



TWO RIVERS
HIGH SCHOOL



Pay Policy

Endeavour Multi Academy Trust

Review date: Spring Term 2022
Trust Finance Committee

Next Review: Autumn Term 2022

Introduction

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

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

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

In adopting this pay policy the decisions on pay will be managed in a fair, just and transparent way. This policy aims to support the Improvement Plan by recognising that the school's staff are its most important resource and by providing a system which will enable The Trust to recruit, retain and motivate staff of the best quality. Pay decisions at this school are made by the Trust with the recommendations made by the Finance Committee.

When taking pay decisions, Endeavour MAT will have regard both to this pay policy and to the individual's particular post within the staffing structure.

The Trust will consider any recommended pay awards agreed nationally and will decide annually on whether or not these should be applied to the pay ranges detailed in this policy.

Where a pay award is applied it may be awarded on the basis of whole school improvement. Pay progression will always be applied on the basis of individual performance.

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

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

Endeavour MAT will consult staff and unions on this policy and review it each year, or when other changes occur to:

- a) The School Teachers' Pay and Conditions Document, to ensure that it reflects the latest legal position. The pay policy will comply with the current School Teachers' Pay and Conditions Document and the accompanying statutory guidance. It will be used in conjunction with them, but, in the event of any inadvertent contradictions, the document and guidance will take precedence.

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

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

Support Staff

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

In response to the Green Book pay award for 2021, the pay and grading of support staff has been assimilated into the nationally revised pay structure to be implemented on 1 April 2021 (see Appendix 5). In adopting the Framework, the organisation is assured that:

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

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

Pay Reviews

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

Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.

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

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

Salary Safeguarding will apply in accordance with the STPCD.

The Trust Finance Committee

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

Appeals

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

Determination of Executive Pay Ranges

Taking into account the overall group size of the schools within the MAT, the Trust Board has assigned a pay range within the School Headteacher Group 8 to the posts held on the Executive Pay Range in recognition of the complexity and accountability of work across the Trust and also the work that is completed outside the organisation.

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

In accordance with the Academies Financial Handbook. It is to be noted that the Executive Group Range will not increase when other schools join the Endeavour Trust. The total unit score will increase in these circumstances.

The Executive Pay Range is set out in Appendix 4.

Determination of leadership pay ranges

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

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

The maximum of the Headteacher or Deputy Headteacher pay range must not exceed the maximum of the Headteacher group for the school. The pay range for a Headteacher or Deputy will not overlap the executive pay range.

The Leadership Pay Range is set out in Appendix 4.

Leadership Group Progression Criteria

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

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

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

Recruiting Teaching Staff

Central recruitment – all vacancies are reviewed by the central team and may include internal adverts.

Advertisements for vacant posts in a school must be considered by the Chief Executive and relevant Committee.

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

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

Basic Pay Determination on Appointment of a Classroom Teacher

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

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

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

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

Pay Progression based on Performance for Main Pay Range Teachers

In this school all teachers can expect to receive regular constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the school's Performance Management Policy.

The Trust Board has agreed the professional skill levels for teachers at this school; these are detailed in the school's Performance Management Policy.

Progression between pay points will be based on the teacher demonstrating, through their appraisal that they meet the teacher standards and identified targets for the new pay point. In the case of ECT's, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.

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

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

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

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

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

For teachers on the Upper Pay Range, pay progression will be based on two successful consecutive appraisal reviews.

For unqualified teachers on the Unqualified Teachers' Pay Range, pay progression will be awarded following each successful appraisal review.

Only in exceptional circumstances will teachers on the Upper Pay Range be awarded a further point on the Upper Pay Range more frequently than at two yearly intervals.

Leading Practitioner Roles

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

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

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

Working Time

A qualified teacher employed full time must be available for work for 195 days, of which:

- a) 190 days must be days on which the teacher may be required to teach pupils and perform professional duties; and
- b) 5 days must be days on which the teacher may only be required to perform other duties.

Upper Pay Range and Assessment

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

The Trust has established a pay structure for classroom teacher posts paid on the Upper Pay Range. See appendix 4.

Application Process

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

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

Evidence to be included in the application

All applications should be made using the application form and two consecutive appraisal reviews, including any recommendation on pay (or where that information is not available a summary or statement of evidence designed to demonstrate that the teacher has met the assessment criteria).

All pay related decisions will be taken in accordance with relevant equalities legislation, Employment Relations Acts and Part-time Workers and Fixed-term Employees Regulations.

Appropriate consideration will be given where staff have been absent for long periods e.g. due to sickness or maternity leave.

The Assessment

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

- the teacher is highly competent in all elements of the relevant standards and;
- the teacher's achievements and contribution to the school are substantial and sustained.

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

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

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

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

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

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

The Teachers Main Pay Range

Other qualified teachers will be paid on the Main Pay Range within the minimum and maximum of the Main Pay Range as set out in STPCD.

Endeavour MAT has established a pay structure for classroom teacher posts paid on the Main Pay Range. See appendix 4.

Unqualified Teachers Pay Range

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

Endeavour MAT has established a pay structure for unqualified teacher posts paid on the Unqualified Teacher Pay Range. See Appendix 4.

Unqualified Teacher Allowance

Endeavour MAT may pay an additional allowance to unqualified teachers when that the teacher has:

- taken on a sustained additional responsibility which is focused on teaching and learning and;

- requires the exercise of a teachers' professional skills and judgement or qualifications or experience which bring added value to the role being undertaken.

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

Part-time Teachers

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

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

Short Notice/Supply Teachers

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

Allowances and Payments

Special Education Needs Allowance

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

- (1) is in any SEN post that requires a mandatory SEN qualification and involves teaching pupils with SEN;
 - (2) is in a special school;
 - (3) who teaches pupils in one or more designated special classes or units in a school or, in the case of an unattached teacher, in a Local Authority unit or service; and
 - (4) in any non-designated setting (including any Pupil Referral Unit) that is analogous to a designated special class or unit, where the post:
 - involves a substantial element of working directly with children with SEN;
 - requires the exercise of a teacher's professional skills and judgement in the teaching of children with SEN; and
 - has a greater level of involvement in the teaching of children with SEN than is the normal requirement of teachers throughout the school or unit within the school or, in the case of an unattached teacher, the unit or service.
- Endeavour will only award level 1 SEN allowances and use other recognised mechanisms to award for further responsibilities.

Recruitment and Retention

Endeavour MAT will:

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

Teaching and Learning Responsibility Payments (TLRs)

TLRs will be awarded to the holders of the posts indicated in the school's staffing structure. TLR Values within the school are detailed in Appendix 4.

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

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

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

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

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

Additional Payments

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

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

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

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

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

The allowance will be calculated as follows:

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

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

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

The basis of these payments will be reviewed annually.

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

Support Staff

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

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

The Pay and Grading Structure reflects a points-to-pay relationship; the points attached to each post within the framework determine the salary that will be paid.

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

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

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

Pay Progression for Support Staff

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

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

Acting-Up Allowances

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

Salary Sacrifice Arrangements/Childcare Vouchers

Endeavour MAT will offer salary sacrifice arrangements to allow staff to participate in voluntary schemes such as the Childcare Voucher Scheme.

Cover Arrangements

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

Appeals

The arrangements for considering appeals are as follows:

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

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

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

Procedure for Considering Appeals Relating to Salary at a Local School Level.

The order of proceedings is as follows:

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

No further right of appeal

Role and responsibility of the Finance Committee

The Finance Committee will comprise at least three trustees determined annually. The Finance Committee reports to the Trust Board.

Establishment of the Policy

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

The Trust Board is responsible for formal approval of the policy.

Monitoring and Review of the Policy

The Finance Committee is responsible for reviewing the policy annually, in consultation with the Chief Executive and other staff; and submitting it to the Trust Board for approval.

The Trust Board is responsible for considering an annual report, including statistical information, on decisions taken in accordance with the terms of the policy.

Application of the Policy

The Chief Executive or Headteacher is responsible for:

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

The Finance Committee is responsible for:

- taking decisions regarding the pay of the Headteachers, Deputy Headteachers, classroom teachers and support staff following consideration of the recommendations of pay reviewers and the advice of the Chief Executive;
- making recommendations to the Trust Board regarding the pay of the Chief Executive following consideration of the Chief Executive's performance review;
- submitting reports of these decisions to the Trust Board;
- ensuring that the Chief Executive is informed of the outcome of the decision of the Trust Board and of the right of appeal.

The Appeals Committee of the Trust Board is responsible for:

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

The Local Governing Board must establish an Appeals Committee. All decisions will be made by the Logistics Committees other than the Headteachers, CEO, CFO and EDO pay and agreeing to national pay awards. These will be agreed by the Trust Board.

UPPER PAY RANGE APPLICATION FORM

Teacher's Details:

Name _____

Post _____

Performance Management/Appraisal Details:

Years covered by planning/review statements

Schools covered by planning/review statements

Declaration:

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

Applicant's signature _____ Date _____

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

Procedure for Considering Appeals Relating to Salary

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

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

Executive and Leadership Pay

All Headteachers pay is calculated in accordance with the terms and conditions of the School Teachers Pay and Conditions Document

Group Size	Annual Full Time Salary
1	47,735 - 63,508
2	50,151 - 68,347
3	54,091 - 73,559
4	58,135 - 79,167
5	64,143 - 87,313
6	69,031 - 96,310
7	74,294 - 106,176
8	81,942 - 117,197

Unqualified Teacher Pay Range

Point	Annual Full Time Salary
1	18,419
2	20,532
3	22,644
4	24,507
5	26,622
6	28,735

Teacher Main Pay Range

Point	Annual Full Time Salary
1	25,714
2	27,600
3	29,664
4	31,778
5	34,100
6	36,961

Teacher Upper Pay Range

Point	Annual Full Time Salary
1	38,690
2	40,124
3	41,604

Teaching and Learning Responsibility (TLR) Payments

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

TLR Level	Min 2020	Max 2020
TLR 3 (fixed term)	571	2,833
TLR 2	2,873	7,017
TLR 1	8,291	14,030

Special Educational Needs (SEN) Allowance

SEN Allowance	Min 2020	Max 2020
SEN Allowance	2,270	4,479

Unqualified Teacher Allowance

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

Appendix 5

Support Staff Pay Structure

SCP	Salary at 01/04/2021	Monthly Salary	Hourly Rate (37 Hrs)	Hourly Rate (32.5 Hrs)	Grades + Points
1	£18,333	£1,527.72	£9.50	£10.82	Grade 1 upto 274 NJC points
2	£18,516	£1,543.04	£9.60	£10.93	
3	£18,887	£1,573.90	£9.79	£11.15	Grade 3 313-354 NJC points CBP spinal point
4	£19,264	£1,605.36	£9.99	£11.37	
5	£19,650	£1,637.50	£10.19	£11.60	Grade 5 387-433 NJC points CBP spinal point
6	£20,043	£1,670.23	£10.39	£11.83	
7	£20,444	£1,703.63	£10.60	£12.06	
8	£20,852	£1,737.64	£10.81	£12.30	
9	£21,269	£1,772.40	£11.02	£12.55	Grade 6 434-468 NJC points CBP spinal point
11	£22,129	£1,844.05	£11.47	£13.06	
12	£22,571	£1,880.93	£11.70	£13.32	
14	£23,484	£1,956.99	£12.17	£13.86	
15	£23,953	£1,996.08	£12.42	£14.13	Grade 7 469-499 NJC points or 192-227 Hay points CBP spinal point
17	£24,920	£2,076.63	£12.92	£14.70	
19	£25,927	£2,160.58	£13.44	£15.30	
20	£26,446	£2,203.82	£13.71	£15.61	
22	£27,514	£2,292.85	£14.26	£16.24	
23	£28,226	£2,352.21	£14.63	£16.66	
24	£29,174	£2,431.15	£15.12	£17.22	Grade 8 500-550 NJC points or 228-268 Hay points CBP spinal point
25	£30,095	£2,507.88	£15.60	£17.76	
26	£30,984	£2,581.99	£16.06	£18.28	
27	£31,895	£2,657.88	£16.53	£18.82	
28	£32,798	£2,733.17	£17.00	£19.35	
29	£33,486	£2,790.49	£17.36	£19.76	
30	£34,373	£2,864.43	£17.82	£20.28	Grade 9 551+ NJC points or 269-313 Hay points CBP spinal point
31	£35,336	£2,944.65	£18.32	£20.85	
32	£36,371	£3,030.88	£18.85	£21.46	
33	£37,568	£3,130.68	£19.47	£22.17	
34	£38,553	£3,212.76	£19.98	£22.75	
35	£39,571	£3,297.55	£20.51	£23.35	
36	£40,578	£3,381.49	£21.03	£23.94	Grade 10 314-370 Hay points CBP spinal point
37	£41,591	£3,465.94	£21.56	£24.54	
38	£42,614	£3,551.16	£22.09	£25.15	
39	£43,570	£3,630.86	£22.58	£25.71	
40	£44,624	£3,718.71	£23.13	£26.33	
41	£45,648	£3,804.01	£23.66	£26.94	
42	£46,662	£3,888.46	£24.19	£27.53	Grade 11 371-438 Hay points CBP spinal point
43	£47,665	£3,972.07	£24.71	£28.13	
44	£48,682	£4,056.86	£25.23	£28.73	
45	£49,699	£4,141.56	£25.76	£29.33	
46	£50,738	£4,228.14	£26.30	£29.94	
47	£51,665	£4,305.38	£26.78	£30.49	
48	£52,721	£4,393.40	£27.33	£31.11	Snr Manager Grade 12 Hay 439 - 515 CBP spinal point
49	£53,785	£4,482.09	£27.88	£31.74	
50	£54,723	£4,560.23	£28.36	£32.29	
51	£55,786	£4,648.87	£28.92	£32.92	
52	£56,843	£4,736.92	£29.46	£33.54	
53	£57,912	£4,825.99	£30.02	£34.17	
54	£58,981	£4,915.06	£30.57	£34.80	Snr Manager Grade 13 Hay 516 - 629 CBP spinal point
55	£59,999	£5,004.14	£31.12	£35.43	
56	£60,999	£5,093.22	£31.67	£36.06	
57	£61,674	£5,139.54	£31.97	£36.39	
58	£63,216	£5,268.02	£32.77	£37.30	
59	£64,759	£5,396.59	£33.57	£38.21	
60	£66,300	£5,524.98	£34.36	£39.12	Snr Manager Grade 14 Hay 630 - 724 CBP spinal point
61	£73,703	£6,141.93	£38.20	£43.49	
62	£75,543	£6,295.28	£39.16	£44.58	
63	£77,387	£6,448.89	£40.11	£45.67	
64	£79,230	£6,602.49	£41.07	£46.75	
65	£87,702	£7,308.51	£45.46	£51.75	
66	£89,894	£7,491.21	£46.59	£53.05	Snr Manager Grade 15 Hay 725 - 879 + £4,395pa lease car subsidy / cash alternative. CBP spinal point
67	£92,087	£7,673.91	£47.73	£54.34	
					Snr Manager Grade 16 Hay 880-1089 + £4,395pa lease car subsidy/cash alt. CBP spinal point