



# Pay Policy

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## Pay Policy

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## Pay Policy

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### Introduction

Evolution Academy Trust (“the Trust”) 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.

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:

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

### 1. High level pay framework

#### 2.1 *The Chief Executive Officer*

The Trust has determined that pay arrangements for the Chief Executive Officer (CEO) will generally be in line with STPCD (i.e. a range of points selected from the Leadership Group pay ranges to reflect level of responsibility) but also subject to consultations between appointed Trustees and the CEO.

Any movement away from specific STPCD terms will be reflected in writing as part of the CEO’s employment contract.

#### 2.2 *Teaching staff*

The Trust has determined that the provisions of the STPCD will be followed for all teaching staff across the Trust as detailed in this policy under sections 5 (main pay range), 6 (upper pay range), 7 (unqualified teachers), 8 (discretionary allowances and payments), 9 (leading practitioners), 10 (Leadership Group employees) and 11 (Other Additional Payments). 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. Any application of pay arrangements other than as specified by this policy document will require Trustee approval through the appropriate committee or nominated Trustee.

#### 2.3 *Support staff*

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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 in this policy under section 13.

Further, the Trust has determined that the general provisions of Norfolk County Council's Modern Reward Strategy (MRS) will be applied in order that a sound pay structure and job evaluation process is operated. Where a standard evaluated job description is not available for any given post, the CEO will have responsibility for determining a post's grade from within the range of grades in use across the Trust and advice from Educator Solutions HR Services.

The Trust reserves the right to determine alternative arrangements for an individual post 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. Any application of pay arrangements other than as specified by this policy document will require Trustee approval through the appropriate committee or nominated Trustee.

It should be noted that some individuals may not be paid in line with Norfolk's MRS pay structure and job evaluation, specifically individuals employed at Dell Primary School, Elm Tree Primary School or Poplars Primary School. Some individuals employed in these establishments will have pay protection under TUPE legislation, with previous Suffolk pay arrangements continuing. At the time of adopting this policy, a process has been followed at Dell Primary School and Elm Tree Primary School to offer individuals opportunity to move to the Trust's adopted pay arrangements. Some individuals have accepted the Trust's pay arrangements and others have chosen to remain on protected Suffolk pay arrangements. All new appointments in these establishments will be against the Trust's adopted pay arrangements. This exercise has not yet been followed at Poplars Primary School and so, until that time, new appointments to that establishment will continue to be against Suffolk pay arrangements.

### 2.3 **Authority to make salary determinations**

Authority for decisions on salary are delegated by the Trust Board as follows:-

- Decisions relating to the CEO's salary may be made by the Trust Board or a committee appointed by the Trust Board.
- Decisions relating to a Headteacher's salary (including Executive Headteacher) may be made by the Trust Board or a committee appointed by the Trust Board. Any decision will take into account guidance provided by the CEO.
- Decisions relating to any post below Headteacher level may be made by the appropriate Headteacher (or Executive Headteacher).

All decisions on salary must be made within the framework provided by this Trust Pay Policy. Exceptions may only be made on authority of the Trust Board. Where the Board determines that arrangements other than specified through this Pay Policy may be applied, justification will be formally recorded in minutes.

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### 3. Pay reviews

#### 3.1 *The CEO*

The Trust will review the CEO's salary annually, following completion of the annual performance management cycle, by no later than 31 October. Any change will take effect from 1 September. The CEO will receive a written statement confirming salary level following that review.

No provision exists to allow salary payment to the CEO other than through the determined annual salary.

#### 3.2 *Teaching staff*

The Trust will ensure that salary arrangements for each teacher (including Heads of School and Headteachers) are reviewed annually, by no later than 31 December and 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 *Support staff*

The Trust will ensure that salary arrangements are reviewed annually with any incremental change taking effect on 1 July, or for staff at Dell Primary School, Elm Tree Primary School or Poplars Primary School who remain on protected Suffolk pay arrangements, 1 April.

#### 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 school 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 school's timetabled teaching week (STTW) in accordance with the STPCD. The STTW refers to the school session hours that are timetabled for teaching, including PPA time and other non-contact time but excluding break times, registration and assemblies.

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### 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 the respective agency will determine the pay level.

### 4.3 *Support staff*

A full-time working week for support staff is 37 hours per week. Support 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.

It should be noted that staff employed at Dell Primary School, Elm Tree Primary School or Poplars Primary School who remain on protected pay arrangements through TUPE legislation will have their annual leave (and therefore any averaged pay calculation) determined through Suffolk pay and annual leave arrangements for as long as they remain under those protected arrangements.

## 5. **Salary arrangements for the CEO**

The Trust has determined that the appropriate salary range for the CEO is points L38 to L42 on the Leadership Pay Range as specified by the Educator Solutions Optional Pay Scales.

Values for points within the range will change to reflect annual (September) teacher pay awards.

Progression within the range will be considered annually in light of performance against objectives set by a committee appointed by the Trust Board. There is scope for progression by one point in each year (September to August) until the maximum point is reached.

The Trust Board may review the CEO's salary range at any time and particularly in light of any significant changes to the responsibilities of the post.

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### 6. Main pay range for qualified teachers

#### 6.1 *Determination of salary on appointment*

The Trust has adopted for the 2018/19 academic year a main pay scale of the minimum and maximum values of the main pay range plus additional reference points as set out on the Educator Solutions Optional Pay Scales – ESOPS (2018) - see Annex 3.

The Trust has adopted for the 2018/19 academic year a main pay scale of the minimum and maximum values of the main pay range plus additional reference points as set out on the Educator Solutions Optional Pay Scales – ESOPS (2018) - see Annex 3.

On appointment to the Trust, salaries will be assessed in accordance with the following:

- the nature of the post
- the level of qualifications, skills and experience required
- market conditions

#### 6.2 *Consideration of existing salary on appointment*

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

#### 6.3 *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 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 reference point as part of any pay review with reference to the teacher's appraisal reports and the pay recommendations they contain.

### 7. Upper Pay Scale for teachers

#### 7.1 *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 – ESOPS (2018) - see Annex 3.

#### 7.2 *Application process*

A qualified teacher may apply once in any academic year to their Headteacher (or Executive headteacher) 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 Educator Solutions Optional Pay Scales – ESOPS (2018) (see Annex 3) consists of

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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 appropriate Headteacher or Executive Headteacher.

The application must contain a summary of the evidence the teacher wishes to rely on 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 5 for 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.

### 7.3 *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 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.

## 8. **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 – ESOPS (2018) - see Annex 3.

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

- one point for a recognised overseas teaching qualification, or for a recognised post-16 teaching qualification, or a recognised qualification relevant to their subject area
- one point on the scale for each year of school teaching as an overseas trained teacher, or teaching in higher / further education.



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Where an unqualified teacher is appointed who has experience of working in a relevant area, (including industrial or commercial training, time spent in an occupation relevant to the teacher's work at the school, or experience with children / young people) and the Trust considers this to be of value to the performance of their duties, an additional point or points may be awarded on the basis of one point for every four and a half years of work in a relevant area.

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 sustained high quality performance by the unqualified 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.

### 9. Discretionary allowances and payments

#### 9.1 *Teaching and learning responsibility payments (TLRs)*

The Trust may award a TLR to a teacher in accordance with this policy.

A TLR 1 or TLR 2 will be for clearly defined and sustained additional responsibility in the context of the school's staffing structure.

TLR payment amounts are set by the Trust within a minimum and maximum amount as stated in the STPCD.

TLR1s are only payable under STPCD if the teacher has line management responsibility for a significant number of people. The Trust does not currently apply TLR1 payments to any post.

Before awarding any TLR 1 or TLR 2 payments the Trust must be satisfied that the teacher's duties include significant responsibility that is not required of all classroom teachers.

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

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- 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.

A TLR3 may be awarded by the Trust for specific, time limited school improvement projects or a one off, externally driven responsibility. Authority for any TLR3 award must come from the CEO.

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.

### 9.2 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.

## 10. 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.

At the time of adoption of this policy, no Leading Practitioner posts exist in the Trust's academies.

If the Trust determines that a Leading Practitioner should be appointed, it will apply a leading practitioners' pay range using reference points set out on the attached Educator Solutions Optional Pay Scales – ESOPS (2018) - see Annex 3. A leading practitioner will be appointed on a range of five consecutive points from the leading practitioners range.

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When determining the appropriate five-point range, the Trust will have regard in particular, but not exclusively, to:

- the nature of the work to be undertaken
- the degree of challenge of the role
- the professional competencies of the teacher
- any other recruitment considerations that it considers relevant.

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

In accordance with the Trust's Teacher Appraisal Policy, the Trust requires the Head of School or Headteacher, or CEO if the leading practitioner reports directly to this post holder, to agree performance criteria annually with the leading practitioner and review performance against those criteria.

There will be no movement up the pay range unless there has been sustained high quality performance by the leading practitioner in the light of the performance criteria previously agreed.

The Trust may award movement up the pay range by one reference point, two points or there could be no movement, in accordance with the provisions of the Trust's Teacher Appraisal Policy and with reference to the leading practitioner's appraisal reports and the pay recommendations they contain.

Movement up the pay range will not exceed the equivalent of two reference points in any one academic year.

### 11. 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

#### 11.1 **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.

#### 11.2 **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.

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The Trust has determined that Heads of School and Headteacher posts will have a salary range of seven consecutive points on the ESOPS (2018) leadership scale.

The Trust has determined that Deputy or Assistant Headteacher posts will have a range of five consecutive points on the scale.

Headteacher Groups and Salary ranges have been set by the Trust as follows:-

School / Academy	Group Size	ISR from STPCD	EAT ISR (Post)
<b>Costessey Infant School and Costessey Junior School</b>	4	14 - 27	18 – 24 (Exec HT)
<b>Eaton Primary School</b>	3	11 - 24	18 – 26 (HT)
<b>Filby Primary School</b>	1	06 - 18	06 – 12 (HT)
<b>Wensum Junior School</b>	2	08 - 21	12 – 18 (HT)
<b>Elm Tree Primary School</b>	3	11 - 24	16 -22 (HT)
<b>Dell Primary School</b>	3	11 - 24	16 – 22 (HT)
<b>Poplars Primary School</b>	4	14 - 27	21 – 278 (HT)
<b>Nelson Infant School</b>	2	08 - 21	12 – 18 (HT)

### 11.3 **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, subject to any review and adjustment carried out ahead of the recruitment process.

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 ESOPS (2018) 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.

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### 11.4 ***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.

### 11.5 ***Pay progression for leaders***

In accordance with the Trust's Teacher Appraisal Policy, the Trust (with the involvement of the CEO) 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.

### 11.6 ***Additional payments to Headteachers***

The STPCD makes some allowance for additional payments to be made to a Headteacher in specific circumstances. The Trust reserves its right, should the specific circumstances arise, to determine that such payment be made. Any such payment would need to be approved by the Trust Board or a committee appointed by the Board.

## 12. ***Additional payments to teachers***

The Trust Board may exercise its discretion to award additional payments to teachers (including Headteachers and Heads of School) in some cases as follows:-

### 12.1 ***Continuous professional development outside normal school hours:***

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The Trust Board may exercise its discretion to award payments to a teacher in relation to any approved continuous professional development activity undertaken by an individual teacher outside normal school hours

### 12.2 ***Activities relating to the provision of initial teacher training:***

The Trust will determine any such payments on an individual basis.

### 12.3 ***Participation in out of school hours learning activities:***

The Trust Board may exercise its discretion to award payments to a teacher in relation to out of school hours learning activities, e.g. breakfast clubs, homework clubs, summer schools etc.

### 12.4 ***Acting allowances***

Where a teacher is assigned and carries out the duties of a Headteacher, Head of School, 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.

### 12.5 ***Recruitment and retention incentives and benefits***

Exceptionally, the Trust may, as an incentive for the recruitment of new teachers and/or the retention of existing teachers, make payments or provide other financial support and benefits as it considers necessary. Any payment would need to be approved by the CEO with justification being formally recorded.

These payments will be either one-off payments or of limited duration. The Trust will specify at the outset what payment is to be made and how long the payments will last. No recruitment or retention payment should be considered a permanent entitlement and the Trust reserves the right not to renew or extend and recruitment or retention payment.

## 13. **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 has determined to apply the 2018 national pay award (including allowances) through the adoption of the Educator Solutions Optional Pay Scales at Annex 3. The Trust will consider its position each year as part of the annual Pay Policy review.

## 14. **Support staff**

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

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The Trust operates a scheme of pay and conditions of service that reflect Norfolk County Council's Modern Reward Strategy. Grades and salaries for support staff are determined in accordance with those provisions. See Annex 5 for current grades and rates.

The salaries of all support staff will normally be assessed:

- on appointment to the school;
- annually to take effect from 1<sup>st</sup> July (with consideration of increments where the maximum of scale has not been reached);
- upon an appropriate request by the post holder;
- 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.

As mentioned previously, some staff employed at Dell Primary School, Elm Tree Primary School or Poplars Primary School may be protected through TUPE arrangements under Suffolk LA pay arrangements. All new appointments to Dell Primary School and Elm Tree Primary School will be under the Trust's adopted pay arrangements but for the immediate future, new appointments at Poplars Primary will continue to be against Suffolk arrangements.

### 15. 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.

### 16. 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 where appropriate.

### 17. 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

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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.

### **18. Relationship with the Trust's improvement and development plans**

The Trust will ensure, through the CEO and Headteachers, 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 supported.

### **19. 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.

### **20. 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.

### **21. 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 other 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.

### **22. 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.

### **23. 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.

The CEO is responsible for informing staff in writing of any decisions that affect their pay.



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### 24. Appeal against pay decisions

An employee may appeal 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.

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### 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.

#### Grounds for appeal

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 Trust's pay policy
- was biased
- otherwise unlawfully discriminated against the teacher

#### Appeals process

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.

## Pay Policy

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### *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.

## Pay Policy

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### Annex 2 – Pay appeal procedure

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

1. The Committee should elect a Chair who should then introduce those present and explain the purpose of the hearing
2. The appellant, or their representative, should present evidence on the case referring to any relevant documentation
3. The Headteacher, CEO or designated member of the Pay Committee should be given the opportunity to ask questions of the appellant
4. The members of the Pay Appeals Committee and their adviser(s) should be given the opportunity to ask questions of the appellant
5. The Headteacher, CEO or designated member of the Pay Committee should present their case referring to any relevant documentation
6. The appellant, or their representative, should be given the opportunity to ask questions of the Headteacher, CEO or member of the Pay Committee
7. 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
8. The appellant, or their representative, should make a closing statement
9. The Headteacher, CEO or designated member of the Pay Committee should make a closing statement
10. The Chair of the Pay Appeal Committee should call an adjournment. All parties will be required to withdraw except members of the Committee and their adviser(s) who consider the evidence, discuss the case and the Committee will reach a decision.

#### Notes

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.

## Pay Policy

### Annex 3 – Educator Solutions Optional Pay Scales (from 1 September 2018) for teaching staff

#### Advisory note on the Educator Solutions Optional Pay Scales (ESOPS)

The School Teachers' Pay and Conditions Document requires that teachers be paid within ranges (minimum and maximum rates) specified by the Document. Many schools have requested that the former detailed pay scales, whereby a number of set points fall within the specified ranges, be maintained for ease of use. In light of this, the former detailed pay scales – formally NAPS(2015) and ESAPS(2016) and now referred to as Educator Solutions Optional Pay Scales or ESOPS(2017) have been maintained annually to ensure the minimum and maximum levels are met and that the annual 'pay award' is interpreted and incorporated in a reasonable and justifiable way. No school or academy is bound by these model scales - they are an option for school and academy customers to consider. If a school or academy chooses not to follow the ESOPS model, they will be asked to provide details of pay decisions made for appropriate payment can be made. Whether a school or academy chooses to follow ESOPS or an alternative, locally determined, arrangement, the decision must be reflected in the school or academy pay policy and made available to staff.

#### Main Pay Range

Point	2018
Point 1 (Minimum)	£23,720
Point 2	£25,344
Point 3	£27,380
Point 4	£29,488
Point 5	£31,811
Point 6a*	£34,325
Point 6b* (Maximum)	£35,008

#### Upper Pay Range

Point	2018
Point 1 (Minimum)	£36,646
Point 2	£38,004
Point 3 (Maximum)	£39,406

#### Allowances for qualified classroom teachers

TLR payments 2018		
	Minimum	Maximum
<b>TLR 1</b>	£7,853	£13,288
<b>TLR 2</b>	£2,721	£6,646
<b>TLR 3</b>	£540	£2,683

SEN allowances 2018	
Minimum	Maximum
£2,149	£4,242

## Pay Policy

### Unqualified Teacher pay range

Point	2018
Point 1 (Minimum)	£17,208
Point 2	£19,210
Point 3	£21,210
Point 4	£23,212
Point 5	£25,215
Point 6 (Maximum)	£27,216

### Leading practitioner pay range

Point	2018
Point 1 (Minimum)	£40,162
Point 2	£41,167
Point 3	£42,195
Point 4	£43,246
Point 5	£44,322
Point 6	£45,434
Point 7	£46,658
Point 8	£47,735
Point 9	£48,926
Point 10	£50,183
Point 11	£51,486
Point 12	£52,672
Point 13	£53,989
Point 14	£55,335
Point 15	£56,712
Point 16	£58,219
Point 17	£59,557
Point 18 (Maximum)	£61,055

### Leadership group pay ranges

Pnt	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8
1	£39,965							
2	£40,966							
3	£41,989							
4	£43,034							
5	£44,106							
6	£45,213							
7	£46,430							
8	£47,501	£47,501						
9	£48,687	£48,687						
10	£49,937	£49,937						
11	£51,234	£51,234	£51,234					

## Pay Policy

12	£52,414	£52,414	£52,414					
13	£53,724	£53,724	£53,724					
14	£55,064	£55,064	£55,064	£55,064				
15	£56,434	£56,434	£56,434	£56,434				
16	£57,934	£57,934	£57,934	£57,934				
17	£59,265	£59,265	£59,265	£59,265				
18	<i>£60,153*</i>	£60,755	£60,755	£60,755	£60,755			
19		£62,262	£62,262	£62,262	£62,262			
20		£63,806	£63,806	£63,806	£63,806			
21		<i>£64,736*</i>	£65,384	£65,384	£65,384	£65,384		
22			£67,008	£67,008	£67,008	£67,008		
23			£68,667	£68,667	£68,667	£68,667		
24			<i>£69,673*</i>	£70,370	£70,370	£70,370	£70,370	
25				£72,119	£72,119	£72,119	£72,119	
26				£73,903	£73,903	£73,903	£73,903	
27				<i>£74,985*</i>	£75,735	£75,735	£75,735	
28					£77,613	£77,613	£77,613	£77,613
29					£79,535	£79,535	£79,535	£79,535
30					£81,515	£81,515	£81,515	£81,515
31					<i>£82,701*</i>	£83,528	£83,528	£83,528
32						£85,605	£85,605	£85,605
33						£87,732	£87,732	£87,732
34						£89,900	£89,900	£89,900
35						<i>£91,223*</i>	£92,135	£92,135
36							£94,416	£94,416
37							£96,763	£96,763
38							£99,158	£99,158
39							<i>£100,568*</i>	£101,574
40								£104,109
41								£106,709
42								£109,383
43								<i>£111,007*</i>

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

Point	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8
1	£39,965							
2								
3								
4								
5								
6	£45,213							
7								

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8		£47,501						
9								
10								
11			£51,234					
12								
13								
14				£55,064				
15								
16								
17								
18	£60,153				£60,755			
19								
20								
21		£64,736				£65,384		
22								
23								
24			£69,673				£70,370	
25								
26								
27				£74,985				
28								£77,613
29								
30								
31					£82,7001			
32								
33								
34								
35						£91,223		
36								
37								
38								
39							£100,568	
40								
41								
42								
43								£111,007



## Pay Policy

### Supply rates

#### Educator Solutions Optional Pay Range for Qualified Teachers

	Annual Salary	Daily Rate	Hourly Rate
<b>Point 1</b>	£23,720	£121.6410	£18.7140
<b>Point 2</b>	£25,344	£129.9692	£19.9953
<b>Point 3</b>	£27,380	£140.4103	£21.6016
<b>Point 4</b>	£29,488	£151.2205	£23.2647
<b>Point 5</b>	£31,811	£163.1333	£25.0974
<b>Point 6a</b>	£34,325	£176.0256	£27.0809

#### Educator Solutions Upper Pay Range

	Annual Salary	Daily Rate	Hourly Rate
<b>Point 1 (Min)</b>	£36,646	£187.9282	£28.9120
<b>Point 2</b>	£38,004	£194.8923	£29.9834
<b>Point 3 (Max)</b>	£39,406	£202.0821	£31.0895

### 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
<b>Point 1 (Min)</b>	£17,208	£88.2462	£13.5763
<b>Point 2</b>	£19,210	£98.5128	£15.1558
<b>Point 3</b>	£21,210	£108.7692	£16.7337
<b>Point 4</b>	£23,212	£119.0359	£18.3132
<b>Point 5</b>	£25,215	£129.3077	£19.8935
<b>Point 6 (Max)</b>	£27,216	£139.5692	£21.4722

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.

## Pay Policy

### Appendix 1 – Table of changes

<b>Date of change</b>	<b>Paragraphs affected</b>	<b>Summary of update</b>
01/10/2018	All	All rates uplifted in response to the 2018 School Teachers' Pay and Conditions Document.
29/09/2017	Point 6b	Adjusted point 6b to £33,492.
1/09/2017	All	All rates uplifted in response to the 2017 School Teachers' Pay and Conditions Document.
1/03/2017	All	New formatting due to launch of new HR website, HR InfoSpace – no change to content.

Annex 4 – Upper pay scale – model application process

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

- The applicant is highly competent in all elements of the relevant standards, and
- The applicant's achievements and contribution to the school are substantial and sustained, beyond that expected of a classroom teacher on the main pay scale.

Applicant to discuss the process with their appraiser and/or the Headteacher, either during the appraisal review or at another agreed time.

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

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

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

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

## Pay Policy

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### Annex 5 – Support staff salary arrangements

MRS equivalent grades and rates (from 1 April 2018) as adopted by the Trust

## Pay Policy

### Suffolk and Norfolk pay scales (from 1 April 2018) for TUPE protected staff

#### Pay rates for Support Staff from 1 April 2018

#### Suffolk arrangements

1	£16,394	6
	£16,495	7
	£16,626	8

2	£16,495	7
	£16,626	8
	£16,755	9
3	£16,863	10
	£17,007	11
	£17,173	12
	£16,491	13

3	£17,173	12
	£17,391	13
	£17,681	14
	£17,972	15
	£18,319	16
4	£18,672	17
	£18,870	18
	£19,446	19
	£19,819	20
	£20,541	21

4	£19,819	20
	£20,541	21
	£21,074	22
5	£21,693	23
	£22,401	24
	£23,111	25
	£23,866	26
6	£24,657	27
	£25,463	28

5	£24,657	27
	£25,463	28
	£26,470	29
	£27,358	30
	£28,221	31
6	£29,055	32
	£29,909	33
	£30,756	34
	£31,401	35
	£32,233	36

6	£31,401	35
	£32,233	36
	£33,136	37
7	£34,995	38
	£35,955	39
	£36,942	40
	£37,959	41

#### Norfolk arrangements

A	£16,394	6
B	£16,495	7
	£16,626	8
	£16,755	9

C	£16,863	10
	£17,007	11
	£17,173	12
	£17,391	13

D	£17,681	14
	£17,972	15
	£18,319	16
E	£18,672	17

E	£18,870	18
	£19,446	19
	£19,819	20
F	£20,541	21

F	£21,074	22
	£21,693	23
	£22,401	24
G	£23,111	25

G	£23,866	26
	£24,657	27
	£25,463	28

H	£26,470	29
	£27,358	30
	£28,221	31

I	£29,055	32
	£29,909	33
	£30,756	34

J	£31,401	35
	£32,233	36
	£33,136	37

K	£34,995	38
	£35,955	39
	£36,942	40
	£37,959	41

## Pay Policy

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	£39,000	42	£39,000	42
Increment date:	1 April		1 July	