



Bronte Academy Trust Pay Policy

Bronte Academy Trust has adopted the PACT HR recommended model procedure as agreed by Trade Unions

Unison
GMB
NASUWT
NEU
NAHT

ASCL recognises that meaningful consultation took place prior to the adoption and implementation of this policy

Reviewed By	Approved By	Date of Approval	Version Approved	Next Review Date
Working Party	JB	13 Nov 17		13 Nov 18
DH	JB	14 Jan 19		14 Jan 20
DH	JB	13 Jan 20		13 Jan 21
DH	SC	30 November 21		30 November 22
Risk and Finance	Trust Board	21 March 23		21 March 24
Risk and Finance	Trust Board	17 April 24	V2	17 April 25

Summary of Key Changes to Pay Policy – November 2022

1. The pay scales for Teachers have been adjusted in line with the 2022 version of the STPCD with implantation from 1st September 2022.
2. The local government pay scales have been updated in line with the notified November 2022 pay award and implemented from 1st April 2022.
3. Table of contents updated
4. Inserted standard paragraph in relation to GDPR
5. TLR Payment and SEN allowance updated to reflect the 2022 STPCD in the main body of policy
6. Annual statement updated
7. Reformatting of font and insertion of numbered paragraph for ease of reference
8. Copyright 2022 added

Updated with effect from 1 April 2023

1. The pay scales for NJC Employees have been updated in line with the November 2022 Pay Agreement with the deletion of Pay Scale Point 1 from the NJC pay spine from 1 April 2023
2. Bottom rate of pay set at £10.50 per hour with effect from 1 April 2023 is automatically reflected at the bottom of the NJC pay spine which now sits at SCP 2 (£10.60 per hour).
3. Copyright 2023 added.

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Pay Policy – Appendix 4 & 5 - Progression Document

Introduction

The statutory pay arrangements for teachers give significant discretion to Boards to set the pay in their Trust. The School Teachers' Pay and Conditions Document (STPCD) since September 2004, has placed a statutory duty on schools to have a Pay Policy in place, which sets out the basis on which they determine teachers' pay, and to establish procedures for determining appeals. Governing Bodies and Trust Boards are also recommended within their Pay Policy to stipulate their procedures for determining the pay of support staff. This should ensure fair and equitable treatment for all staff and minimise the prospect of disputes and legal challenge of pay decisions.

Trust's, when taking pay decisions, must have regard both to their Pay Policy and to the staff member's particular post within the staffing structure.

In accordance with the most current School Teachers' Pay and Conditions Document the Governing Body/Trust Board will ensure that a Teacher's pay is assessed in accordance with the principles set out in this document.

The pay for support staff is arranged according to local government pay scales (determined locally) and the applicable conditions of service. The pay/personnel committee of the Governing Body/Trust Board has delegated powers to determine the pay of all support staff (School Standards and Framework Act 1998).

For the purpose of this document. It is recognised that Academies are not obliged to follow nationally agreed terms and conditions for teachers and support staff. This document assumes that a decision has been taken to still follow nationally agreed conditions and pay frameworks.

Statement by the Board

The Board will seek to ensure that all teaching and support staff are valued and receive proper recognition for their work and contribution to school life.

Statement of Intent

This policy will be applied to the pay of all staff employed to work in the school, excluding any staff whose pay is not determined by the Governing Body/Trust Board. The prime statutory duty of Governing Bodies, as set out in paragraph 21(2) of the Education Act 2002, is to "conduct the school with a view to promoting high standards of educational achievement at the school". The School Pay Policy is intended to support that statutory duty.

General Provisions

The Pay Policy will comply with the provisions of The Equality Act 2010/12, The Employment Rights Act 1996, The Employment Relations Act 1999 and The Employment Act 2002, as well as The PartTime Workers (Prevention of Less Favourable Treatment) Regulations 2000, The Employment Act 2008 and the relevant ACAS code of practice (regarding dispute resolution), The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, The Agency Workers Regulations 2010. The Trust will promote equality in a manner consistent with its duty under Section 149 Equality Act 2010, particularly regarding all decisions on the advertising of posts, appointing, promoting and paying staff, training and staff development.

GDPR Statement

Bronte Academy Trust is committed to ensuring protection of all personal information held. Bronte Academy Trust is transparent about how it collects and uses the personal data of its workforce, and to meeting its data protection obligations.

All personal information is strictly confidential and all aspects including all documentation and records shall be treated as such and comply with the Data Protection Act 2018.

The Data Protection Act 2018 and UK GDPR do not however prevent the sharing of information for the purposes of keeping children safe.

Consultation

The Board's Staffing Committee will consult staff and trade unions on their Pay Policy and review it each year or when other changes occur to the document to ensure that it reflects the latest legal position. For teachers in LA maintained schools, the Pay Policy should comply with the most current STPCD and the accompanying statutory guidance. The Pay Policy should be used in conjunction with both of these but in the event of any inadvertent contradictions the most current STPCD and statutory guidance will take precedent. Each member of staff and each governor will be given a copy of the final Pay Policy and the School Staffing Structure.

Budget

All statements relating to the exercising of discretions are statements of principle and their implementation is reliant on the availability of funding – both currently and in future years. However, the Governing Body/Trust Board will ensure that appropriate funding is allocated for pay progression for all eligible employees. Schools should incorporate an element of funding into their budget planning to reflect annual pay awards and increments.

Pay Policy

Introduction

The Board will pay teachers in accordance with this policy and will apply the guidance stated in the annual DfE School Teachers' Pay and Conditions Document (STPCD) and any local agreements. Support staff will be paid using the locally determined recommended pay scales for local authority staff and in accordance with their conditions of service (discretionary for Academies etc.).

Safeguarding Arrangements

The Board will operate salary safeguarding arrangements in line with the provisions of the most current STPCD (where adopted).

Salary Reviews (Teachers)

All Teacher salaries (including the Leadership Group) will be reviewed annually to take effect from 1 September.

Salaries will be reviewed in accordance with the criteria detailed in the annual DfE STPCD. Any pay decisions relating to the pay assessment for 1 September each year should be made by 31 October at the latest, except in the case of Head Teachers; for whom the deadline is 31 December.

Pay Assessments may be carried out at other times where appropriate according to the terms of the most current STPCD (eg. whenever a teacher takes up a new post on a date other than 1 September).

All teachers will be provided with a written statement of their salary determination at the earliest opportunity and no later than one month after the determination. They will receive this written statement regardless of

whether or not an increment in pay is awarded. A model pay statement for Classroom Teachers is given as an appendix to this policy (Appendix 1).

Salary Reviews (Support Staff)

Pay determinations for members of the support staff will be based on the recommended pay scales for Local Authority staff and in accordance with their conditions of service at the time. These pay scales can be found in Appendix 3 of this document.

Determining Pay on Appointment

The Trust will determine the pay range for any vacancy, including additional pay elements (e.g. recruitment or retention payments, out of school hours learning, permanent support for other schools, initial teacher training) previously paid separately to basic pay, whether teacher, support staff or member of the leadership group, prior to such a vacancy being advertised and state this in the advert for the post. Only temporary additional payments will be paid separate to basic pay. On appointment it will determine the starting salary within that range to be offered to the successful candidate. The Trust, when making this determination, shall ensure that no teacher shall be awarded a salary that is less than the minimum or more than the maximum of the relevant pay range or individual school range.

The Board will normally match the salary point of any teacher on joining the school. Any exception to this must be clearly explained at the advertising stage and the pay policy should determine that pay is not automatically portable.

In making such pay determinations, the Board may take into account a range of factors, including:

- *The nature and responsibilities of the post*
- *The level of qualifications, skills and experience required*
- *The wider school context*

NB *These options are for guidance only, and are not intended to provide an exhaustive list and may not apply to all appointments.*

Classroom Teacher Posts

The pay range to be used to determine pay on appointment is either the main pay range or upper pay range (See Appendix 2).

Leading Practitioner Teacher Posts

Leading Practitioner Teachers will be paid on the appropriate pay range (See Appendix 2).

Unqualified Teachers

Unqualified Teachers will be paid on the appropriate pay range (See Appendix 2).

Leadership Teacher Posts (Head Teacher, Deputy & Assistant Head Teachers)

The pay ranges for the Head Teacher, Deputy Head Teacher[s] and Assistant Head Teacher[s] will be determined in accordance with the criteria specified in the most current STCPD and ensuring fair pay relativities, where the Governing Body/Trust Board believe these to be appropriate (See Appendix 2). Should you require further advice please contact your named HR Business Partner to discuss your requirements. Prior

to determining appropriate pay ranges for members of the leadership group, the Governing Body/Trust Board may consider researching pay ranges in other schools of a similar size and nature.

Pay Progression

Pay Progression Based on Performance

Any pay decisions will need to be linked to assessments of performance. These assessments should be carried out in accordance with the agreed performance management and appraisal process).

All teachers can expect to receive regular, constructive, feedback on their performance and are subject to an annual appraisal that recognises their strengths, informs plans for their future development and helps enhance their professional practice. The arrangements for teacher appraisal are set out in the schools' agreed Appraisal Policy.

The evidence used to determine pay should be that used to inform the performance management/appraisal decisions. This can be obtained from a variety of sources including observations of practice, pupil progress data etc. Decisions regarding pay progression for teachers will be made with reference to the teachers' appraisal reports and the pay recommendations they contain. Decisions made in relation to the pay of ECTs will be made via the statutory induction process. Decisions made in relation to ECTs need to reflect the reasonable expectations placed on them with regards to performance as an ECT.

The possible outcomes regarding pay are:

- **The appraisal cycle has been judged to be unsuccessful – no increment is awarded** (*teacher has not demonstrated that they are competent in all the teacher standards and have not been judged as having a successful performance appraisal*)
 - * A **“no progression”** determination must not be made unless concerns about standards of performance have been raised in writing with the teacher during the annual appraisal cycle, and the teacher has not sufficiently addressed those concerns through appropriate support provided by management.
- **The appraisal cycle has been judged to be successful – an increment is payable** (*teacher has demonstrated that they are competent in all the teacher standards and have been judged as having a successful performance appraisal*)
- **The appraisal cycle has been judged to be successful, with exceptional performance - an increment is payable and consideration may be given to awarding an additional increment** (*teacher has demonstrated that they are competent in all the teacher standards, have been judged as having a successful performance management, and performance has been exceptional*)

The assessments of performance will follow the performance management cycle as outlined in the agreed appraisal policy.

Review & Appeals

Any member of staff seeking a reconsideration of a pay decision should first seek to resolve the matter informally through discussion with the decision-maker within 10 working days of notification of the decision. Where this is not possible, or the matter is still unresolved, staff may follow the formal grievance process by setting out their concerns in writing to the decision maker within 10 working days of the notification of the decision or the outcome of the informal discussion. The committee or person who made the decision should

arrange a hearing within 10 working days to consider the staff member's grievances. He or she should be informed in writing of the decision and the right to appeal. The final appeal will be heard by the school's Appeals committee. Hearings will follow the standard grievance procedure.

Teachers on the Main Pay Range

The pay committee will use a scale with a range of points. The points on the main pay range can be found in Appendix 2.

To move up the main pay range, teachers will have to be judged as having a successful performance appraisal. This includes competency in the Teachers' Standards and good progress towards set objectives. Where there has been exceptional performance during the appraisal period, the Governing Body/Trust Board will consider using its discretion and may award enhanced pay progression. However where there have been performance related concerns raised with the teacher (in writing at the time), and these have not been sufficiently addressed, the appraisal will be judged as unsuccessful and no pay progression will be awarded. See guidance document for information regarding extenuating circumstances. Where an individual has been unable to achieve a successful appraisal cycle and the reasons for this are beyond the control of the member of staff, or there have been extenuating circumstances, the Governing Body/Trust Board has the discretion to award an increment if they so wish.

Teachers on the Upper Pay Range

The pay committee will use points which can be found in Appendix 2.

When making a determination regarding a teachers's progression through the upper pay range, account will be taken of paragraph 14 of the STPCD and the criteria set out in paragraphs 15.2 and 19.2 as well as reference to the teachers' appraisal report and the pay recommendation it contains.

Applications for the Upper Pay Range

Any teacher may apply to be paid on the Upper Pay Range and any such application will be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the Upper Pay Range. Any teacher who is employed in more than one school may make an application to be paid on the Upper Pay Range to each of the schools in which they are employed. This Trust will not be bound by any pay decision made by another Trust.

It is recommended, although not an essential requirement, that Teachers will normally be considered for progression to the Upper Pay Range having reached the maximum point on the Main Pay Range. The Head Teacher will notify all teachers on Scale Points 5 and 6 of the Main Pay Range at the start of each school year that they may wish to apply for assessment.

All applications should include the results of reviews or appraisals under the 2012 or 2013 regulations, including any recommendation on pay. In the event that this information is not available, a statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria can be provided by the applicant instead.

Applications to be paid on the Upper Pay Range may be made once a year and must be made in writing, to the Head Teacher, no later than 31st October in any year. • By letter

Unqualified Teachers Pay Range

The pay range determined for unqualified teachers can be found in Appendix 2.

In order to progress through the Unqualified Teachers pay range, the member of staff will have to show that they have made good progress towards their objectives. Judgements will be properly rooted in evidence. As unqualified teachers move up the scale, this evidence should show:

- an improvement in teaching skills
- an increasing impact on pupil progress
- an increasing impact on wider outcomes for children
- improvements in specific elements of practice identified to the teacher
- an increasing contribution to the work of the school

Leading Practitioners Pay Range

See Appendix 2 for the pay range for Leading Practitioner posts paid on the Leading Practitioner pay range.

The pay committee will have regard to paragraph 16 of the STPCD when making a determination in relation to pay progression for a Leading Practitioner. As well as having made good progress with their objectives, a Leading Practitioner must also be able to demonstrate:

- that they are an exemplar of teaching skills, which should impact significantly on pupil progress, within school and the wider community, if relevant
- that they have made substantial impact on the effectiveness of staff and colleagues, including any specific elements of teaching practice that has been highlighted as in need of improvement
- that they are highly competent in all aspects of Teachers' Standards
- that they have shown strong leadership in developing, implementing and evaluating policies and practice in their workplace that have contributed to school improvement

The pay committee may consider enhanced pay progression for exceptional performance.

Leadership Group Pay

The Board will apply a three stage process when setting the pay for new appointments to Headship or wider leadership team posts. (See Part 2 of the STPCD for more information on the three step process).

Discretionary Payments

Discretionary Payments (on appointment)

There is no requirement for the Board to consider awarding discretionary points to a newly appointed classroom teacher (whether ECT, main scale, upper pay scale) but they will be used to recognise prior experience and secure the best candidates.

Discretionary Payments (current employees)

Existing; previously agreed; discretionary pay arrangements under the previous pay policy will continue until such time as there may be significant changes in responsibility.

The Governing Body/Trust Board will review the level of payments annually.

Leading Practitioner

The Board will take account of paragraph 16 of the STPCD when determining the pay range of a Leading Practitioner in this school. All Leading Practitioners will be assigned additional duties commensurate with the pay awarded.

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

Except for those employed on the pay range for leading practitioners, who may be required to carry out this duty, teachers undertaking school-based ITT activities do so on an entirely voluntary basis. Such activities might include supervising and observing teaching practice; giving feedback to students on their performance and acting as professional mentors; running seminars or tutorials on aspects of the course; and formally assessing students' competence.

Unqualified Teachers

The Board will pay an unqualified teacher in accordance with paragraph 17 of the STPCD. A determination will be made as to where on the unqualified teacher range a newly appointed unqualified teacher will be placed on commencement with the school. The Governing Body/Trust Board will also consider whether or not to award an additional allowance as set out in paragraph 22 of the STPCD.

Discretionary Payments to Existing Head Teachers and Other Members of the Leadership Team

Existing pay arrangements will continue until such time as there may be significant changes in responsibility for the Head Teacher or other member of the leadership team. The Governing Body/Trust Board will review the level of payments annually.

Teaching and Learning Responsibility Payments (TLRs)

The Board will award TLRs as indicated in the staffing structure and in accordance with paragraph 20 of the STPCD. The Board will consult staff and the relevant Trade Unions on any proposed changes to the TLR structure. Where the Board wish to award a TLR for a specific project where it is not attached to a post in the structure and where it is for a fixed term period only, a TLR 3 will be awarded. The value of any such TLR 3 will be between £600 and £2,975 as per paragraph 20 of the STPCD.

The Board will determine what rate each level of TLR will be payable at within the range (See Appendix 2), in accordance with the most current STPCD.

Special Needs Allowance

The Board will award an SEN allowance in accordance with the range specified in the STPCD (See Appendix 2) and where the criteria in paragraph 21.2 of the STPCD is met. This will be no less than £2,384 and no more than £4,703 per annum. Where a SEN allowance is to be paid, the Governing Body/Trust Board will determine the spot value of the allowance in accordance with paragraph 21.3 of the STPCD.

Acting Allowances

Where a teacher is required to act as Head Teacher, Deputy Head Teacher or Assistant Head Teacher for a period of more than four working weeks, they will be paid at no less than the minimum point of the relevant range/ISR. In the case of those members of staff acting up into a post with a TLR for a period exceeding four working weeks they will receive the full amount of the TLR. Payments will be due from the day on which the teacher assumed those duties.

Sickness & Maternity Leave

The Board can consider the extension of pay during periods of sickness or Maternity Leave. Application will be to the relevant committee.

Other Discretionary Payments

The Board has the discretion to make payments to teachers for out of school hours learning activities, voluntary school based initial teacher training activities (which are not seen as part of the ordinary running of the school) and voluntary CPD outside of the school day. Where such payments are of a permanent nature, they will be incorporated into basic pay for new appointments. Existing arrangements will continue until such time as significant changes are made to the roles. Only Leading Practitioners and members of the leadership team can be required to deliver initial teacher training activities.

Honoraria

The Board will not pay any honoraria to any member of the teaching staff. There is no provision within the most current STPCD for the payment of honoraria in any circumstances.

Recruitment and Retention Incentives and Benefits

Subject to paragraph 27 of the most current STPCD, the school may make such payments to a teacher as it considers necessary as an incentive for the recruitment of new teachers and the retention of existing teachers.

Where the school is making one or more such payments they must be clear about how long this will last for and review this on a regular basis.

Senior Leaders, Deputy Head Teachers and Assistant Head Teachers may not be awarded payments other than as reimbursement of reasonably incurred housing or relocation costs. All other recruitment and retention considerations in relation to a Senior Leader, Deputy Head Teacher or Assistant Head Teacher must be taken into account when determining the pay range. Where the relevant body pays a recruitment or retention incentive or benefit awarded to a Senior Leader, Deputy Head Teacher or Assistant Head Teacher under a previous Document, subject to review, it may continue to make that payment at its existing value until such time as the respective pay range is determined under this Document.

Monitoring and Review

This Pay Policy will be reviewed on an annual basis.

This Pay Policy was reviewed and formally adopted by Bronte Academy Trust on:

.....17 April 2024..... Date



..... Signed Chair of Trustees



..... Signed Chief Executive Officer

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Appendix 1: Annual Statement of a Teacher's Salary including Headteacher 1 September 2024

This Appendix is available on the PACT HR website as a separate document for completion.

Name: _____

School: _____

Effective Date: _____

Number of points on pay scale awarded from 1 September 2024

New point on pay scale from 1 September 2024: _____

Value of point/s awarded £ _____

Allowances

SEN allowance: (range £2,539 to £5,009)

Value £ _____

Reason for Award (if discretionary):

Teaching and Learning Responsibility Payment

TLR 1 2 3 (*tick applicable*)

Value £ _____

Nature of the significant responsibility for which it was awarded (complete or attach a copy of the job description which includes this information).

If a TLR is awarded while the Teacher occupies a different post in the temporary absence of a post-holder, the date or circumstances in which the TLR will come to an end.

Please indicate the value of any payment(s) or benefit(s) which have been awarded, including the reasoning behind any award.

Appendix 2: Teachers' Pay Scales 1 September 2023

Below are the current pay scales for Teachers in maintained schools and local authorities for 2023 in England excluding the London Area.

Please Note: Pay progression linked to performance.

Advisory Pay Ranges		September 22	September 23	Hourly Rate 2023 (Salary / 1265 hours)
Unqualified Teacher Pay Range				
UQT1	Minimum	19,340	20,598	16.28
UQT2		21,559	22,961	18.15
UQT3		23,777	25,323	20.02
UQT4		25,733	27,406	21.66
UQT5		27,954	29,772	23.54
UQT6	Maximum	30,172	32,134	25.40
Main Pay Range				
M1	Minimum	28,000	30,000	23.72
M2		29,800	31,737	25.09
M3		31,750	33,814	26.73
M4		33,850	36,051	28.50
M5		35,990	38,330	30.30
M6	Maximum	38,810	41,333	32.67
Upper Pay Range				
UPR1	Minimum	40,625	43,266	34.20
UPR2		42,131	44,870	35.47
UPR3	Maximum	43,685	46,525	36.78

Teaching and Learning Payments		September 2022	September 2023
TLR 1			
	Minimum	8,706	9,272
	Maximum	14,732	15,690
TLR 2			
	Minimum	3,017	3,214
	Maximum	7,368	7,847
TLR 3 (Fixed term)			
	Minimum	600	639
	Maximum	2,975	3,169

Special Educational Needs Allowances		September 2022	September 2023
	Minimum	2,384	2,539
	Maximum	4,703	5,009

Lead / Advanced Practitioners Pay Range		September 22	September 23	Hourly Rate 2023 (Salary / 1265 hours)
1	Minimum	44,523	47,417	37.48
2		45,636	48,606	38.42
3		46,778	49,819	39.38
4		47,941	51,058	40.36
5		49,136	52,330	41.37
6		50,368	53,642	42.40
7		51,725	55,088	43.55
8		52,917	56,357	44.55
9		54,239	57,765	45.66
10		55,633	59,250	46.84
11		57,075	60,785	48.05
12		58,391	62,187	49.16
13		59,850	63,741	50.39
14		61,343	65,331	51.64
15		62,869	66,956	52.93
16		64,541	68,737	54.34
17		66,022	70,314	55.58
18	Maximum	67,685	72,085	56.98

Group Size for Headteachers Pay	
From September 2023	
1	£53,380 - £71,019
2	£56,082 - £76,430
3	£60,488 - £82,258
4	£65,010 - £88,530
5	£71,729 - £97,639
6	£77,195 - £107,700
7	£83,081 - £118,732
8	£91,633 - £131,056

Leadership Group Pay Range		September 22	September 23	Hourly Rate 2023 (Salary / 1265 hours)
1	Minimum	44,305	47,185	37.30
2		45,414	48,366	38.23
3		46,548	49,574	39.19
4		47,706	50,807	40.16
5		48,895	52,074	41.17
6		50,122	53,380	42.20
7		51,470	54,816	43.33
8		52,659	56,082	44.33
9		53,973	57,482	45.44
10		55,360	58,959	46.61
11		56,796	60,488	47.82
12		58,105	61,882	48.92
13		59,558	63,430	50.14
14		61,042	65,010	51.39
15		62,561	66,628	52.67
16		64,225	68,400	54.07
17		65,699	69,970	55.31
18		67,351	71,726	56.70
19		69,022	73,509	58.11
20		70,733	75,331	59.55
21		72,483	77,195	61.02
22		74,283	79,112	62.54
23		76,122	81,070	64.09
24		78,010	83,081	65.68
25		79,949	85,146	67.31
26		81,927	87,253	68.97
27		83,956	89,414	70.68
28		86,040	91,633	72.44
29		88,170	93,902	74.23
30		90,365	96,236	76.08
31		92,597	98,616	77.96
32		94,898	101,067	79.89
33		97,256	103,578	81.88
34		99,660	106,138	83.90
35		102,137	108,776	85.99
36		104,666	111,470	88.12
37		107,267	114,240	90.31
38		109,922	117,067	92.54
39		112,601	119,921	94.80
40		115,410	122,912	97.16
41		118,293	125,983	99.59
42		121,258	129,140	102.09
43	Maximum	123,057	131,056	103.60

Please Note: The School Teachers' Review Body (STRB) recommended that no pay uplift be applied to the maximum values on the Leadership Group Pay Range (LGPR) or to maximum values on any of the eight headteacher group pay ranges in 2015. This restriction was applied to the maximum of each of the eight headteacher group pay ranges only. It does not apply where a head / deputy / assistant headteacher is not earning the maximum on a headteacher group pay range but is placed on one of the corresponding points on the LGPR – L18, L21, L24, L27, L31, L35 or L39 – which have all increased by 1% in each year between 2014 and 2017, 1.5% in 2018, 2.75% in 2019, no increase in 2020, 5% in 2022 and by 6.5% in 2023.

Appendix 3 NJC Pay Rates from 1 April 2023

LOCAL GOVERNMENT SERVICES PAY SCALES
1 APRIL 2023

The pay scales below include the November 2023 agreed % uplift applied from 1 April 2023

Band		SCP	Annual	Per Month	Per Week	Per Hour
3	1&2	2	£22,366	£1,863.83	£428.94	£11.59
	4	3	£22,737	£1,894.75	£436.05	£11.79
		4	£23,114	£1,926.17	£443.28	£11.98
5		5	£23,500	£1,958.33	£450.68	£12.18
		6	£23,893	£1,991.08	£458.22	£12.38
	6	7	£24,294	£2,024.50	£465.91	£12.59
		8	£24,702	£2,058.50	£473.74	£12.80
		9	£25,119	£2,093.25	£481.73	£13.02
		10	£25,545	£2,128.75	£489.90	£13.24
		11	£25,979	£2,164.92	£498.23	£13.47
		12	£26,421	£2,201.75	£506.70	£13.69
		13	£26,873	£2,239.42	£515.37	£13.93
7		14	£27,334	£2,277.83	£524.21	£14.17
		15	£27,803	£2,316.92	£533.21	£14.41
		16	£28,282	£2,356.83	£542.39	£14.66
	8	17	£28,770	£2,397.50	£551.75	£14.91
		18	£29,269	£2,439.08	£561.32	£15.17
		19	£29,777	£2,481.42	£571.07	£15.43
		20	£30,296	£2,524.67	£581.02	£15.70
		21	£30,825	£2,568.75	£591.16	£15.98
		22	£31,364	£2,613.67	£601.50	£16.26

Senior Officer Grades		Pay			
Band	SCP	Annual	Per Month	Per week	Per hour
SO1	23	£32,076	£2,673.00	£615.16	£16.63
	24	£33,024	£2,752.00	£633.34	£17.12
	25	£33,945	£2,828.75	£651.00	£17.59
SO2	26	£34,834	£2,902.83	£668.05	£18.06
	27	£35,745	£2,978.75	£685.52	£18.53
	28	£36,648	£3,054.00	£702.84	£19.00

Principal Officer Grades		Pay			
Band	SCP	Annual	Per Month	Per Week	Per Hour
PO1	27	£35,745	£2,978.75	£685.52	£18.53
	28	£36,648	£3,054.00	£702.84	£19.00
	29	£37,336	£3,111.33	£716.03	£19.35
	30	£38,223	£3,185.25	£733.04	£19.81
PO2	29	£37,336	£3,111.33	£716.03	£19.35
	30	£38,223	£3,185.25	£733.04	£19.81
	31	£39,186	£3,265.50	£751.51	£20.31
	32	£40,221	£3,351.75	£771.36	£20.85
PO3	32	£40,221	£3,351.75	£771.36	£20.85
	33	£41,418	£3,451.50	£794.32	£21.47
	34	£42,403	£3,533.58	£813.21	£21.98
	35	£43,421	£3,618.42	£832.73	£22.51
PO4	35	£43,421	£3,618.42	£832.73	£22.51
	36	£44,428	£3,702.33	£852.04	£23.03
	37	£45,441	£3,786.75	£871.47	£23.55
	38	£46,464	£3,872.00	£891.09	£24.08
PO5	38	£46,464	£3,872.00	£891.09	£24.08
	39	£47,420	£3,951.67	£909.42	£24.58
	40	£48,474	£4,039.50	£929.64	£25.13
	41	£49,498	£4,124.83	£949.28	£25.66
PO6	40	£48,474	£4,039.50	£929.64	£25.13
	41	£49,498	£4,124.83	£949.28	£25.66
	42	£50,512	£4,209.33	£968.72	£26.18
	43	£51,515	£4,292.92	£987.96	£26.70

Ap

Special Salary Grades		Pay			
Band	SCP	Annual	Per Month	Per Week	Per Hour
Special A	1	£50,467	£4,205.58	£967.86	£26.16
	2	£51,492	£4,291.00	£987.52	£26.69
	3	£52,533	£4,377.75	£1,007.48	£27.23
	4	£53,448	£4,454.00	£1,025.03	£27.70
	5	£54,378	£4,531.50	£1,042.87	£28.19
Special B	1	£53,584	£4,465.33	£1,027.64	£27.77
	2	£54,494	£4,541.17	£1,045.09	£28.25
	3	£55,431	£4,619.25	£1,063.06	£28.73
	4	£56,362	£4,696.83	£1,080.92	£29.21
	5	£57,282	£4,773.50	£1,098.56	£29.69
Special C	1	£56,595	£4,716.25	£1,085.38	£29.33
	2	£57,523	£4,793.58	£1,103.18	£29.82
	3	£58,464	£4,872.00	£1,121.23	£30.30
	4	£59,310	£4,942.50	£1,137.45	£30.74
	5	£60,303	£5,025.25	£1,156.50	£31.26
Special D	1	£61,469	£5,122.42	£1,178.86	£31.86
	2	£63,997	£5,333.08	£1,227.34	£33.17
	3	£66,651	£5,554.25	£1,278.24	£34.55
	4	£69,060	£5,755.00	£1,324.44	£35.80
	5	£71,590	£5,965.83	£1,372.96	£37.11
Special E	1	£72,855	£6,071.25	£1,397.22	£37.76
	2	£75,387	£6,282.25	£1,445.78	£39.08
	3	£77,917	£6,493.08	£1,494.30	£40.39
	4	£80,447	£6,703.92	£1,542.82	£41.70
	5	£82,978	£6,914.83	£1,591.36	£43.01

Pay Policy Appendix 4

Main Pay Scale (M1- M6)

The Main Scale is a salary range available to qualified teachers who have been assessed to be paid at this level.

As long as teachers continue to meet the teacher's standards and take responsibility for improving their practice through engaging in the process of professional growth and development, pay progression will be automatic.

The annual appraisal cycle is the mechanism through which these integral elements of teacher performance are evidenced, evaluated and reviewed.

Upper Pay Range (UPS1 - UPS 3)

Moving onto the Upper Pay Range is often referred to as 'crossing the threshold.'

As it is a voluntary process, if teachers wish to be considered to progress on to the Upper Pay Range, they should make their head teacher aware using the '*Application to be paid on the Upper Pay Range Application form*'. As part of the application process to move to the Upper Pay Range, our teachers are not required to maintain a portfolio of evidence to support their application.

To move onto the Upper Pay Range our teachers must demonstrate that:

1. They are **highly competent** in all elements of the Teachers' Standards.
2. Their achievements and contribution to school are **substantial & sustained**.

When teachers move onto the Upper Pay Range, they must maintain this standard.

Progression through the Upper Pay Scale is not automatic. A teacher will be eligible for consideration for progression to UPS2 and UPS3 annually providing that their annual appraisal review indicates they are highly competent and have made a substantial and sustained contribution to the school taking into consideration teacher standards, including targets set for the upper pay range.

Leadership Pay Range (L1 - L4)

The Leadership Pay Range (L1 - L4) is a salary range available to teachers appointed to leadership roles. Each point on the Leadership scale (L1- L4) is a fixed point and is commensurate with the level of responsibility required for the job role.

Pay Policy Appendix 5

APPLICATION TO BE PAID ON THE UPPER PAY RANGE

Applications to be paid on the Upper Pay Range may be made once a year. The Upper Pay Range [Application Form](#) must be submitted to the head teacher no later than the 31st of October in any year. An application to be paid on the Upper Pay Range will be successful where the governing body is satisfied that:

1. Teachers are **highly competent in all elements of the Teachers' Standards**.
2. Teachers' achievements and contribution to school are **substantial & sustained**.

If teachers wish to be considered to be paid on the Upper Pay Range they will need to demonstrate how they meet criteria 1 and 2 in relation to the Teachers' Standards.

Highly Competent is defined as:

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.

'Substantial' means:

Of real importance, validity or value to the school; play a critical role in the life of the school; provide a role model for teaching and learning; make a distinctive contribution to provision in school, and the raising of pupil standards, attainment and progress.

'Sustained' means:

Maintained continuously over a period of at least 3 academic years. They will be able to demonstrate that their teaching expertise has grown over the relevant period and is consistently at least good.

For each standard, teachers should provide a self-assessment as to how securely the standard is met. A 5 point rating scale will be used in relation to the definitions of **'highly competent'**, **'substantial'** and **'sustained'**.

- Standard not met
- Standard partially met
- Standard met
- Standard comfortably met
- Standard exceeded

The SLT line manager will then assess each teacher on the same 5 point rating scale. In order to move to the Upper Pay Range, teachers must have no SLT ratings less than 'Standard met'.

Finally, the Headteacher will moderate the teachers' and line manager's ratings then make a final assessment and recommendation to the Governors' Pay Committee in respect of the UPR application.

Teachers must ensure alongside the submission of this form that they include the outcomes of their two most recent annual appraisals, including recommendations on pay, by attaching appraisal summaries (or, where that information is not available, a statement and summary of evidence designed to demonstrate that they have met the assessment criteria).