The Parkside School
Pay Policy

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Signed:		
Next review due: **by:**	October 2026 Mrs Carolyn Ellis-Gage Head Teacher	

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Section A - Introduction

This policy sets out the framework for making decisions on teachers' and support staff pay. In respect of teachers (including leadership staff), it has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) and has been consulted on with staff and/or the recognised trade unions. For support staff, it reflects the national and local (Norfolk County Council) Green Book provisions. Section B covers teaching and leadership staff whilst Section C covers support staff.

A1 Equal opportunities and scope

It is the intention of the Governing Board that pay is awarded fairly, equitably and in support of the school's policy on equality and recognising their responsibilities under relevant 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.

The school expects adherence to this policy in line with the school's obligations under equality legislation. Headteachers must ensure that all reasonable adjustments or supportive measures are considered to allow equality of access and opportunity regardless of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; or sexual orientation.

Through the implementation of this policy, the Governing Board will be mindful of the employer obligation to seek to maintain and protect the mental health and wellbeing of all staff as far as is reasonably practicable.

A2 Aims

In adopting this pay policy, the aim is to:

- **maximise the quality of teaching and learning at the school**
- **support the recruitment and retention of a high-quality workforce**
- **enable the school to recognise and reward staff appropriately for their contribution to the school**
- **help to ensure that decisions on pay are managed in a fair, just and transparent way whilst eliminating unnecessary bureaucracy for all concerned.**

A3 Decision making and appeals

The Governing Board has overall responsibility for pay decisions, but the chair, vice chair and the finance governor have full delegated powers to make decisions within the framework set by this pay policy. The Headteacher may operate the

pay policy on a day-to-day basis in line with boundaries set by the Governing Board.

An employee may appeal against any determination in relation to their pay or any other decision taken that affects their pay. Appeal arrangements are outlined at Annex 2.

A4 Pay structure

For the purposes of transparency and to deliver a clear framework for the Headteacher and staff to operate within, the Governing Board has adopted the pay structures for leadership and teaching staff detailed at Annex 4 and pay scales for support staff detailed at Annex 5.

All staff will have their salaries determined through this policy other than those individuals who have pay arrangements which are specifically protected by Transfer of Undertakings (Protection of Employment) [TUPE] legislation.

A5 Salary protection or safeguarding

The Governing Board will ensure that salary protection or safeguarding arrangements are in place in accordance with the provisions of the STPCD or national or local collective agreements as appropriate.

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

A6 Pensions

The Governing Board will not increase the salary of any employee or use any other pay flexibilities in order to secure an improved pension entitlement on retirement. Such enhancements would likely be in breach of pension scheme legislation and may represent misuse of public funds. The Governing Board recognises that a pension scheme may exercise their powers to use a notional salary for benefits calculation if it believes an inflated salary has been allowed. The DfE and/or Local Authority may exercise their powers to remove financial delegation in such circumstances.

Section B - Teaching and Leadership Staff

B1 Pay Reviews

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

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

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

B2 Basic Pay Determination on Appointment

The Governing Board will determine the pay range for a vacancy prior to advertising it. On appointment it will determine the starting salary within that range to be offered to the successful candidate. These determinations will be made within the framework set out in this policy. There is no requirement in the statutory framework for a teacher to be paid at the same rate in their new role as they were being paid in a previous school.

B3 Arrangements for Leadership Group Staff

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.

B3.1 Stage 1 - defining the role and determining the Headteacher group

For any leadership post, the Governing Board will define the role, responsibilities and accountabilities, as well as the skills and relevant competences required by the postholder and will be paid within the statutory pay range for such employees as detailed in the STPCD.

The Governing Board will assign a Headteacher group in respect of any Headteacher post. This will be done by calculating the total unit score in accordance with the STPCD. This group will be reviewed whenever the Governing Board deems it necessary.

For other leadership group posts, consideration will be given to how the role fits within the wider leadership structure of the school.

The pay range for a Deputy or Assistant Headteacher will only overlap the Headteacher's pay range in exceptional circumstances.

The Governing Board has determined the Headteacher group of the school to be Group 6.

B3.2 Stage 2 - setting the indicative pay range

In determining leadership pay ranges, the Governing Board will consider the complexity and challenge of the role in the school's specific context and make a judgement on pay in the light of this.

Headteachers

For Headteachers, discretionary payments such as allowances for recruitment and retention, permanent additional responsibilities (e.g. the provision of initial teacher training (ITT)), and long-term provision to other schools, will be captured as part of this process.

In setting the pay range, the Governing Board has taken into account additional factors to the extent deemed appropriate for the school. The additional factors are:

- **The context and challenge arising from pupils' needs, e.g., high level of deprivation in the community (Free School Meal entitlement and/or English as an Additional Language (EAL) indicators) or there are high numbers of Looked After Children (LAC) or children with special needs or there is a high level of in-year pupil mobility, and this affects the challenge in relation to improving outcomes.**
- **A high degree of complexity and challenge which goes significantly beyond that expected of any Headteacher of similar sized school(s) and is not already reflected in the total unit scored used at Stage 1.**
- **Supporting specialist resource bases and sports center.**
- **Parkside fall under group 7 school.**

The Headteacher's individual pay range will not normally exceed the maximum of the Headteacher group, however, the Governing Board recognises its entitlement to set a range with a maximum of up to 25% above the top of the relevant Headteacher group range. The Governing Board also recognises it has the option of extending the pay range further, although in order to do so, would be required to seek external independent advice and have a business case approved by the full Governing Board.

In determining appropriate pay ranges, the Governing Board will avoid double counting, e.g. things taken account of in Stage 1, such as responsibility for an additional school already reflected in the unit total score.

Other leadership posts

For leadership posts other than the Headteacher, the Governing Board will give consideration to similar factors but also to the positioning of those posts between the Headteacher and other teaching staff in the school.

The Governing Board has set indicative pay ranges as follows:

- seven consecutive points on ESOPS - Leadership Group Range for the Headteacher **[26-32]**
- five consecutive points on ESOPS - Leadership Group Range for any Deputy Headteacher **[17-22]**
- five consecutive points on ESOPS - Leadership Group Range for any Assistant Headteacher **[L7-14]**

B3.3 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 Governing Board will ensure, on appointment, that the starting salary is set at a level within the indicative pay range which allows performance related progression over time.

B3.4 Pay progression for leaders

In accordance with the requirements of the STPCD, the Governing Board will consider annually whether or not to increase the salary of members of the leadership group who have completed a year of employment since their previous pay determination. This consideration will take into account the performance of those individuals during the period in question.

Performance objectives will be set annually with leadership group staff in accordance with the Performance Management Policy.

There shall be no progression up the pay spine unless there has been a sustained high quality of performance having regard to the results of the most recent appraisal carried out in accordance with those regulations.
Pay progression decisions will be clearly attributable to the performance of the individual. Sustained high quality of performance, having regard to the results of the most recent appraisal, should give the individual an expectation of progression within their pay range where there is scope for such progression.

Where there is sustained high quality performance, salary will normally be increased by one point within the individual salary range. In exceptional circumstances, pay may progress by two points in one year but in no circumstances will pay progress by more than two points within the set range. Such points will be effective from 1 September each year.

In relation to the setting and review of performance objectives, the Governing Board will be advised by an external adviser.

Pay progression will only continue until the maximum of the individual salary range is reached. The Governing Board will not re-set the individual salary range solely because the member of the leadership group has reached the maximum of their range.

B3.5 Determination of temporary payments to Headteachers

The approach outlined in paragraphs B3.1 to B3.3 will capture all permanent responsibilities attached to a Headteacher's post. In most cases, therefore, additional payments will only be awarded 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 pay range.

The total sum of the temporary payments made to a Headteacher in any academic year will not exceed 25% of the annual salary which is otherwise payable. Further, the total sum of salary and other payments will not exceed 25% above the maximum of the Headteacher group (except in wholly exceptional circumstances, in which case, the Governing Board will seek external independent advice before providing such agreement.

Payments relating to residential duties or relocation expenses (see below) should not be included in this calculation.

B4 Arrangements for Leading Practitioners

Where the Governing Board appoints leading practitioners, whose post will have the primary purpose of modelling and leading improvement of teaching skills, those staff will be subject to the pay arrangements set out in the STPCD which require the setting of an individual pay range within the wider pay range for leading practitioners.

When setting the individual pay range for leading practitioners, the Governing Board will have regard to the challenge and demands of the individual post and internal pay relativities. If more than one leading practitioner post exists in the school, each will be allocated an individual pay range specific to the different demands and challenges of those posts.

The Governing Board has adopted a pay range for leading practitioners using reference points set out on the attached ESOPS. Each leading practitioner will be appointed on a pay range consisting of five points on the school's pay range for leading practitioners.

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

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

Appointment to the individual pay range will ensure scope for future performance related pay progression.

In accordance with the school's Performance Management Policy, the Governing Board requires the Headteacher to agree performance criteria annually with the leading practitioner and review performance against those criteria.

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

The Governing Board may award movement up the pay range by two, one or no reference points, in accordance with the provisions of the school's Performance Management Policy with reference to the leading practitioner's appraisal reports and the pay recommendations they contain. Movement up the pay range will not exceed the equivalent of two reference points in an academic year.

B5 Arrangements for Qualified Teachers

B5.1 Main pay range

Determination of salary on appointment

The Governing Board has adopted a six-point main pay scale which begins at the minimum of the pay range and ends at the maximum and contains four reference points in between. This is set out in ESOPS and mirrors the advisory pay points laid out in the STPCD.

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

- qualified teachers will commence on at least the minimum point of the adopted Main Pay Scale.
- one point will be awarded for each year of teaching employment as defined by the STPCD. Further points (subject to a maximum of one point per year) may be awarded in respect of other relevant experience, if considered appropriate. This may include teaching in a City Academy, City Technology College,

independent school, sixth form college, or higher or further education establishment.
- additional points (subject to a maximum of one point for every three years) may be awarded for service as a qualified teacher in an overseas school outside of the EEA in the maintained sector of the country concerned, or outside teaching but in a relevant area (including industrial or commercial training, or time spent in an occupation relevant to the teacher's work at the school).
- the school will consider the awarding of points on appointment on a case by case basis, having regard to equal opportunities, fairness and transparency.
- points awarded for experience will be awarded on a permanent basis while employed at the school.

Consideration of existing salary on appointment

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

B5.2 Upper Pay Range

The Governing Board will pay teachers on the upper pay range where the stated criteria in the STPCD are met.

Pay levels

The Governing Board has adopted an upper pay scale that consists of the minimum and maximum values of the upper pay range plus one reference point as set out under ESOPS scales (see Annex 4) which mirrors the advisory points included in the STPCD.

B5.3 Movement to the Upper Pay Range

Applications and Evidence

Any qualified teacher may apply to be paid on the upper pay range and **any such application must be assessed in line with this policy**. It is the responsibility of the teacher to decide whether they wish to apply to be paid on the upper pay range.
Applications may be made at least once a year, by 31 October.

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

All applications should include the results of reviews or appraisals under the 2011 or 2012 regulations, including any recommendation on pay (or, where that information is not applicable or available, a statement and summary of evidence

to demonstrate that the applicant has met the assessment criteria). Applications should contain evidence from the previous 3 years and Parkside has on online application form to complete, for consideration of UPS.

The Assessment

An application from a qualified teacher will be successful where the governance board is satisfied that:
a) the teacher is highly competent in all elements of the relevant standards; and
b) the teacher's achievements and contribution are substantial and sustained.

For the purposes of this pay policy:

- 'highly competent' means **performance which is not only good but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice.**

- 'sustained' **maintained continuously over a long period, e.g 3 years.**

The application will be by the Head of Department and the Headteacher.

Processes and procedures

The assessment will be made within ***20 working days before the applicant will receive a response to their application.***

If successful, applicants will move to the upper pay range from the start of the *academic year.* ***The*** **Headteacher/Governing Board will decide where on the upper pay range a successful teacher is placed.**

If unsuccessful, feedback will be provided by the ***line manager/Headteacher, how it will be given, what it will include and when it will be provided within 20 days.***

Any appeal against a decision not to move the teacher to the upper pay range will be heard under the school's general appeals arrangements.

B5.4 Pay progression based on performance

In accordance with the school's Performance Management Policy, the Governing Board shall require the Headteacher to agree performance criteria annually with each teacher and review performance against those criteria.

There will be no movement up the pay range unless there has been a sustained high-quality performance by the teacher in the light of the performance criteria previously agreed between the Governing Board and the teacher and as evidenced by a successful performance management review.

The Governing Board will award movement up the pay range by one reference point as part of any pay review with reference to the teacher's most recent appraisal report and the pay recommendation contained therein.

B5.5 Discretionary allowances and payments

Teaching and learning responsibility payments (TLRs)

TLRs 1 and/or 2 will be awarded to the posts indicated in the staffing structure (Annex 3) as determined by the Governing Board.

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

- are focused on teaching and learning
- 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 Governing Board within a minimum and maximum amount set by the STPCD.

The Governing Board has determined that TLR payments at this school will be paid at the minimum level.

TLR

£5507.31 – Senior Teachers

£4391 - £4639 – English, Maths, Raising Achievement and Assistant Senior Teachers

£3214 - £3303 – Curriculum Leads

A TLR3 with an annual value between the minimum and maximum set by the STPCD may be awarded to a classroom teacher by the Governing Board for clearly time-limited school improvement projects, or one-off externally driven responsibilities. From 2021, TLR3 may be used to make payment to teachers undertaking planning, preparation, coordination of, or delivery of tutoring to provide catch-up support to pupils on learning lost to the pandemic and where that tutoring work is taking place outside of normal directed hours but during the school day. The annual value, duration and specific responsibilities of any TLR3 awarded will be made clear, in writing, at the outset of the arrangement in accordance with the STPCD. Safeguarding arrangements will not apply when TLR3 arrangements cease.

Special educational needs allowance (SEN)

A SEN allowance with an annual value between the minimum and maximum set by the STPCD will be awarded to any teacher:

- employed in a special school
- in a SEN post that requires a mandatory SEN qualification and involves teaching pupils with SEN
- that teaches pupils in one or more designated special classes or units in a school
- in any non-designated setting (including PRUs) equivalent to a designated special class or unit where the post:

(i) involves a substantial element of working directly with children with special educational needs: **and**

(ii) requires the exercise of their professional skills and judgement in the teaching of children with special educational needs: **and**

(iii) has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the school or unit.

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

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

The Governing Board has determined that any SEN allowance awarded will be to the value of £2539.

B5.6 Additional payments

The Governing Board may exercise its discretion to award additional payments to teachers as follows:

Continuous professional development outside normal school hours

The Governing Board will pay a fixed hourly rate based on the teacher's actual salary in relation to any approved continuous professional development activity undertaken by an individual teacher, other than the Headteacher, outside normal school hours

Activities relating to the provision of initial teacher training

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

Participation in out of school hours learning activities

The Governing Board may pay a fixed hourly rate based on the teacher's actual salary to a teacher, other than the Headteacher, for agreed out of school hours learning activities such as breakfast clubs, homework clubs, summer schools etc. From 2021 this may include tutoring work delivered outside normal school hours.

Additional responsibilities and activities linked to provision of services relating to raising of educational standards to one or more additional schools

The Governing Board may pay a fixed hourly rate based on the teacher's actual salary or an hourly rate based on a national rate to a teacher, other than the Headteacher, for additional responsibilities and activities linked to provision of services relating to raising of educational standards to one or more additional schools.

Acting allowances

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

Recruitment and retention incentives and benefits

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

Residential teacher duties
There are no residential teachers at the school.

B6 Arrangements for Unqualified Teachers

B6.1 Salary arrangements

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

B6.2 Relevant experience on appointment

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 Governing Board considers this to be of value to the performance of their duties, they may award an additional point or points – on the basis of one point for every four and a half years of work in a relevant area.

B6.3 Additional allowance

The Governing Board may determine that such additional allowance as it considers appropriate, is to be paid to an unqualified teacher where it considers, in the context of its staffing structure and pay policy, that the teacher has:

a) taken on a sustained additional responsibility which:
   i. is focused on teaching and learning; and
   ii. requires the exercise of a teacher's professional skills and judgement; or
b) qualifications or experience which bring added value to the role being undertaken.

B6.4 Pay progression

Where an unqualified teacher is first appointed below the maximum point of the unqualified teachers' pay range, pay progression (with effect from 1 September each year) will follow the same annual cycle as for qualified teachers. In accordance with the school's Performance Management Policy, the Governing Board requires the Headteacher to agree performance criteria annually with the unqualified teacher and review performance against those criteria. There will be no movement up the pay range unless there has been high-quality performance by the unqualified teacher in the light of the performance criteria previously agreed. The Governing Board may award movement up the pay range by one reference point or decide that there will be no movement in accordance with the provisions of the school's Performance Management Policy with reference to the unqualified teacher's appraisal reports and the pay recommendations they contain.

B7 Pay increases arising from changes to the STPCD

All teachers (leadership, teachers and unqualified teachers) are paid in accordance with the statutory provisions of the STPCD as updated from time to time. In respect of annual cost of living increases,

Any teacher being paid at the minimum of a range will receive an uplift where required to keep them within their range. Beyond that, increases may be applied to:

- basic pay; and/or
- TLR and SEN allowances in payment; and/or
- other allowances in payment.

Other than where those at the minimum of a range are automatically uplifted, the Governing Board will consider the uplift on a year by year basis. The general intention of the Governing Board is to maintain a clear structure of points in line with ESOPS (which in turn reflect the advisory points published in the STPCD) but it reserves the right to move away from this through any annual determination whilst retaining the minimum and maximum range limits.

B8 Part-time Teachers

Teachers employed on a contract at the school who work less than a full working week are deemed to be part-time. The STPCD contains specific requirements for the determination of pay for part-time teachers. It states that a part-time teacher should be paid a proportion of a full-time salary including relevant allowances (except TLR3), equivalent to the proportion of time they work against the School's Timetabled Teaching Week (STTW). The STTW refers to the school session hours that are timetabled for teaching, including PPA time and other non-contact time but excluding break times, registration and assemblies.

The Governing Board requires that the salaries of part-time teachers are calculated in line with the example given in the STPCD (main document and guidance).

B9 Short Notice/Supply Teachers

Teachers who work on a day-to-day or other short notice basis will be paid in accordance with the requirements of the STPCD.

Such teachers will have their pay assessed as an annual amount. Payment will then be based on that annual amount divided in a normal year by one hundred and ninety-five for each full day worked. The maximum number of hours a supply teacher can be paid for on any one day is six and a half. Teachers who work less

than a full day will have their payment based on an hourly rate calculated from their annual amount divided by 195 and then divided by 6.5.

In some years, the school year is reduced to below 195 days and the calculation of daily pay (and therefore hourly pay) should use the adjusted number of school days. For 2022, the school year is reduced to 194 days to allow for the additional bank holiday for the State Funeral or Her late Majesty Queen Elizabeth II.

These arrangements apply only to teachers employed directly by the school on a day-to-day or other short notice basis and pay arrangements will be confirmed with the teacher before the placement starts. Agency workers will be covered by the pay arrangements determined by their employing agency.

B10 Tutors

STPCD 2021 introduced clarity on arrangements for payment to main pay range teachers and upper pay range teachers in respect of tutoring work undertaken to address learning disruption as a result of the Coronavirus pandemic. The mechanism for payment should be through TLR3 (for additional work undertaken outside normal directed time but during the school day) and/or through the facility for payment in respect of out of school hours learning activity (for additional work undertaken outside the school day). The school will use these mechanisms where tutoring work is undertaken.

Section C - Support Staff

C1 Pay reviews for support staff

The conditions of service for support staff may provide for a number of incremental points within a specified grade. Where this is the case, support staff will progress through the incremental points until they reach the maximum of their grade. Incremental progression will be automatic unless the member of staff is subject to capability procedures, in which case, their annual increment is likely to be withheld. The annual incremental date will be 1 July (in line with the Norfolk County Council Modern Reward Strategy (MRS) local agreement arrangements) except when the member of staff does not have six months service by that date. In these circumstances the first increment is awarded after six months service.

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

The Governing Board has adopted Norfolk County Council's Modern Reward Strategy Collective Agreement, and subsequent local/collective agreements, to determine the grades and salaries of support staff. Arrangements for grading, salary progression and cost of living increases are all covered by those agreements.

The salaries of all support staff will normally be assessed:

- on appointment to the school
- annually to take effect from 1st July
- upon an appropriate request by the postholder
- at any other time deemed appropriate by the Governing Board.

This assessment will be determined by the following criteria:
- responsibilities of the post and within the MRS framework
- performance of the postholder in accordance with previously agreed objectives and the relationship between the outcome and the scheme for progression (i.e. annual increments within the grade)
- in accordance with any career progression scheme for support staff in use at the school.

Acting up and Honoraria payments

Where a support staff employee is required to undertake the full duties and responsibilities of a higher graded post for a continuous period of at least four weeks, they are entitled to the salary in accordance with the grade of the new role. This is known as 'Acting Up'. Where an employee is undertaking duties of a higher level of responsibility for a continuous period of at least four weeks but is not covering the full role to which the responsibilities relate to, they may be entitled to an honorarium payment. Please see the *Acting Up and Honorarium Policy and Procedure P212* on InfoSpace for further information.

Section D - General

D1 Apprenticeships

The rate paid to an apprentice will be dependent on the status of the post they occupy. If the post they occupy is part of the normal staffing structure of the school, the apprentice will be paid the normal rate for the job under the provisions outlined above. If the post is additional to the normal staffing structure, the appropriate apprenticeship rate will normally be attached to the post. Current apprenticeship rates are published at www.gov.uk/national-minimum-wage-rates.

D2 Data Protection

The school has in place arrangements with its payroll provider to ensure that it has measures to safely and securely process employees' personal data. In particular, data collected during the payroll process is held securely and accessed by, and disclosed to, individuals only for the purposes of paying you in accordance with your employment contract. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the school's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the school disciplinary procedure.

D3 Monitoring the impact of the policy

The Governing Board will monitor the outcomes and impact of this policy on a regular basis and will ensure its continued compliance with equalities and other legislation.

Annex 1 - Pay and performance management appeal procedure

An employee may appeal against any determination or proposed determination in relation to their pay or performance management.

Possible grounds for appeal are that the person or committee that made the decision:

In the case of teachers:
- incorrectly applied a provision of the STPCD
- failed to have proper regard for the relevant statutory guidance
- failed to take account of relevant evidence
- took account of irrelevant or inaccurate evidence
- failed to apply the school's pay policy
- was biased, or
- otherwise unlawfully discriminated against the teacher.

In the case of support staff:
- has applied the job evaluation scheme incorrectly
- has not taken into account all relevant information when grading the job
- referred to incorrect or out of date information when grading the job
- failed to apply the school's pay policy
- was biased
- otherwise unlawfully discriminated against the member of support staff.

All decisions on teacher pay are made by the Governing Board and appeals should be heard through the Pay appeal procedure in Annex 2.

For support staff, where the school is bound by, or has adopted, Norfolk County Council's Modern Reward Strategy, decisions on grading are taken by the County Council. In those cases, where an employee wishes to appeal against the allocated grade, they should follow the appeal arrangements within the Modern Reward Strategy. The school will facilitate wherever possible.

For appeals against pay progression decisions within an agreed grade or range, the following arrangements will apply:
- the member of staff receives written confirmation of the pay determination and, where applicable, the basis on which the decision was made
- if the member of staff is not satisfied, they seek to resolve this by discussing the matter informally with the decision maker within 10 working days of the decision
- where this is not possible, or where the member of staff continues to be dissatisfied, they may follow a formal procedure as set out below

- the member of staff puts in writing their reasons for appeal. This should be sent to the person or committee that made the determination within 10 working days of the notification of the decision, or within 10 working days of the informal discussions that attempted to resolve the matter.
- the person or committee who made the determination should provide a hearing within 10 working days of receipt of the written grounds for questioning the pay decision to consider this. The member of staff must be given an opportunity to make representations in person and will be entitled to be accompanied by a colleague or trade union representative. Following the hearing, the member of staff should be informed in writing of the hearing's decision and the right of appeal
- any appeal should be heard by a pay appeals committee composed of three governors who were not involved in the original determination, normally within twenty working days of the receipt of the written appeal notification. At the hearing, the member of staff lodging the appeal should be given the opportunity to make representation in person and to be entitled to be accompanied by a friend or trade union representative
- a designated member of the appropriate pay committee (or where the decision was made by the Headteacher, the Headteacher) will present evidence to support the original decision
- both parties may call witnesses
- relevant papers will be exchanged by the parties no later than three working days before the hearing
- the pay appeals committee will deliberate in private and will communicate their decisions to all parties in writing within 48 hours.

The decisions of the Governing Board's pay appeals committee are final and there is no recourse to the staff grievance procedures.

Such appeals relate only to decisions made by the Governing Board and not to any determination made under changes to pay and conditions by accredited third parties.

Each step and action of this process should be taken without unreasonable delay. The timing and locations of the formal meetings must be reasonable and allow both parties to explain their cases.

The detailed procedure for the hearing of the appeal is set out in Annex 2 to the school's pay policy.

Annex 2 (a) - Pay appeal procedure

Procedure at a hearing of the Pay Appeal Committee of the Governing Board (Headteacher)

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

2) The Headteacher, or other nominated person, should present evidence on the case referring to any relevant documentation

3) The designated member of the Pay Committee should be given the opportunity to ask questions

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

5) The designated member of the appropriate Pay Committee should present their case referring to any relevant documentation

6) The Headteacher, or their representative, should be given the opportunity to ask questions

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

8) The Headteacher, or their representative, should make a closing statement

9) The designated member of the Pay Committee should make a closing statement

10) The Chair of the Pay Appeal Committee should call an adjournment. All parties will be required to withdraw except members of the Committee and their adviser(s) who consider the evidence, discuss the case and the Committee will reach a decision.

Note
The Chair of the Committee may vary the order of procedure in exceptional circumstances and at any stage in the proceedings a request by either side for the Chair may be granted at the discretion of the Committee.

Annex 2 (b) - Pay appeal procedure

Procedure at a hearing of the Pay Appeal Committee of the Governing Board (for staff other than the Headteacher)

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

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

3) The Headteacher or designated member of the Pay Committee should be given the opportunity to ask questions

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

5) The Headteacher or designated member of the appropriate Pay Committee should present their case referring to any relevant documentation

6) The appellant, or their representative, should be given the opportunity to ask questions

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

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

9) The Headteacher or designated member of the Pay Committee should make a closing statement

10) The Chair of the Pay Appeal Committee should call an adjournment. All parties will be required to withdraw except members of the Committee and their adviser(s) who consider the evidence, discuss the case and the Committee will reach a decision.

Note
The Chair of the Committee may vary the order of procedure in exceptional circumstances and at any stage in the proceedings a request by either side for the Chair may be granted at the discretion of the Committee.

Annex 3 - 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 [school to determine date], 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 most recent, successful appraisal outcome.

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

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

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

Annex 4 - Table of changes

Date of change	Paragraphs affected	Summary of update
20/03/2023	B7	Typo amended, only 2 options available
08/11/2022	All	Document re-ordered plus update of pay rates.
11/10/2021	All 12.2 17.1 18.3 24	Educator Solutions Optional Pay Scales now referred to as ESOPS. Working days reduced from 195 to 194 to reflect the Queen's Platinum Jubilee in 2022 Information added on the use of TLR3 for tutoring. Amended to include tutoring. New paragraph added regarding tutoring.
10/02/2021	22.2	New section inserted regarding acting up and honoraria payments for support staff.
29/09/2020	All	Review of whole policy document.
25/09/2019	All	Review of whole policy document.
15/10/2018	19.3, 19.4, 20.3, 21.1, 22.1, 23.1, Annex 4 and Annex 7.	Reference to ESOPS(2017) replaced with ESOPS.
25/05/2018	29	New para added to take account of the General data protection regulations in force from 25 May 2018.
07/09/2017	All	Removal of paragraphs referencing academies in light of creation of Pay model policy for academies. Removal of related guidance on creation of pay policy guidance. Inclusion of STPCD 2017.
01/03/2017	All	New formatting due to launch of new HR website, HR InfoSpace – no change to content