.

All members of staff can expect to receive regular, constructive feedback on their performance and are subject to an annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. All members of staff are expected to engage fully with this process. The current arrangements for appraisal are set out in the school's individual Appraisal Policy/Professional Growth Framework which should be read in conjunction with this Pay Policy.

To be eligible for consideration for performance-related pay progression, members of staff must normally have been in post at the school for at least 26 weeks in aggregate during the previous academic year (including periods of absence for school closures, sickness, maternity or family related leave). Newly-appointed teachers who have not been in post for 26 weeks as of 1st September will not be eligible for pay progression with effect from 1st September in that year, unless their offer letter states otherwise.

Decisions regarding pay progression will be adjusted where appropriate to take into account special circumstances, for example long-term absence resulting from sick leave or maternity leave. A decision on what adjustments may be necessary will be made on a case-by-case basis depending on the exact circumstances.

4.2 Determining Pay Progression

All decisions regarding pay progression will be made with reference to staff members' appraisal recommendations. In the case of newly qualified teachers (NQTs), pay decisions will be made by means of the statutory induction process.

The Trust's general policy is that any member of staff who is at risk of not meeting the criteria for pay progression will receive prior warning of this during in-year reviews and given adequate opportunity to address concerns with appropriate support before the end of the appraisal year.

5. Movement to the Upper Pay Range (Teaching Staff)

5.1 Applications and Evidence

Any qualified teacher may apply to be paid on the upper pay range in accordance with the individual schools own appraisal process, and any such application will be assessed in accordance with this Policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range.

Applications should be made in accordance with the individual school's appraisal and pay review process.

If a teacher is simultaneously employed at another school(s), he/she may submit separate applications if he/she wishes to apply to be paid on the upper pay range in that school or schools. This school will not be bound by any pay decision made by another school.

All applications should include the teachers two most recent annual appraisal or professional growth reports, including any recommendations on pay. Employees who have been absent from work, for example due to maternity leave or extended sickness absence, will be able to use earlier appraisal evidence in support of their application and/or a statement and summary of evidence as outlined below.

In the event that information from appraisals is not applicable or available, a statement and summary of evidence, designed to demonstrate that the applicant has met the assessment criteria, should be presented instead.

5.2 Assessment

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

- a) The teacher is highly competent in all elements of the Teachers' Standards; and
- b) The teacher's achievements and contribution to the school are substantial and sustained. For the purposes of this Pay Policy -
 - "highly competent in all elements of the Teachers' Standards" means:
 - measurable in relation to the individual school's appraisal process;
 - that the teacher's practice is secure, well-informed and consistently good or outstanding;

- that the teacher is able to contribute to the professional development of others through coaching and mentoring, demonstrating effective practice, providing advice and feedback.
- “substantial and sustained” achievements and contribution means:
 - That the teacher contributes at a strategic level to policy initiatives;
 - That the teacher makes a distinctive contribution to the raising of student standards;
 - That the teacher is skilled in collaborating with others and maximises opportunities for staff to work together, sharing responsibility and good practice;
 - That the teacher contributes more broadly to the life of the school;
 - That such contribution has been maintained over a period of time; this will usually require the assessor to be assured that the teacher has had at least two consecutive appraisal/professional growth reports demonstrating the required standard has been met.

The initial assessment will be made by the Headteacher/Head of School who will, in assessing against the criteria above, ensure that the contribution of a part-time teacher is considered equitably bearing in mind his/her working hours’ commitment.

The Headteacher/Head of School will consult with the teacher’s performance manager as appropriate when considering the evidence.

5.3 Notification and Feedback

After completing the assessment, the Headteacher/Head of School will notify the LGB of his/her recommendation. Once the LGB has determined the final decision, the Headteacher/Head of School will then provide written feedback to the teacher as promptly as possible. Feedback for unsuccessful teachers will have a developmental focus, stating specifically which criteria were met and which were not met, and confirming the right to appeal. Any appeal against a decision not to move the teacher onto the upper pay range will be heard under the school’s pay appeals procedure (see Section 8 of this Policy).

5.4 Pay Progression for Successful Applicants

Successful applicants will be moved onto the upper pay range from 1st September following the application. It is the Trust’s policy to place teachers who have successfully applied to access the upper pay range on the minimum of the range.

6 Allowances & Other Payments (Teaching Staff)

6.1 Teaching and Learning Responsibility Payments (TLRs)

TLR1s and TLR2s

TLRs are awarded where the LGB is satisfied that the additional responsibilities are significant and meet the criteria specified in the STPCD. For the award of a TLR1, the post-holder must also have line management responsibility for a significant number of people.

In deciding the appropriate of TLR for a post, the Headteacher/Head of School should take into account the range of responsibilities entailed, the level of accountability, the number of people

for whom the individual has line management responsibilities and any other factors the Headteacher/Head of School deems to be relevant. Where posts are deemed to be of equal weight they will be allocated the same TLR. TLRs may not be awarded to leadership group post holders or unqualified teachers.

The value of each TLR will be determined annually by the Trust Pay Review Committee. See **Appendix 2** for current year.

TLR3s

The Headteacher/Head of School may award a fixed-term TLR (a TLR3) to a classroom teacher who has been given a time-limited school improvement project or one-off externally-driven responsibilities. To award a TLR3, the LGB must be satisfied that the significant responsibility is one not required of all classroom teachers and which is focussed on teaching and learning, requires the exercise of a teacher's professional skills and judgement and has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils.

The value of each TLR will be determined annually by the Trust Pay Review Committee. See **Appendix 2** for current year.

The duration of the fixed term will be established at the outset and payment will be made monthly during this period. Pay safeguarding will not apply at the end of the fixed period. As for other TLRs, TLR3s may not be awarded to leadership group post holders or unqualified teachers.

6.2 Recruitment and Retention Allowances

The LGB will, in exceptional circumstances, consider the award of a recruitment or retention allowance for posts where the LGB anticipates or encounters recruitment and/or retention difficulties. In determining whether a post will be eligible for a recruitment and retention allowance, the LGB will take into account the following factors:

- Whether the post is in a nationally-recognised shortage subject area;
- Whether the post has had to be re-advertised due to insufficient quantity and/or quality of applicants;
- Whether previous recruitment to posts of a similar nature has proven difficult;
- Whether there has been a high rate of staff turnover;
- Any other relevant circumstance that the LGB believes is having a detrimental impact on the recruitment and retention of staff.

Where such an incentive or benefit is awarded, the LGB will determine:

- Whether the award is for recruitment or retention;
- The nature of the award (e.g. cash sums, travel, housing costs, etc.) and its value;
- When/how it will be paid*;
- The start date and expected duration of the award (unless it is a one-off award);
- The review date after which the award may be withdrawn; ▪ The basis for any uplift that may be applied.

(*Allowances may be paid monthly, paid wholly or in part as a lump sum subject to satisfactory completion of service in the previous year, or paid by a combination of the two methods.)

Recruitment and retention allowances cannot be paid to the leadership group except where they relate to a reimbursement of reasonably incurred housing or relocation costs. Any other recruitment and retention considerations will be taken into account when determining the leadership pay range.

The LGB will conduct regular formal reviews of all recruitment and retention awards and will withdraw awards where the circumstances no longer justify their continued payment.

6.3 Special Educational Needs Allowances

A SEN allowance will be paid to a teacher:

- In any SEN post that requires a mandatory SEN qualification and involves teaching pupils with SEN; and/or
- Who teaches pupils in one or more designated special classes or units within the school; or
 - In a non-designated setting, analogous to a designated special class or unit, where the post:
 - Involves a substantial element of working directly with children with special educational needs;
 - Requires the exercise of a teacher's professional skills and judgement in the teaching of children with special educational needs; and
 - 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 within the school.

The spot value of any SEN allowance within the range outlined above, to be paid in accordance with the eligibility criteria above, will be determined as follows:

6.4 Additional Payments

The LGB may make such payments as it sees fit to a member of staff, other than a Headteacher or Head of School, 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 staff member 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.

6.5 Allowances for Unqualified Teachers

Unqualified teachers are not permitted to hold TLR or SEN allowances.

The LGB may, however, exercise its discretion to determine that an additional allowance is payable to an unqualified teacher if they consider that the teacher has:

- A sustained additional responsibility which is focused on teaching and learning and requires the exercise of a teacher's professional skills and judgement, or
- Qualifications or experience which bring added value to the role being undertaken.

7. Allowances & Other Payments (Support Staff)

The LGB (or Executive Principal in the case of support staff within the Greensand MAT Central Team) reserves the right to approve payment of honoraria to support staff in recognition of work that goes beyond that normally expected of the post holder.

8. Pay Appeals

In the event of a member of staff seeking reconsideration of a pay decision he or she should first seek to resolve the matter informally through discussion with the decision maker, or if the complaint concerns the decision maker, with the next senior member of the SLT or at Trust level. See **Appendix 5** for details of who complaints should be referred to. **(Informal Stage)**

If the staff member has been unable to resolve their concerns informally, they should set out their complaint in writing and submit it to the Clerk to the relevant Pay Committee. The Clerk will pass it to the Pay Committee and convene a hearing for the member of staff and Pay Committee within 10 working days. At the hearing, the Pay Committee will consider the staff member's concerns and afford the opportunity for him/her to make representations in person, accompanied by a trade union representative or work colleague if desired. The staff member should be informed, in writing, of the outcome of the hearing within 5 working days and notified of the right of appeal, where applicable. **(Stage 1)**

If the member of staff wishes to appeal against the outcome of the hearing, he/she should do so within 10 working days of receipt of the written outcome of their complaint. Please refer to **Appendix 5** for the avenues of appeal. The written grounds of appeal should be submitted to the Clerk, who will pass them to the Independent Appeal Panel. The staff member will be notified of the date of the appeal hearing and has the right to be accompanied at the appeal hearing by a trade union representative or a work colleague. If the member of staff wishes to submit any written evidence as part of his/her appeal, then he/she must do so at least 5 working days prior to the appeal hearing. **(Stage 2)**

The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination.

That the person or committee by whom the decision was made:

- Incorrectly applied a provision of the STPCD or this policy;
- Failed to have proper regard to statutory guidance;
- Failed to take proper account of relevant evidence;
- Took account of irrelevant or inaccurate evidence;
- Was biased;
- Otherwise unlawfully discriminated against the member of staff.

An agenda for hearing a pay appeal is included as an appendix to this Policy (**Appendix 6**).

The decision of the Independent Appeal Panel should be confirmed in writing to the member of staff within 10 working days of the appeal hearing.

This procedure fulfils the function of the grievance procedure and therefore pay decisions cannot be reopened under the general grievance procedure.

9. Access to Salary Records

Staff may have access to their salary records by giving reasonable notice during term time to their School Business Manager.

10. Policy Review

This Policy will be reviewed annually by the Trust's Pay Committee.

APPENDIX 1

PAY COMMITTEE – TERMS OF REFERENCE 2020/2021

1. Constitution

- 1.1 The Greensand Multi-Academy Trust Board (“the Board”) has resolved to establish a Pay Committee to advise the Board on matters relating to pay and conditions of staff within Greensand Multi-Academy Trust (“the Trust”). The Pay Committee has formal powers delegated by the Board to make decisions for the areas of responsibility outlined below.
- 1.2 The Pay Committee (“the Committee”) is responsible to the Board and reports directly to the Board.

2. Authority

- 2.1 The Committee is authorised to investigate any activity within these Terms of Reference or specifically delegated to it by the Board. It is authorised to request any information it requires from any Member, Trustee, Governor, employee, external auditor, internal auditor or other assurance provider.
- 2.2 The Committee is authorised to obtain any outside legal or independent professional advice it considers necessary, normally in consultation with the Accounting Officer and/or Chair of the Board.
- 2.3 The Committee shall be required to maintain the strictest confidentiality.

3. Duties & Responsibilities

The Pay Committee will exercise responsibility for, and oversight of, the following with respect to the Trust:-

- 3.1 Monitoring and reviewing the Trust’s Pay Policy annually and advising the Board when the Pay Policy needs updating;
- 3.2 Ensuring that the Trust’s Pay Policy is equitably, fairly and consistently applied across the Trust and at school level;
- 3.3 Reporting to the Board on the progress of the Committee’s business and making recommendations to the Board;
- 3.4 Ensuring that the appropriate funding is allocated for pay within the Trust’s staffing structure and Pay Policy with regard to planned and potential determinations on performance pay progression;
- 3.5 Approving the pay and remuneration of the Central Team of the Trust as recommended by the Executive Principal;
- 3.6 Annually receiving and reviewing reports on pay decisions from each member school within the Trust;
- 3.7 Considering and making decisions about annual adjustments to pay;
- 3.8 Reviewing, setting and recording objectives of and the pay and remuneration for the Executive Principal of the Trust at least once each academic year and carrying out an annual performance review of the Executive Principal of the Trust with reference to their objectives. These performance management review meetings will be conducted by the Chair of the Pay Committee, the Chair of the Trust’s Finance, Audit & Risk Committee and a Governor from Reigate School;
- 3.9 Ensuring that the Executive Principal is informed of the outcome of the decision of the Pay Committee in respect of the Executive Principal’s pay and of the right of appeal;

- 3.10 Ensuring that all decisions made pursuant to this Committee's business comply with relevant legislation that affects all employers (for example, legislation on equality, employment protection and data protection);
- 3.11 Keeping abreast of any relevant developments and observing all statutory, non-statutory and contractual conditions in respect of pay matters, and attending relevant training as appropriate;
- 3.12 Establishing an Appeals Committee, if required, to take decisions on appeals against the decisions of the Pay Committee in accordance with the terms of the appeals procedure of the Trust's Pay Policy.

4. Administration

- 4.1 The Committee will meet twice per academic year, but may meet more frequently as required. The Chair or any two members of this Committee may call a meeting.
- 4.2 The Committee will consist of at least three members of the Board. None of the Trustees serving on the Pay Committee will be employed within the Trust.
- 4.3 The Chair will be appointed by the Committee and will not be employed by the Trust. The term of office for the Chair will be two years.
- 4.4 The Committee will be quorate if three members are present and more than 50% of those members present are Board members.
- 4.5 All Committee members have equal voting rights. In the event of an equal division of votes, the Chair shall have the casting vote.
- 4.6 The Executive Principal and Business Director of the Trust may be invited to attend Committee meetings, but will have no voting rights.
- 4.7 Administrative support will be provided by the Clerk to the Board.
- 4.8 Agendas will be agreed in advance by the Chair of the Committee and the Executive Principal of the Trust (based on, but not limited to, a pre-agreed annual schedule of activity) and papers will be circulated to Committee members and attendees at least 5 working days in advance of the meeting.
- 4.9 Minutes of all Pay Committee meetings will be taken and the reasons for all decisions clearly minuted. With the exception of minutes from any performance management review meetings of the Executive Principal, Committee minutes will be submitted in the next scheduled meeting of the Board once approved in draft by the Chair of the Committee.
- 4.10 The Committee will review these Terms of Reference and self- assess its performance against these Terms of Reference on an annual basis.
- 4.11 The members of the Committee shall hold office for a term of 4 years.
- 4.12 The members of the Committee may resign from office or be removed from membership of the Committee on subsequent consideration by the Board.
- 4.13 The Board must not add to these Terms of Reference responsibilities that require the Committee to adopt an executive role, or its members to offer professional advice to the Board. The Committee should seek formal professional opinions from HR or professional advisers to the Board. Advice should only be given in Committee members' capacity as Trustees and co-optees and only within these Terms of Reference.

Date reviewed and adopted by the Pay Committee: Friday 15th May 2020

Date of next review: May 2021

APPENDIX 2

PAY SCALES FOR CLASSROOM TEACHERS

The ranges currently differ for each school and actual figures will alter annually

Pay Structure

The school recognises, and adheres to, the minimum and maximum of the established pay ranges as outlined in the School Teachers' Pay and Conditions Document (STPCD).

Pay ranges will be updated annually and be plotted following the minimum and maximum amounts specified within the School Teachers' Pay and Conditions Document. The Trust will usually adopt the ranges recommended by the Joint Unions, provided they meet the criteria specified within this policy.

The Standard Scale Teacher range will consist of 6 points, starting at the minimum and ending at the maximum.

Upper pay scale range will consist of 3 points, starting at the minimum and ending at the maximum.

The unqualified teacher range will consist of 6 points, starting at the minimum and ending at the maximum.

Assistant Headteacher ranges will consist of 5 points plotted according to the specifications in the STPCD.

Deputy Headteacher ranges will consist of 5 points plotted according to the specifications in the STPCD.

Headteacher and Head of School ranges will consist of 7 points plotted according to the specifications in the STPCD.

Trust Executive Leader ranges will consist of 7 points.

2020/21 Joint Union recommendations

Standard Scale	£
M1	26,948
M2	28,828
M3	30,883
M4	32,999
M5	35,307
M6	38,174

Upper Pay Scale	£
U1	39,864
U2	41,295
U3	42,780

Unqualified Teacher Scale	£
N1	19,363
N2	21,473
N3	23,587

N4	25,699
N5	27,812
N6	29,924

Additional Responsibilities

SEN	£
S1	2270
S2	3375
S3	4479

TLR 1	£
1a	14,030
1b	11,161
1c	8,291

TLR 2	£
2a	7,017
2b	4,944
2c	2,873

TLR 3	£
3a	2,833
3b	1,702
3c	571

APPENDIX 3

PAY SCALES FOR LEADERSHIP GROUP

The ranges currently differ for each school and actual figures will alter annually

Pay Structure

The school recognises, and adheres to, the minimum and maximum of the leadership pay range as outlined in the School Teachers' Pay and Conditions Document (STPCD), including the broad bands used as the basis for calculating head teachers' pay.

Leadership Range	£
L1	43,356
L2	44,415
L3	45,495
L4	46,604
L5	47,737
L6	48,901
L7	50,190
L8	51,314
L9	52,568
L10	53,888
L11	55,254
L12	56,509
L13	57,890
L14	59,302
L15	61,040
L16	62,638
L17	64,058
L18	64,980
L19	67,228
L20	68,870
L21	69,850
L22	72,266
L23	74,023
L24	75,836
L25	77,686
L26	79,583
L27	80,714
L28	83,513
L29	85,557
L30	88,906
L31	91,999
L32	94,256

L33	96,556
L34	97,947
L35	101,343
L36	103,833
L37	106,373
L38	107,855
L39	111,629
L40	114,387
L41	117,226
L42	118,939
L43	121,412
Additional Greensand range	£
L44	124,580
L45	128,275
L46	131,970
L47	136,167
L48	139,360
L49	141,999
L50	144,639
L51	147,278
L52	149,918
L53	152,556
L54	155,196
L55	157,836

Headteacher ranges

Group	Units	Range of spine points	Greensand Schools (based upon published PAN)
1	0 – 1000	L6-L18	
2	1001 – 2200	L8-L21	St John's (1680) Dovers Green (2050)
3	2201 – 3500	L11-L24	Holmesdale (2884)

4	3501 – 5000	L14-L27	Wray Common (3570) Milton Mount (4410)
5	5001 – 7500	L18-L31	
Group	Units	Range of spine points	Greensand Schools (based upon published PAN)
6	7501 – 11000	L21-L35	
7	11001 – 17000	L24-L39	Reigate (12250)
8	17001+	L28-L43	

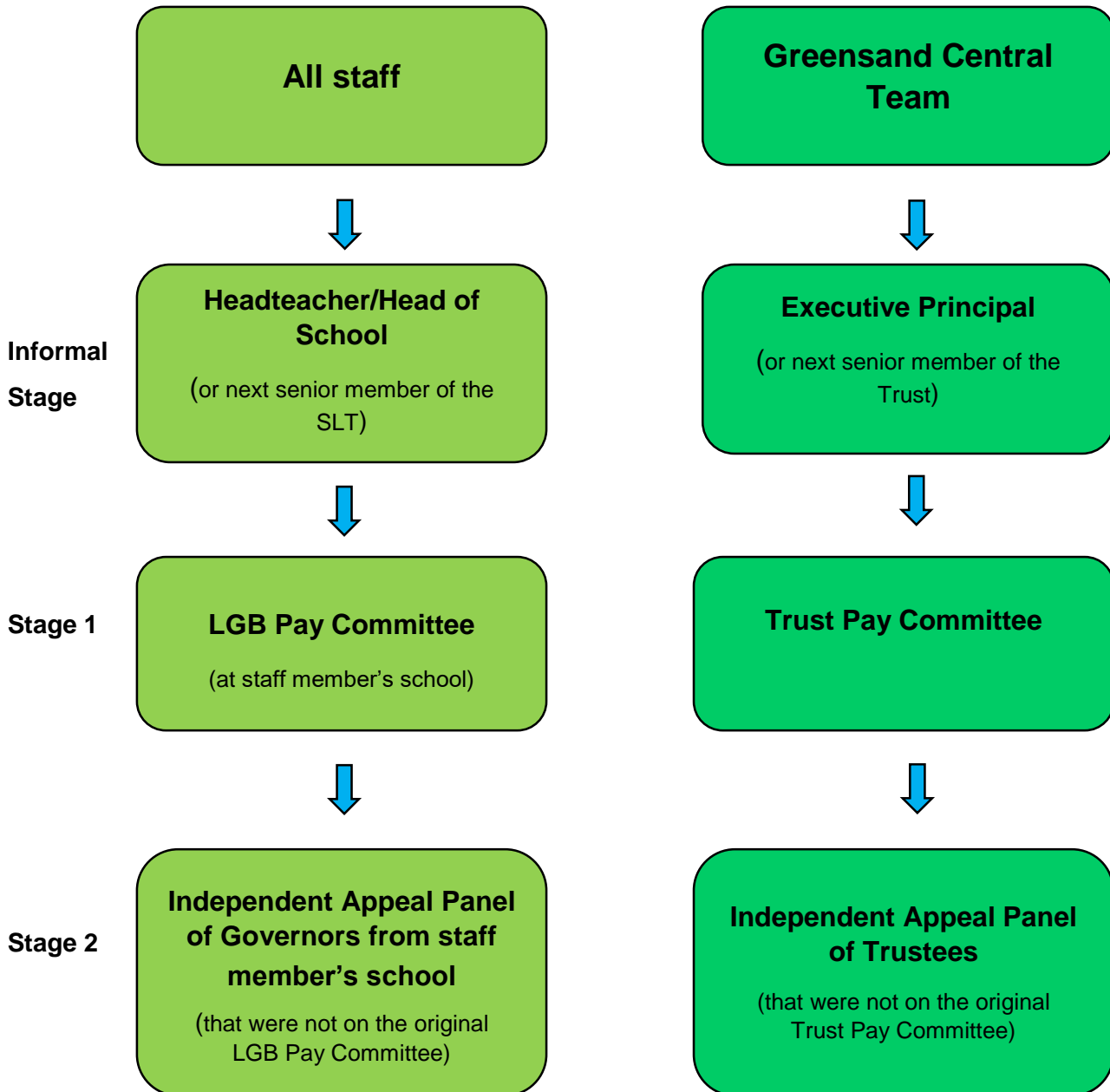
APPENDIX 4

PAY SCALES FOR SUPPORT STAFF

Pay point	FTE Salary £
a	17,457
1	17,489
2	17,877
3	18,281
4	18,685
5	19,190
6	19,695
7	20,200
8	20,705
9	21,210
10	21,816
11	22,422
12	23,028
13	23,634
14	24,240
15	24,846
16	25,452
17	26,058
18	26,866
19	27,674
20	28,482
21	29,290
22	30,098
23	30,906
24	31,714
25	32,522

Pay point	FTE Salary £
26	33,330
27	34,542
28	35,000
29	36,158
30	36,966
31	37,774
32	38,582
33	39,390
34	41,107
35	41,915
36	42,723
37	43,531
38	44,339
39	45,147
40	46,157
41	47,167
42	48,177
43	49,187
44	50,197
0	51,207

**APPENDIX 5
PAY APPEALS**



APPENDIX 6

AGENDA FOR PAY APPEAL HEARING

(An appeal against a pay decision by a headteacher will need to be modified accordingly)

(SCHOOL)

(DATE)

(TIME)

1. Introduction of all those present.
2. The appellant and/or his representative to present his/her reasons for appeal with any supporting evidence, and call witnesses* if applicable.
3. The representative of the Pay Committee/Headteacher/Head of School (as appropriate) to ask questions of the appellant and witnesses* if applicable.
4. The Independent Appeal Panel to ask questions of the appellant and witnesses* if applicable.
5. The representative of the Pay Committee/Headteacher/Head of School (as appropriate) to respond to the appellant's appeal, and call witnesses* if applicable.
6. The appellant and/or his/her representative to ask questions of the representative of the Pay Committee/Headteacher/Head of School (as appropriate).
7. The Independent Appeal Panel to ask questions of the representative of the Pay Committee/Headteacher/Head of School (as appropriate)
8. The appellant and/or his/her representative to summarise.
9. The representative of the Pay Committee/Headteacher/Head of School (as appropriate) to summarise.
10. Hearing to be adjourned whilst all parties, except the Independent Appeal Panel, their adviser and the Clerk, leave the room.
11. The parties will be recalled and if the Independent Appeal Panel has reached a decision this will be confirmed.

*Witnesses will usually be called one at a time and will be questioned by the other party and the panel, if necessary, before being asked to leave and the next witness called in.