



Unity Education Trust

POLICY	PAY POLICY
STATUS/DATE OF THIS VERSION	2017 final (consultations with unions and staff conducted Nov 2017 – no comments received. Updated Nov 2019 with 2019 pay scales
APPROVED BY	UET Board of Trustees Sept 2019 (subject to addition of 2019 pay scales – now attached)
RATIFIED BY	
REVIEW	Annually

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1. Introduction

Unity Education Trust (“the Trust” or UET”) 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.

This pay policy was adopted by the Trust on the date shown at the start of this document.

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

The aim of the policy is to:

- Maximise the quality of teaching and learning across the Trust’s academies
- Support the recruitment and retention of a high-quality workforce
- Enable the Trust to recognise and reward staff appropriately for their contribution
- Help ensure that decisions on pay are managed in a fair, just and transparent way.)

2. High level pay framework

2.1 *The Chief Executive Officer and Accounting Officer*

The Trust has determined that pay arrangements for the Chief Executive Officer and Accounting Officer (CEO) will generally be in line with STPCD but subject to consultations between appointed Trustees and the CEO.

2.2 *Teaching staff*

The Trust has determined that the main provisions of the STPCD will be followed for all teaching staff across the Trust as detailed later in this policy. This covers all teachers employed by the Trust including class teachers (with and without additional responsibilities), unqualified teachers and those holding the position of Head of School, Headteacher or Executive Headteacher.

This policy does not address every situation covered by the School Teachers’ Pay and Conditions Document (STPCD) and the governing body reserves its right as the ‘relevant’ body to exercise its responsibilities in accordance with other pay and conditions issues not covered by this pay policy.

2.3 *Associate staff*

The Trust has determined that the pay provisions of the National Conditions of Service for Local Government Staff (the Green Book) will be applied to all support staff employed by the Trust as detailed later in this policy. The Trust does reserve

the right to determine alternative arrangements for an individual post(s) where it is believed that Green Book provisions are not appropriate in light of specific factors. If a decision is made to use alternative pay arrangements for any individual post(s), this policy will be adjusted accordingly.

3. Pay reviews

3.1 *The CEO*

The Trust will review the CEO's salary annually, before the end of the autumn term, with any change having effect from 1 September. The CEO will receive a written statement confirming salary level following that review.

3.2 *Teaching staff*

The Trust will ensure that salary arrangements for each teacher (including Heads of School and Headteachers) are reviewed annually, before the end of the autumn term, with any change having effect from 1 September. All teachers will receive a written statement setting out their salary and any other financial benefits to which they are entitled.

3.3 *Associate staff*

The Trust will ensure that salary arrangements are reviewed annually with any incremental change taking effect on 1 July.

3.4 *All staff*

Reviews may take place at times of the year other than stated above to reflect any changes in circumstances or job description that may affect 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.

Where a pay determination leads or may lead to the start 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.

4. Part-time staff

4.1 *Teaching staff*

Teachers employed on an ongoing basis at the academy but who work less than a full working week will be deemed to be part-time.

The proportion of time a part-time teacher works, and is therefore paid, will be calculated against the academy's timetabled teaching week (STTW). The STTW refers to the academy session hours that are timetabled for teaching, including PPA

time and other non-contact time but excluding break times, registration and assemblies.

4.2 *Supply teachers*

Teachers who work on a day to day or other short notice basis will be paid in accordance with STPCD as it relates to supply teachers. Specifically, the maximum number of hours a supply teacher can be paid for on any one day is 6.5. Teachers who work less than a full day will have their payment based an hourly rate calculated from their annual salary divided by 195 and then divided by 6.5.

Supply teachers will not normally be paid beyond point 6a of the main scale for teachers (see later in this policy). The exception to this will be for existing part-time teaching employees of the Trust who undertake additional work for the Trust and have already progressed to a higher basic salary. In those cases, the employee's normal salary will be used as the basis for the supply teaching hourly rate.

Working arrangements will be confirmed with the supply teacher before the placement starts.

These provisions do not apply to Agency Supply Teachers for whom their respective agency will determine pay levels.

4.3 *Associate staff*

A full-time working week for support staff is 37 hours per week. Associate staff working less than 37 hours per week will be deemed to be part-time. The salary of part-time staff will be calculated on a pro-rata basis against a 37 hours per week full-time salary.

Staff working less than all year round will have salary calculated in line with the formula which reflects annual leave entitlements within Norfolk's Modern Reward Strategy. Contracted support staff working less than all year round will have their pay averaged across the year and paid in twelve equal instalments.

5. Main pay range for qualified teachers

5.1 *Determination of salary on appointment*

The Trust has adopted a main pay scale of the minimum and maximum values of the main pay range plus additional reference points (1-5 and 6b) as set out on the Educator Solutions Optional Pay Scales - see Annex 3.

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

- qualified teachers will commence on at least the minimum point of the pay scale

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- the Trust will consider the award of further points on appointment on a case by case basis with regard to equal opportunities, fairness and transparency; also having regard to other factors including the nature of the post and level of qualifications, skills and experience required, and market conditions.

5.2 *Consideration of existing salary on appointment*

The Trust has determined that previous salaries need not be recognised when making a new appointment.

5.3 *Salary progression on the main pay scale*

In accordance with the Trust's Teacher Appraisal Policy, the Trust shall require the Head of School or 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 performance by the teacher in the light of the performance criteria previously agreed between the Head of School or Headteacher and the teacher and as evidenced by a successful performance management review.

The Trust will award movement up the pay range by one (or in exceptional cases more than one) reference point as part of any pay review with reference to the teacher's appraisal reports and the pay recommendations they contain.

6. Upper pay range

6.1 *Pay levels*

The Trust 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 on the Educator Solutions Optional Pay Scales - see Annex 3.

6.2 *Application process*

A qualified teacher may apply once in any academic year to the Trust 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. The top of the main pay range for teachers under the Unity Education Trust Teacher's Pay Scale consists of two choices – 6a or 6b. A teacher does not have to move from 6a to 6b before progressing on to upper pay range.

The Trust has delegated the receipt and assessment of any applications to the Head of School/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, it will be determined whether the applicant can progress to the upper pay range. The assessor will need to be 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.

If successful, the teacher will be placed on the lowest point of the upper pay range from 1 September of the academic year in which the application was made.

6.3 *Salary progression on the upper pay scale*

In accordance with the Trust's Teacher Appraisal Policy, the Head of School or Headteacher will agree performance criteria annually with each 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 Trust 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.

7. Unqualified teachers

The salaries of unqualified teachers will be assessed on appointment and will be paid on the unqualified teacher pay range.

The Trust 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 3.

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

- Unqualified teachers will commence on at least the minimum point of the Educator Solutions Optional Pay Scale.
- The Trust will consider the awarding of further points on appointment on a case by case basis with regard to equal opportunities, fairness and transparency, and also having regard to other factors including the teacher's qualifications and previous experience where these are considered to be of value to the performance of the duties of the post.

In specific circumstances, the Trust may pay an additional allowance to any individual paid on the unqualified teachers' pay range. Such allowance will, at the maximum, not exceed in total the pay a qualified teacher would receive in the same post.

Where an individual 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 Trust's Teacher Appraisal Policy, the Trust requires the Head of School or 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 teacher in the light of the performance criteria previously agreed. The Trust 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 Trust's Teacher Appraisal Policy with reference to the unqualified teacher's appraisal reports and the pay recommendations they contain.

8. Discretionary allowances and payments

8.1 *Teaching and learning responsibility payments (TLRs)*

TLRs will be awarded to posts as indicated in the staffing structure for each academy in the Trust as determined by the Trust. If teaching posts are created specifically to work across the Trust rather than in a single academy, those will be identified separately if they are to carry a TLR payment.

Teachers in these identified posts will undertake duties that include significant responsibilities that:

- focus on teaching and learning
- require the exercise of a teacher's professional skills and judgement
- require the teacher to lead, manage and develop a subject or curriculum area, or to lead and manage pupil development across the curriculum
- have an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils
- involve 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 Trust within a minimum and maximum amount as stated in the STPCD. The Trust has determined that the minimum and maximum TLR payments are as set out in Annex 3.

A TLR3 may be awarded by the Trust 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 line with the STPCD. Safeguarding arrangements will not apply when TLR3 arrangements cease.

8.2 Special educational needs allowance (SEN)

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

- in an SEN post that requires a mandatory SEN qualification
- that teaches pupils in one or more designated special classes or units in one of the Trust's academies
- in any non-designated setting (e.g. a special unit) 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 Trust.

The Trust 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.

9. Leading practitioners

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

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

Currently the Trust has not taken a view on whether to establish such posts. If, at some point in the future, the Trust decides to establish Leading Practitioner post it will decide on the pay range to be adopted and the arrangements for performance review and progression.

10. Leadership Group pay – for appointments made after or headteacher groups reviewed after 1 September 2014

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

10.1 *Stage 1 - determining the Headteacher group*

Members of the leadership group (including than the CEO) will be paid on the leadership pay range as detailed in the STPCD.

Each academy in the Trust will be assigned to a headteacher group by calculating the total unit score in accordance with the STPCD. Where two or more schools are overseen by one Executive Headteacher, a combined headteacher group will be calculated. The headteacher group for any academy will be reviewed whenever the Trust decides it is necessary.

10.2 *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 Trust has determined the headteacher group of each school to be as follows:-

Academy: The Federation of Grove House & Kings Park Infant Schools
Group size: 1

Academy: Beeston Primary School
Group size: 1

Academy: Garvestone Primary School
Group size: 1

Academy: Northgate High School & Dereham Sixth Form College
Group size: 7

The Trust has determined that Heads of School and Headteacher posts will have a salary range of seven consecutive points on the Unity Education Trust leadership scale and that any Deputy or Assistant Headteacher posts will have a range of five consecutive points on the scale. Salary ranges have been set by the Trust as follows:-

Academy: The Federation of Grove House & Kings Park Infant Schools
Executive Head salary range: 12 - 18
Deputy headteacher salary range: 1 - 5

Academy: Beeston Primary School

Head of school: 6 - 12

Academy: Garvestone Primary
Headteacher salary range: 6 - 12

Academy: Northgate High School and Dereham Sixth Form College
Head of School salary range: 27 - 33
Deputy headteacher salary range: 19 - 23
Assistant headteacher salary range: 11 - 15

10.3 *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 Head of School or Headteacher's individual pay range will not normally exceed the maximum of the Headteacher group. However, the headteacher's range may exceed the maximum if the Trust determines that circumstances specific to the role or candidate warrant a higher than normal payment. 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 approved by the Trust Board. The minimum a Headteacher can be paid is point 6 on the Educator Solutions Optional pay scale, in accordance with the STPCD.

The maximum of a 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 Trust will ensure, on appointment, that there is appropriate scope within an individual's pay range to allow for performance related progress over time.

10.4 *Determination of temporary payments to Headteachers*

Additional payments may be made to a 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. Such payments would require approval from the Trust.

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 approved by the Trust.

Separate arrangements for residential duties and relocation expenses may apply.

10.5 *Pay progression for leaders*

In accordance with the Trust's Teacher Appraisal Policy, the Trust through the CEO and with involvement from the Local Governing Body) will seek to agree performance objectives annually with each Head of School or Headteacher relating to school leadership, management and pupil progress. In the absence of agreement, the Trust will set such performance objectives as it considers reasonable.

There shall be no progression up the pay spine unless there has been a sustained high quality of performance having regard to the objectives set.

The salary of a head of school or headteacher will not be increased by more than two points in the course of one academic year. Such points will be effective from 1 September each year. The only exception would be after a change in the respective headteacher group, where it is necessary to move the headteacher, deputy headteacher or assistant headteacher up the pay range to ensure the salary equals the minimum of their respective new range.

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

10.6 *Additional payments to Headteachers*

The STPCD makes some allowance for additional payments to be made to Headteachers in specific circumstances. The Trust reserves its right, should the specific circumstances arise, to determine that such payment be made.

11. Additional payments to teachers

The Trust may exercise its discretion to award additional payments to teachers (including the headteacher in some cases) as follows. In all cases the Trust will determine any payments on an individual basis.

11.1 *Continuous professional development outside normal school hours.*

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

The Trust has chosen not to exercise its discretion to award additional payments in respect of the provision of initial teacher training-

11.3 *Participation in out of school hours learning activities*

11.4 *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 Trust shall, within four weeks, determine whether or not an allowance should be paid in accordance with the provisions of the STPCD.

11.5 *Recruitment and retention incentives and benefits*

12. Pay increases (pay award) arising from changes to the STPCD

All teaching staff are paid in accordance with the STPCD as updated from time to time. Teachers may be eligible for pay increases as follows:

The Trust will have regard to the requirements and discretions under the STPCD, the schools financial position and other relevant factors when deciding how pay increases will be applied. Increases *may* be applied to:

- Basic pay
- TLR and SEN allowances in payment
- Other allowances in payment

13. Associate staff

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

The Trust operates a scheme of pay and conditions of service that reflect Norfolk County Council's Modern Reward Strategy.

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 Trust.

This assessment will be determined by the following criteria:

- responsibilities of the post
- performance of the postholder in accordance with previously agreed objectives and the relationship between the outcome and the scheme for progression
- any career progression scheme for support staff in use in the Trust

The assessment may have regard to any current grading/job descriptions/job evaluation framework in force in the local authority.

14. Salary protection/safeguarding

The Trust will apply the provisions of the STPCD in respect of teaching staff where salary safeguarding is appropriate.

The Trust will apply the provisions of its Staffing Adjustment Scheme in respect of support staff where salary safeguarding is appropriate.

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

15. Pay differentials

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

16. Staffing budget

The amount of money allocated to implementing the Trust's pay policy will be determined at the beginning of each financial year through the budget allocation process and will take into account normal pay progression. Any proposal to change the staffing structure at any other time will not be implemented without the prior approval of the Trust as informed by the CEO and relevant committees or equivalent.

17. Relationship with the Trust's improvement and development plans

The Trust will ensure that any pay related decisions support and reflect the overall objectives identified in its improvement and development plans. Wherever possible, career progression and staff development will be taken into account.

18. Pensions

The Trust will not promote staff through the grading systems or use any other pay flexibilities to assist in securing an employee's improved pension entitlement on retirement.

19. Access to development opportunities

The Trust believes that access to development opportunities (for example, promotions, additional responsibilities, secondments) should be made available to all staff, whether full or part time, permanent or fixed term, and will advertise their availability internally.

20. Equalities

In the implementation of this policy the Trust recognises its responsibilities to comply with relevant statute including the Equality Act 2010, Equal Pay Act 2010 and a range of employment legislation.

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.

It is the intention of the Trust that pay is awarded fairly and equitably.

21. Consultation arrangements

To ensure that meaningful consultation can take place in establishing and reviewing the Trust's pay policy, the Trust will consider the views of staff and recognised trade unions and professional associations prior to adoption. A copy of this pay policy will be made available to staff.

22. Communication arrangements

The Trust is committed to ensuring that all staff are aware of its pay policy and that reasons for pay related decisions are understood. The application of the Trust's pay policy will be undertaken in as open a way as possible. The salary details of individual members of staff, however, shall remain confidential between the employee and their Head of School or Headteacher, the CEO, appropriate Trustees, employees with responsibility for payroll and budgets, and accredited external parties such as HR and payroll providers.

23. Initial determination of pay

The Trust Board has overall responsibility for pay matters.

The Board, or a group of Trustees appointed by it, will make decisions relating to the pay of the CEO, Headteachers/Heads of Schools and such other posts as the Board may determine from time-to-time.

The CEO has delegated powers to make decisions within the Trust's pay policy for all other posts.

The Trust Board, or a group of Trustees appointed by it, will quality assure the implementation of the policy and for that purpose will have confidential access to the salary details of individual members of staff in accordance with paragraph 22 above.

24. Appeal against pay decisions

An employee may appeal against any determination in relation to their pay or any other decision taken that affects pay. Annex 1 outlines the pay appeals procedure.

25. Monitoring

The Trust will monitor the outcomes and impact of this policy on a regular basis to assess its effect and the Trust's continued compliance with equalities legislation.

26. Associated documents

- Pay – Educator Solutions Optional Pay Scales
- Pay – NCC – Support Staff Pay Scales

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 teacher

For support staff –

Appeals against grading and pay progression decisions will be considered through the following process:

1. The member of staff receives written confirmation of the pay determination and, where applicable, the basis on which the decision was made.
2. If the member of staff is not satisfied, they should 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.

Registering a formal appeal

3. To initiate a formal appeal, the member of staff should put in writing their reasons for their 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.

First hearing

4. 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.

Pay Appeals Committee hearing

5. Any appeal should be heard by a Pay Appeals Committee composed of three Trustees 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.
6. A designated member of the appropriate pay committee (or where the decision was made by the headteacher or CEO, the headteacher or CEO respectively) will present evidence to support the original decision.
7. Both parties may call witnesses.
8. Relevant papers will be exchanged by the parties no later than three working days before the hearing
9. 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 Pay Appeals Committee are final and there is no recourse to the Trust's grievance procedure.

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 Pay Policy.

Annex 2 – Pay appeal procedure

Procedure at a hearing of the Pay Appeal Committee of the Trust

The Committee should elect a Chair who should then introduce those present and explain the purpose of the hearing

The appellant, or their representative, should present evidence on the case referring to any relevant documentation

The Headteacher, CEO or designated member of the Pay Committee should be given the opportunity to ask questions of the appellant

The members of the Pay Appeals Committee and their adviser(s) should be given the opportunity to ask questions of the appellant

The Headteacher, CEO or designated member of the Pay Committee should present their case referring to any relevant documentation

The appellant, or their representative, should be given the opportunity to ask questions of the Headteacher, CEO or member of the Pay Committee

The members of the Committee and their adviser(s) should be given the opportunity to ask questions of the Headteacher, CEO or member of the Pay Committee

The appellant, or their representative, should make a closing statement

The Headteacher, CEO or designated member of the Pay Committee should make a closing statement

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 or where appropriate if the appellant is a Headteacher or the CEO. At any stage in the proceedings a request by either side for a brief adjournment may be granted at the discretion of Chair.

Annex 3

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, this Educator Solutions Optional Pay Scales (ESOPS2019) model is 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	2019
Point 1 (Minimum)	£24,373
Point 2	£26,041
Point 3	£28,133
Point 4	£30,299
Point 5	£32,686
Point 6a*	£35,269
Point 6b* (Maximum)	£35,971

Upper Pay Range

Point	2019
Point 1 (Minimum)	£37,654
Point 2	£39,050
Point 3 (Maximum)	£40,490

Allowances for qualified classroom teachers

TLR payments 2019		
	Minimum	Maximum
TLR 1	£8,069	£13,654
TLR 2	£2,796	£6,829
TLR 3	£555	£2,757

SEN allowances 2019	
Minimum	Maximum
£2,209	£4,359

Unqualified Teacher pay range

Point	2019
Point 1 (Minimum)	£17,682
Point 2	£19,739
Point 3	£21,794
Point 4	£23,851
Point 5	£25,909
Point 6 (Maximum)	£27,965

Leading practitioner pay range

Point	2019
Point 1 (Minimum)	£41,267
Point 2	£42,299
Point 3	£43,355
Point 4	£44,435
Point 5	£45,541
Point 6	£46,683
Point 7	£47,941
Point 8	£49,048
Point 9	£50,271
Point 10	£51,563
Point 11	£52,902
Point 12	£54,120
Point 13	£55,473
Point 14	£56,857
Point 15	£58,272
Point 16	£59,820
Point 17	£61,195
Point 18 (Maximum)	£62,735

Leadership group pay ranges								
Pnt	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8
1	£41,065							
2	£42,093							
3	£43,144							
4	£44,218							
5	£45,319							
6	£46,457							
7	£47,707							
8	£48,808	£48,808						
9	£50,026	£50,026						
10	£51,311	£51,311						
11	£52,643	£52,643	£52,643					
12	£53,856	£53,856	£53,856					
13	£55,202	£55,202	£55,202					
14	£56,579	£56,579	£56,579	£56,579				
15	£57,986	£57,986	£57,986	£57,986				
16	£59,528	£59,528	£59,528	£59,528				
17	£60,895	£60,895	£60,895	£60,895				
18	£61,808*	£62,426	£62,426	£62,426	£62,426			
19		£63,975	£63,975	£63,975	£63,975			
20		£65,561	£65,561	£65,561	£65,561			
21		£66,517*	£67,183	£67,183	£67,183	£67,183		
22			£68,851	£68,851	£68,851	£68,851		
23			£70,556	£70,556	£70,556	£70,556		
24			£71,590*	£72,306	£72,306	£72,306	£72,306	
25				£74,103	£74,103	£74,103	£74,103	
26				£75,936	£75,936	£75,936	£75,936	
27				£77,048*	£77,818	£77,818	£77,818	
28					£79,748	£79,748	£79,748	£79,748
29					£81,723	£81,723	£81,723	£81,723
30					£83,757	£83,757	£83,757	£83,757
31					£84,976*	£85,826	£85,826	£85,826
32						£87,960	£87,960	£87,960
33						£90,145	£90,145	£90,145
34						£92,373	£92,373	£92,373
35						£93,732*	£94,669	£94,669
36							£97,013	£97,013
37							£99,424	£99,424
38							£101,885	£101,885
39							£103,334*	£104,368
40								£106,972
41								£109,644
42								£112,392
43								£114,060*

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	£41,065							
2								
3								
4								
5								
6	£46,457							
7								
8		£48,808						
9								
10								
11			£52,643					
12								
13								
14				£56,579				
15								
16								
17								
18	£61,808				£62,426			
19								
20								
21		£66,517				£67,183		
22								
23								
24			£71,590				£72,306	
25								
26								
27				£77,048				
28								£79,748
29								
30								
31					£84,976			
32								
33								
34								
35						£93,732		
36								
37								
38								
39							£103,334	
40								
41								
42								
43								£114,060

Supply rates

Educator Solutions Optional Pay Range for Qualified Teachers

	Annual Salary	Daily Rate	Hourly Rate
Point 1	£24,373	£124.9897	£19.2292
Point 2	£26,041	£133.5436	£20.5452
Point 3	£28,133	£144.2718	£22.1957
Point 4	£30,299	£155.3795	£23.9045
Point 5	£32,686	£167.6205	£25.7878
Point 6a	£35,269	£180.8667	£27.8256

Educator Solutions Upper Pay Range

	Annual Salary	Daily Rate	Hourly Rate
Point 1 (Min)	£37,654	£193.0974	£29.7073
Point 2	£39,050	£200.2564	£30.8087
Point 3 (Max)	£40,490	£207.6410	£31.9448

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)	£17,682	£90.6769	£13.9503
Point 2	£19,739	£101.2256	£15.5732
Point 3	£21,794	£111.7641	£17.1945
Point 4	£23,851	£122.3128	£18.8174
Point 5	£25,909	£132.8667	£20.4410
Point 6 (Max)	£27,965	£143.4103	£22.0631

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.

**Salary Scales current from 01 April 2019
G206a**

Scale	Salary Point	£	Scale	Salary Point	£	Senior management and chief officer grades		
Scale A	1	£17,364	Scale J	29	£32,029	Scale P	£83,613	
Scale B	2	£17,711		30	£32,878		£86,121	
Scale C	3	£18,065		Scale K	31		£33,799	£88,704
	4	£18,426	32		£35,697		£91,365	
Scale D	5	£18,795	33		£36,675		£94,107	
	6	£19,171	34		£37,683		£96,933	
Scale E	7	£19,554	Scale L		35	£38,721	Scale Q	£96,933
	8	£19,945		36	£39,780	£99,837		
	9	£20,344		37	£41,574	£102,834		
	10 (new)	£20,751		38	£42,495	£105,915		
11	£21,166	39		£43,440	£106,956			
Scale F*	12	£21,589		Scale M	40	£44,418		Scale R
	13 (new)	£22,021	41		£45,384	£113,469		
	14	£22,462	Scale N		42	£47,694	£116,868	
	15	£22,911			43	£48,894	£120,375	
Scale G	17	£23,836	Scale O		44	£50,112	Scale S	
	18 (new)	£24,313		45	£51,375	£127,710		
	19	£24,799		46	£52,662	£127,710		
	20	£25,295	Scale N	47	£55,725	£131,538		
	21 (new)	£25,801		48	£57,327	£135,486		
Scale H	22	£26,317	Scale O	49	£58,974	£139,551		
	23	£26,999		50	£60,666	£143,733		
	24	£27,905		51	£62,397	£148,047		
Scale I	25	£28,785	Scale O	52	£65,817			
	26	£29,636		53	£67,686			
	27	£30,507		54	£69,615			
	28	£31,371		55	£71,598			
				56	£73,638			

* Salary point 16 not used by Norfolk County Council.

Hourly rates current from 01 April 2019

Scale	Salary Point	£	£
		Annual	Hourly
Scale A	1	£17,364	£9.0002
Scale B	2	£17,711	£9.1801
Scale C	3	£18,065	£9.3636
	4	£18,426	£9.5507
Scale D	5	£18,795	£9.7419
	6	£19,171	£9.9368
Scale E	7	£19,554	£10.1353
	8	£19,945	£10.3380
	9	£20,344	£10.5448
	10 (new)	£20,751	£10.7558
	11	£21,166	£10.9709
Scale F	12	£21,589	£11.1901
	13 (new)	£22,021	£11.4141
	14	£22,462	£11.6426
	15	£22,911	£11.8754
	New scp 16 not used		
	17	£23,836	£12.3548
Scale G	18 (new)	£24,313	£12.6021
	19	£24,799	£12.8540
	20	£25,295	£13.1111
	21 (new)	£25,801	£13.3733
	22	£26,317	£13.6408
Scale H	23	£26,999	£13.9943
	24	£27,905	£14.4639
	25	£28,785	£14.9200
Scale I	26	£29,636	£15.3611
	27	£30,507	£15.8126
	28	£31,371	£16.2604
Scale J	29	£32,029	£16.6015
	30	£32,878	£17.0415
	31	£33,799	£17.5189

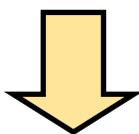
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Scale	Salary Point	£	£
		Annual	Hourly
Scale K	32	£35,697	£18.5027
	33	£36,675	£19.0096
	34	£37,683	£19.5321
	35	£38,721	£20.0701
	36	£39,780	£20.6190
Scale L	37	£41,574	£21.5489
	38	£42,495	£22.0263
	39	£43,440	£22.5161
	40	£44,418	£23.0230
	41	£45,384	£23.5237
Scale M	42	£47,694	£24.7210
	43	£48,894	£25.3430
	44	£50,112	£25.9744
	45	£51,375	£26.6290
	46	£52,662	£27.2961
Scale N	47	£55,725	£28.8837
	48	£57,327	£29.7141
	49	£58,974	£30.5678
	50	£60,666	£31.4448
	51	£62,397	£32.3420
Scale O	52	£65,817	£34.1147
	53	£67,686	£35.0834
	54	£69,615	£36.0833
	55	£71,598	£37.1111
	56	£73,638	£38.1685

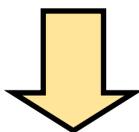
Annex 4 – Upper pay scale – model application process

An application to access the upper pay range can be made if the conditions in your school's pay policy section on salary progression to the upper pay range are satisfied and you can demonstrate that:

- You are highly competent in all elements of the relevant standards, and
- Your achievements and contribution to the school are substantial and sustained, beyond that expected of a classroom teacher on the main pay



Discuss the application process with your appraiser and/or the headteacher, either during the appraisal review or at another agreed time.



Before 30th June, submit a letter of application to the headteacher, outlining your wish to move to the upper pay range, with a written summary of evidence (as described in your school's pay policy) and evidence of your two most recent, successful appraisal outcomes.

The evidence should outline how all the post threshold standards are demonstrated in the teachers practice. Refer to Professional Standards for



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

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