Date completed:	Date amended:
September 2014	5 th December 2022
	Date reviewed:
	15 th December 2022 (in force from 1 st September 2022)
Custodian title & e-mail address	Craig Parkinson, Chief Operating Officer, The Heath Family (NW)
	MAT
	cparkinson@theheathfamily.org.uk

<u>Content</u>

- 1 Introduction
- 2 Aims
- 3 Job Roles and Responsibilities
- 4 Pay Assessment and Review
- 5 Recruitment
 - 5.1 Teaching Staff

6 Teaching Staff Pay

- 6.2 Principal
- 6.2.6 Discretionary Payments to the Principal
- 6.3 Other Leadership Posts
- 6.4 Other Specific Posts Above the Classroom Teacher Scale
- 6.5 Main Scale and Upper Pay Spine Teachers
- 6.6 Unqualified Teachers

7 Supply Teachers

Part-time Teachers

9 Allowances

8

- 9.1 Teaching and Learning Responsibility Payments
- 9.2 Special Educational Needs
- 9.3 Acting Allowances
- 9.4 Recruitment and Retention
- 9.5 Out of School Learning Activities
- 9.6 Residential Duties
- 9.7 Continuing Professional Development

10 Salary Sacrifice

- 11 Safeguarding
- 12 Appeals

Pay Policy

The Heath Family (NW) Multi Academy Trust re-adopted this updated policy in December 2022. It will continue to be reviewed annually.

1 Introduction

- 1.1 The Heath Family (NW) Multi Academy Trust has adopted the policy set out in this document to provide a clear framework for the management of pay and grading issues for all staff employed in the school.
- 1.2 The Heath Family (NW) Multi Academy Trust is committed to taking decisions in accordance with the 'key principles of public life': objectivity, openness and accountability. It recognises the requirement for a fair and transparent policy to determine the pay and grading for all staff employed in the school, which takes account of the conditions of service under which staff are employed and relevant statutory requirements.
- 1.3 The Heath Family (NW) Multi Academy Trust recognises its responsibilities under relevant legislation including the Equality Act 2010 and will ensure that all pay related decisions are taken equitably and fairly in compliance with statutory requirements.
- 1.4 This policy is based on a whole school approach to pay issues. The Heath Family (NW) Multi Academy Trust will exercise its discretionary powers using fair, transparent and objective criteria in order to secure a consistent approach in school pay decisions.
- 1.5 The Heath Family (NW) Multi Academy Trust recognises the requirement that all pay progression decisions for all teaching staff must be linked to annual appraisal of performance, with the exception of National Pay Awards. The procedures set out in this policy seek to ensure that this is achieved in a fair equitable and transparent way.
- 1.6 This policy has been agreed by The Heath Family (NW) Multi Academy Trust following consultation with staff and the recognised trade unions. Any subsequent changes will also be subject to further consultation before amendment by The Heath Family (NW) Multi Academy Trust.

2 Aims of the policy

- 2.1 The Heath Family (NW) Multi Academy Trust aims to use the pay policy to:
 - Maintain and improve the quality of teaching and learning at its schools;
 - Support the Framework for Learning
 - Underpin the Trust's Appraisal policy;
 - Ensure that all staff are valued and appropriately rewarded for their work contribution in our schools;
 - Ensure staff are well motivated, supported by positive recruitment and retention policies and staff development;
 - Demonstrate that decisions on pay are fair and equitable and recognise the principle of equal pay for like work and work of equal value;
 - Provide flexibility to recognise individual staff performance linked to pay decisions.
- 2.2 The Heath Family (NW) Multi Academy Trust will also consider advice issued by the Department for Education, recognised trade unions and other national bodies as appropriate, along with relevant statutory legislation

3 Job Roles and Responsibilities

- 3.1 All members of staff will be provided with a job description outlining the roles and responsibilities of the post. This will also include the pay range and any additional payments or allowances covered by this policy. The job description will state the reason for any additional allowances or payments and whether this is a permanent or temporary payment.
- 3.2 Any significant changes to duties and responsibilities of a post will be subject to discussion with the member of staff with a view to reaching agreement. Where there is a significant change in duties and responsibilities of a post a new job description will be issued.
- 3.3 Where the staffing structure of the school needs to be changed, resulting in broader changes to roles and responsibilities, this will be the subject of consultation with staff and the recognised trade unions before any changes are made and with a view to seeking to agree the changes before new job descriptions are issued.

4 Pay Assessment and Pay Review

- 4.1 The Heath Family (NW) Multi Academy Trust will ensure that every teacher's salary is reviewed on an annual basis and every teacher will be notified of the salary review by no later than 31st October. Any increase will be backdated to 1st September of that academic year and the back payment will be made within a reasonable period of time in accordance with the normal school pay cycle. Pay decisions made during September and October 2022 will be in accordance with the 2021 School Teachers Pay and Conditions Document (with the exception of the value of a pay point which will be based on the 2022 STPCD values).
- 4.2 Employees can expect to and will progress up the pay spine (if applicable on an annual basis until top of scale, or on a two-year cycle for teachers on the Upper Pay Range) except in the following circumstances:
 - 4.2.1 Where an application has been made to move through the threshold in which case a request will either be approved or denied as part of the performance management process from the previous cycle; or
 - 4.2.2 They are subject to the Trust capability procedure; or
 - 4.2.3 They are subject to a support plan (which would be used to try and keep them out of capability procedures). In this case the expectation would be that there would be a decision to make regarding whether they should progress. They should not automatically progress but equally they should not automatically fail either if they are working with the Trust and turning things around. We would want to maintain the option for them to progress in such circumstances and to motivate them in the right way; or
 - 4.2.4 Where the Trust takes over a school with a poor record keeping system (including performance) and there is not adequate evidence to assess performance generally. In those circumstances the Trust would implement a flexible approach to pay progression depending on the circumstances of each case. This should only apply during the first appraisal cycle after joining the Trust.

- 4.3 All teachers will be entitled to receive an annual pay statement including details of any salary and financial benefits to which they are entitled, including any salary safeguarding arrangements that may apply.
- 4.4 A review may occur at other times where there has been a significant change affecting an individual teacher's pay. A revised written statement will be issued to the teacher in such circumstances, including any salary safeguarding arrangements that may apply

5 Recruitment

Teaching Staff

- 5.1 Advertisements for vacant posts in the school will be considered by the Principal and appropriate Heath Family Multi Academy Trust staff. All posts will be advertised either, internally or externally, locally or nationally as appropriate.
- 5.2 The advertisement will explain whether the post is a classroom or leadership post. The advertisement will specify the expected level of skills and experience for appropriate candidates relevant to the post. The advertisement will also include details of any additional payments or allowances applicable to the post.
- 5.3 As a general principle pay portability will apply, however the Academy reserve the right to determine a pay scale for a specific post, contingent with equality legislation taking into account a number of factors. However, this step will only be taken after consultation with the respective Trade Unions.
- 5.4 Where the post is on a temporary basis, the advertisement will specify the reason for and duration of the post.
- 5.5 Within the framework of relevant statutory legislation, the advertisement may also include reference to any underrepresentation within the school to encourage applications from any disadvantaged and underrepresented groups.

6 Teaching Staff Pay

6.1 In The Heath Family (NW), all teaching staff are employed in accordance with the provisions of the School Teachers Pay and Conditions Document. In reviewing pay scales in the future The Heath Family (NW) Multi Academy Trust will have regard to any changes to national pay bands contained within the STP&C Document. The following pay arrangements have been agreed by the governing body using the flexibilities contained within the STP&C Document.

6.2 **Principal**

6.2.1 The Heath Family (NW) Multi Academy Trust will assign a seven point Individual School Range based on the school group size, as determined by the School Teachers' Pay and Conditions document. The Heath Family (NW) Multi Academy Trust will ensure that there is no overlap of salary bands between the Principal and other leadership posts

- 6.2.2 The Heath Family (NW) Multi Academy Trust will calculate the Principal group size at the start of each academic year and determine the appropriate Individual School Range for the year. The Heath Family (NW) Multi Academy Trust will determine the group size for the school in accordance with the provisions of the School Teachers' Pay and Conditions Document.
- 6.2.3 On appointment the Principal will be appointed on one of the first 4 points on the ISR.
- 6.2.4 Progression on the ISR for the Principal will be subject to a review of the principal's performance set against the annual appraisal review. The Heath Family (NW) Multi Academy Trust may decide to award one increment for sustained high quality performance or two increments where performance has been exceptional. Where performance has not been of a sustained high quality The Heath Family (NW) Multi Academy Trust may decide that there should be no pay progression. The pay review for the Principal will be completed by 31st December
- 6.2.5 The Heath Family (NW) Multi Academy Trust will ensure that the reasons for setting the ISR at a given level are recorded and that the process for the determination of the Principal's salary is fair and transparent.

Discretionary payments to the Principal

- 6.2.6 The Heath Family (NW) Multi Academy Trust may consider a discretionary payment not exceeding 25% of the Principal's salary, as determined above, for reasons not already taken into account in determining the ISR, and which may include:
 - the school is a school causing concern;
 - without such additional payment The Heath Family (NW) Multi Academy Trust considers that the school would have substantial difficulty filling a vacant Principal post
 - without such additional payment The Heath Family (NW) Multi Academy Trust considers the school would have substantial difficulty retaining the existing Principal; or
 - the Principal is appointed as a temporary Principal of one or more additional schools.
- 6.2.7 In wholly exceptional circumstances The Heath Family (NW) Multi Academy Trust may consider a payment in excess of 25%. In such circumstances the governing body will seek external independent advice.
- 6.2.8 The Heath Family (NW) Multi Academy Trust will also consider additional payments in respect of:
 - continuing professional development undertaken outside the school day;
 - activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;
 - participation in out-of-school hours learning agreed between the Principal and the governing body;

- additional responsibilities and activities due to, or in respect of, the provision of services by the Principal relating to the raising of educational standards to one or more additional schools.
- residential duties

6.3 Other Leadership Posts

- 6.3.1 The Heath Family (NW) Multi Academy Trust will determine a 5 point pay range for all other leadership posts from within the leadership scale contained in the School Teachers' Pay and Conditions Document.
- 6.3.2 The range for individual posts will be determined according to the duties and responsibilities of the post and may vary between posts. A post with a designated deputy role in the absence of the Principal will be remunerated accordingly above the range for other leadership posts.
- 6.3.3 The Heath Family (NW) Multi Academy Trust will ensure that there is no overlap of pay points between the Principal and any other leadership post.
- 6.3.4 On appointment a teacher paid on the leadership scale will be appointed on one of the first 3 points on the pay range.
- 6.3.5 The pay range for teachers paid on the leadership spine will be reviewed on 1st September or at any time during the year where there is a significant permanent change in the duties and responsibilities of the post, or where it is necessary to consider a retention payment for a member of staff on the leadership spine.
- 6.3.6 Progression on the pay range for a member of staff paid on the leadership scale will be subject to a review of their performance set against the annual appraisal review. The Heath Family (NW) Multi Academy Trust may decide to award one increment for sustained high quality performance or two increments where performance has been exceptional, where performance has not been of a sustained high quality The Heath Family (NW) Multi Academy Trust made decide that there should be no pay progression. The pay review will be completed by 31st October
- 6.3.7 The Heath Family (NW) Multi Academy Trust has established a pay structure for these posts, this is shown in appendix 2 (Leadership Scale)

6.4 **Other Specific Posts Paid above the Classroom Teacher Scale – Leading Practitioners**

- 6.4.1 The Heath Family (NW) Multi Academy Trust may also establish other teaching posts paid above the Upper Pay Spine. These posts will carry responsibility for modeling and leading the improvement of teaching skills across the school.
- 6.4.2 The pay range for these posts will be within the minimum and maximum of the range for Leading Practitioners contained within the School Teachers' Pay and Conditions Document, and will be determined by the role and range of responsibility of each post, which may vary across the school.

- 6.4.3 Each post will be paid at a fixed point within the minimum and maximum range contained within the School Teachers' Pay and Conditions Document.
- 6.4.4 The starting salary for an appointment to a post on the Leading Practitioner pay range will be determined by The Heath Family (NW) Multi Academy Trust and take account of the teacher's skills and experience.
- 6.4.5 Progression on the pay range for a member of staff paid on the Leading Practitioner pay range will be subject to a review of performance set against the annual appraisal review. The Heath Family (NW) Multi Academy Trust may decide to award one increment for sustained high quality performance or more increments where performance has been exceptional. Where performance has not been of a sustained high quality The Heath Family (NW) Multi Academy Trust made decide that there should be no pay progression. The pay review will be completed by 31st October.

6.5 Main Scale and Upper Pay Spine Teachers

- 6.5.1 The Heath Family (NW) Multi Academy Trust will establish posts paid in accordance with the minimum and maximum points for such posts as determined by the School Teachers' Pay and Conditions Document.
- 6.5.2 The Heath Family (NW) Multi Academy Trust has established a pay structure for these posts, this is shown in appendix 2 (Main & Upper Scales)
- 6.5.3 Progression through pay points will be based on the teacher demonstrating, through performance appraisal that they meet the objectives set for them which will be based on the Teacher Standards. The Heath Family (NW) Multi Academy Trust may decide to award one increment for sustained high quality performance or more increments where performance has been exceptional. Where performance has not been of a sustained high quality The Heath Family (NW) Multi Academy Trust made decide that there should be no pay progression. The pay review will be completed by 31st October. Further details can be found in the Appraisal Policy.
- 6.5.4 A teacher being considered for a move onto the Upper Pay Spine must be able to demonstrate:
 - that the teacher is highly competent in all elements of the relevant standards; and
 - that the teacher's achievements and contribution to an educational setting or settings are substantial and sustained.
- 6.5.5 At the end of the first ECT year a teacher will have a minimum entitlement to be paid on point 2 of the national reference pay points or the second point on the school scale for Main Scale teachers whichever is the greater. Upon successful completion of the second ECT year a teacher will have a minimum entitlement to be paid on point 3 of the national reference pay points or the third point on the school scale for Main Scale teachers, whichever is greater

6.6 Unqualified Teachers

- 6.6.1 The Heath Family (NW) Multi Academy Trust will appoint unqualified teachers to a salary within the range set out in the School Teachers Pay and Conditions Document. The Heath Family (NW) Multi Academy Trust will only employ unqualified teachers under the following circumstances:
 - a) Trainees working towards QTS,
 - b) Overseas trained teachers who have not exceeded the four years they are allowed without having QTS, and
 - c) Instructors who are people with a particular skill who can be used for so long as a qualified teacher is not available.
- 6.6.2 The Heath Family (NW) Multi Academy Trust has established a pay structure for these posts, this is shown in appendix 2 (Unqualified Scales)
- 6.6.3 A newly appointed unqualified teacher will usually be appointed at the minimum of the scale determined by the Principal. The initial salary on appointment may be on a probationary basis and subject to performance. This may be reviewed after 6 months, after which time the pay band and relevant pay point will be finalised. The revised salary / pay range will be no lower than the initial salary on appointment.
- 6.6.4 Progression within the range will be subject to a review of the teacher's performance set against the annual appraisal review and the appropriate Teacher Standards. The Heath Family (NW) Multi Academy Trust may decide to award one increment for sustained high quality performance or more increments where performance has been exceptional. Where performance has not been of a sustained high quality the governing body made decide that there should be no pay progression. In such circumstances where a teacher's performance is not at the required level this will be addressed through the school's appraisal and possibly capability procedure.
- 6.6.5 The pay review will be completed by 31st October

7 Supply Teachers

- 7.1 Teachers employed on a short notice or supply basis will have their pay determined in line with the arrangements outlined in this policy for other teachers. Teachers paid on a daily basis will have their salary assessed as an annual amount, divided by 195. For temporary teachers on short notice this will be multiplied by the number of days or parts of a day to be worked.
- 7.2 A short notice teacher who is employed by the school throughout a consecutive period of 12 months will not be paid any more in respect of that period than they would have if they had been in regular employment throughout the period.
- 7.3 Supply teachers are paid in accordance with the Pay and Conditions Document, including Ageing regulations/provisions.

8 Part time teachers

- 8.1 The Heath Family (NW) Multi Academy Trust will ensure that part time teachers' pay and working time will be dealt with in accordance with the School Teachers' Pay and Conditions Document. Pay scales and pay progression will be as detailed earlier in this policy.
- 8.2 Part time teachers will be entitled to be paid for their contractual hours pro rata to a full time teacher and will also be entitled to PPA time, other non contact time and directed time allocated on a pro rata basis.

9 Allowances etc

9.1 Teaching and Learning Responsibility Payments (TLRs)

- 9.1.1 TLR payments will be awarded to the holders of the posts indicated in the school's staffing structure.
- 9.1.2 TLR payments will be awarded to a teacher on the main scale or upper pay scale where a teacher is required to undertake a sustained additional responsibility within the school's staffing structure for ensuring the continued delivery of high quality teaching and learning for which they are accountable.

i.e. where a post :

- is focused on teaching and learning;
- requires the exercise of a teacher's professional skills and judgment;
- requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
- has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and
- involves leading, developing and enhancing the teaching practice of others.
- 9.1.3 The governing body will award TLR payments within the range prescribed in the School Teacher's Pay and Conditions Document. All current TLR point values (i.e. those awarded during the 2019-20 academic year) across our schools will be uplifted by 2.75% for 2020-21, they will fall into the following ranges:

TLR 1Range £8,706-£14,732(post includes significant line management responsibility in addition to that outlined in
paragraph 9.1.2 above)

- TLR 2 Range £3,017-£7,368
- TLR 3 Range £600-£2,975
- 9.1.4 A teacher will not be awarded more than one TLR of any value with the exception of a TLR3 award which may be made alongside an award of a TLR 1 or TLR 2.
- 9.1.5 A TLR payment will not be awarded in respect of teaching duties more appropriately recognised under section 9.2 of this policy in respect of Special Educational Needs.

- 9.1.6 The Heath Family (NW) Multi Academy Trust may award a TLR3 payment of between £600 to £2,975 to a post requiring additional duties for a time limited period for a specific project identified as a priority within the school development plan or other substantial school improvement projects or exceptional on off externally driven responsibilities. TLR3 payments will not be used to replace or otherwise limit teachers' pay progression on the main, upper or leading practitioner pay ranges.
- 9.1.7 The level of a TLR3 will be determined by the Principal taking into account the nature of the task, its duration, the level of daily interaction, the level of responsibility and likely impact on time. A TLR3 will not normally be accompanied by a reduction in an employee's timetable. The Principal will discuss any new TLR3 payments with the recognised Trade Unions either at a local level or through the JCNC.
- 9.1.8 The duration of such a TLR3 could be for a term and would normally not exceed 1 year after which time they will be reviewed and may be extended if appropriate.
- 9.1.9 There will be no safeguarding of any TLR3 payments.

9.2 Special Educational Needs (SEN)

- 9.2.1 The Heath Family (NW) Multi Academy Trust will award a Special Educational Needs Allowance to a classroom teacher in the following circumstances
 - in any SEN post that requires a mandatory SEN Qualification;
 - who teaches pupils in one or more designated special classes or units in the school;
 - in any non designated setting that is analogous to a designated special class or unit where the post
 - (i) involves a substantial element of working directly with children with special educational needs;
 - (ii) requires the exercise of a teacher's professional skills and judgment in the teaching of children with special educational needs;
 - (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 within the school.
- 9.2.2 The Heath Family (NW) Multi Academy Trust will determine a spot value for each post, taking account of the structure for SEN provision in the school and:
 - whether any mandatory qualifications are required for the post;
 - the qualifications and expertise of the teacher relevant to the post; and
 - the relative demands of the post.
- 9.2.3 The value of any SEN allowance in the school will be within the range prescribed in the School Teachers Pay and Conditions Document (£2,384-£4,703).

9.3 Acting Allowances

9.3.1 Teachers on the leadership spine who cover all of the duties associated with a post of a higher grade or allowance than their own for a period of at least 4 weeks will be considered for payment of an acting allowance. This will normally be the difference between the teacher's substantive salary and the appropriate point on the pay range of the higher level post, and will cover the whole period of acting up during which the teacher will be expected to undertake the full range of duties and responsibilities of the post.

9.4 **Recruitment and Retention**

- 9.4.1 The Heath Family (NW) Multi Academy Trust may, on the advice of the Principal, consider the award of a recruitment and retention payment where there is clearly demonstrated evidence that such a payment is:
 - required to attract suitable candidates for a post which it has been or it is considered difficult to fill; or
 - required to retain the skills and expertise of a teacher, particularly in a specialist area or where it is considered that the subsequent vacancy would be difficult to fill.
- 9.4.2 The value of any recruitment or retention payment will be determined according to the circumstances of each case but will take into account salary relativities across the school structure and known staffing changes in the future and would normally be within the range (£500 £1,500)
- 9.4.3 The duration of the payment will be determined according to the circumstances of the payment. Initially this may be for a period of 1 year, although longer were applicable, but will be subject to annual review which may extend the period if appropriate or removed if required.
- 9.4.4 Normally a recruitment or retention payment will be financial, but where appropriate, The Heath Family (NW) Multi Academy Trust may consider other benefits e.g. relocation expenses, health care, sports membership, childcare provision etc.

9.5 **Out of School Learning Activities**

- 9.5.1 Teachers who undertake agreed additional learning activities outside the normal school day may be entitled to an additional payment. The Heath Family (NW) Multi Academy Trust advised by the Principal, will consider each case individually before the activity takes place. Such activities may include:
 - Holiday revision groups
 - Breakfast clubs
 - Homework clubs,
 - Summer Schools
 - Saturday morning booster classes
 - Study support groups
 - Activities for gifted and talented children

- Curriculum linked sporting or arts related activities or clubs,
- 9.5.2 The rate of payment will be determined according to circumstances, but will usually be at the teacher's normal hourly rate.
- 9.5.3 Teachers whose salary range already takes account of such an activity will not be entitled to any additional payment.

9.6 **Continuing Professional Development**

9.6.1 The Heath Family (NW) Multi Academy Trust, advised by the Principal, may consider in advance awarding additional payments to teachers in respect of continuing professional development undertaken outside of the school day. The Heath Family (NW) Multi Academy Trust will consider each case on an individual basis. Where approved additional payments will be calculated based on the teacher's normal hourly rate.

9.7 Activities relating to the provision of initial teacher training as part of the ordinary conduct of the school

- 9.7.1 The Heath Family (NW) Multi Academy Trust may award an additional payment for work undertaken on a voluntary basis relating to the provision of initial teacher training (ITT), where this is provided as part of the normal activity of the school. This may include:
 - Acting as a professional mentor
- 9.7.2 Payment for these activities, where agreed in advance, will be calculated based on the teacher's normal hourly rate
- 9.7.3 The Heath Family (NW) Multi Academy Trust will not award additional payments in respect of School Centered ITT (SCITT) where the school takes the lead in providing ITT courses including planning and preparing materials for an ITT course and taking responsibility for the well-being and tuition of ITT students. Such duties may be considered under a separate non-teaching contract.

10 Salary Sacrifice

- 10.1 The Heath Family (NW) Multi Academy Trust will support salary sacrifice arrangements for teachers in respect of the following:
 - Childcare vouchers / childcare benefit schemes
 - Cycle or cyclists safety equipment scheme
 - Car lease schemes
- 10.2 Participation in any salary sacrifice scheme arrangement will have no effect upon the determination of any safeguarded sum to which the teacher may be entitled.

11 Safeguarding

11.1 The Heath Family (NW) Multi Academy Trust will apply the salary safeguarding provisions of the School Teachers Pay and Conditions Document.

12. Appeals

- 12.1 A member of staff may seek a review of any determination in relation to their pay or any decision taken by The Heath Family (NW) Multi Academy Trust (or committee or individual acting with delegated authority) that affects the pay of the member of staff.
- 12.2 The Heath Family (NW) Multi Academy Trust has agreed to consider appeals on the following grounds:

That the person or committee making the decision:-

- incorrectly applied any provision of the School Teachers Pay and Conditions Document or other statutory provision;
- failed to have proper regard for statutory guidance;
- failed to take proper account of relevant evidence
- took account of irrelevant or inaccurate evidence
- was biased
- otherwise unlawfully discriminated against the teacher.
- 12.3 The procedure for considering appeals is set out in appendix 1 of this policy.

APPENDIX 1

Pay Appeals Procedure

The Heath Family (NW) Multi Academy Trust has adopted the following procedure to consider any pay appeals:

Stage 1 - Informal

- 1.1 If, following receipt of the written confirmation of the pay determination and where appropriate the basis upon which the decision was made, 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 notification of the decision.
- 1.2 Where this is not possible, or where the member of staff continues to be dissatisfied with the decision, they may follow the formal Stage 2 formal process.

Stage 2 - Formal

- 2.1 If the matter is not resolved through discussions with the decision maker within 10 working days of the decision, the member of staff should submit a written appeal, setting out the grounds and the detail upon which the pay decision is appealed. This should be sent to the Principal, within 15 working days of the notification of the decision (5 working days after the informal stage has ended).
- 2.2 The appeal will be heard by a panel of governors who were not involved in the original determination who made the determination will arrange a hearing, normally within 10 working days of receipt of the written appeal, at which they will consider the appeal and give the staff member an opportunity to make representations in person and / or be accompanied by a colleague or trade union representative.
- 2.3 Following the hearing the member of staff will be informed in writing of the decision.

APPENDIX 2 – PAY SCALES, effective 1st September 2022

Main & Upper Scales

	<u>Unq</u>	ualified	<u>Scale</u>
--	------------	----------	--------------

M1	£28,000
M2	£29,800
M3	£31,750
M4	£33,850
M5	£35,990
M6	£38,810
UPS1	£40,625
UPS2	£42,131
UPS3	£43,685

Uq1	£19,340
Uq2	£21,559
Uq3	£23,777
Uq4	£25,733
Uq5	£27,954
Uq6	£30,172

Leadership Scale

Leadership Scale	
L1	£44,305
L2	£45,414
L3	£46,548
L4	£47,706
L5	£48,895
L6	£50,122
L7	£51,470
L8	£52,659
L9	£53,973
L10	£55,360
L11	£56,796
L12	£58,105
L13	£59,558
L14	£61,042
L15	£62,561
L16	£64,225
L17	£65,699
L18	£67,351
L19	£69,022
L20	£70,733
L21	£72,483
L22	£74,283

Lead Practitioners Range

	<u> </u>
Min	£44,523

L23	£76,122
L24	£78,010
L25	£79,949
L26	£81,927
L27	£83,956
L28	£86,040
L29	£88,170
L30	£90,365
L31	£92,597
L32	£94,898
L33	£97,256
L34	£99,660
L35	£102,137
L36	£104,666
L37	£107,267
L38	£109,922
L39	£112,601
L40	£115,410
L41	£118,293
L42	£121,258
L43	£123,057

Headteacher Group Ranges

Group 1	£50,122 - £66,684
Group 2	£52,659 - £71,765
Group 3	£56,796 - £77,237
Group 4	£61,042 - £83,126
Group 5	£67,351 - £91,679
Group 6	£72,483 - £101,126
Group 7	£78,010 - £111,485
Group 8	£86,040 - £123,057

Max	£67,685