

Governing Body Meeting
Spring Term 2020

Report by the Director of Business
Development

PAY AND REDEPLOYMENT POLICIES

1. INTRODUCTION

- 1.1 This paper provides a revised model Pay policy which schools can utilise to comply with statutory obligations and departmental advice on pay progression arrangements for teachers.

2. BACKGROUND

- 2.1 Governing bodies are required 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. Schools are required to review their pay policies on an annual basis.
- 2.2 The model Redeployment Code has been reviewed alongside the changes to the Pay policy and has had the maximum protection values uprated in line with the non-teaching pay award.
- 2.3 The revisions to the council's model Pay policy and Redeployment Code have been fully consulted on with the recognised trade unions.

3. INFORMATION

- 3.1 Teaching
The main change to the STPCD 2019 made provision for the September 2019 teachers' pay award as follows:
- A 2.75% uplift has been applied to the statutory minima and maxima of all pay ranges and allowances.
- 3.2 Locally it has been recommended that the 2.75% percentage uplift be applied to **all points** on the relevant pay scales, not just the minima and maxima.
- 3.3 Non-Teaching
The non-teaching pay award was agreed in August and back dated to April. This year's pay award has proved challenging given that there are now fewer

spinal column points (Scp) on the national pay spine. A number of options were explored with the trade unions which maintain the current grade structure and therefore remove the need to re-evaluate every non-teaching job within schools.

- 3.4 The new grade structure uses all the national Scps and meets all the principles outlined in the national agreement. It also overlaps the top Scp of one grade with the bottom Scp of the next grade from the top of grade 3 and above. Nationally, this was agreed as an acceptable approach.
- 3.5 Options around next year's non-teaching pay award are currently being explored at a national, regional and local level.
- 3.6 Following the changes to the non-teaching pay scale, various enhancements linked to previous Scps have needed to be linked to the new Scps, this detail which mirrors the national terms and conditions has now been included within the model Pay policy.
- 3.7 The model Redeployment Code has had the maximum protection values uprated in line with the non-teaching pay award.
- 3.8 Appendix 1 to the Pay policy now includes all the revised rates for the new teaching and non-teaching pay scales. Apprentice pay scales are not due to increase until April 2020.

4. ISSUES FOR CONSIDERATION

- 4.1 The governing body is asked to consider the adoption of the revised model policies.
- 4.2 Should the governing body decide not to adopt the model policies it should produce appropriate alternatives in consultation with the recognised trade unions. Schools will be required to provide an alternative to the council, which the council as employer is satisfied, meets the necessary standard.
- 4.3 All governing bodies who adopt an alternative document or modify the models provided are requested to submit the final documents to schoolsHRpolicy@northlincs.gov.uk
- 4.4 The governing body is reminded of the need to communicate policy changes to all staff at the earliest opportunity.

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17 October 2019

NORTH LINCOLNSHIRE COUNCIL

PAY POLICY FOR [REDACTED] SCHOOL/ACADEMY

INTRODUCTION

1. This document sets out the framework for making decisions on the pay of all employees in the school/academy. It has been adopted following consultation and the governing body is committed to its operation in a transparent manner taking account of relevant statutory requirements.
2. The governing body recognises its responsibilities under relevant legislation including:
 - The Education Act 2002
 - Equality Act 2010
 - Employment Relations Act 1999
 - Employment Rights Act 1996
 - Part-time workers (Prevention of less favourable treatment) Regulations 2000
 - Fixed-term employees (Prevention of less favourable treatment) Regulations 2002.
 - Education (School Teachers' Appraisal) (England) Regulations 2012
 - The Agency Workers Regulations 2010
3. The governing body aims to maintain and improve the quality of education provided by having a pay policy which supports the school/academy's development and seeks to ensure that all employees are valued and receive proper recognition for their work and their contribution to school/academy life.
4. This policy is based on a whole school/academy approach to pay issues. The governing body is responsible for demonstrating that decisions on pay are fair and equitable and recognise the principle of equal pay for like work and work of equal value.
5. The governing body will consult fully with employees (through their trade unions) and with Human Resources (HR) when considering any review of this pay policy. This pay policy will be reviewed on an annual basis.
6. In the case of employees on teachers' terms and conditions of employment this policy should be read in conjunction with the school/academy's agreed teacher appraisal policy.

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ROLES AND RESPONSIBILITIES

7. Role of the head teacher/principal:
 - Support the governing body in the management and implementation of this policy, observing all statutory and contractual obligations.
 - Advise the relevant committee on appraisal outcomes and associated pay recommendations.
 - Establish a staffing structure which avoids equal pay issues arising and identifies posts with specific teaching and learning responsibilities.
8. Role of the relevant committee
 - To apply the criteria of this policy in determining the pay of employees, observing all statutory and contractual obligations.
 - Communicate pay decisions to employees, outlining the right of appeal.

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- Communicate pay decisions of the committee to HR in the form of minutes of the meeting or a written summary, as appropriate.
- Determine the establishment and staffing structure of the school/academy, at least every three years, in line with the school/academy's development plan.

9. Role of appeal committee

- Hear any appeals from employees together with representations from the head teacher/principal and chair of the relevant committee.
- Communicate final pay decisions to employees.
- Communicate final pay decisions of the appeal committee to HR in the form of minutes of the meeting or a written summary.

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9.1 The appeals committee will consist of governors who have had no prior involvement with the matter. The employee and/or their representatives will have the opportunity to present their case.

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9.2 For support staff whose posts have been evaluated using the Greater London Provincial Council (GLPC) job evaluation scheme, the appeals committee will be advised by a member of HR or a governor trained on the scheme.

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10. Role of Human Resources (HR)

- To provide advice, guidance and support to the head teacher/principal, and/or relevant committee in line with their chosen service level agreement.
- Communicate decisions on any threshold or leadership changes to an employee's salary, in writing.
- Notify the relevant payroll provider of any changes to an employee's salary as appropriate.
- Arrange for a new principal statement of main terms of employment to be sent to an employee as appropriate.

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10.1 Any additional services provided e.g. attendance at meetings or training will be in keeping with the school/academy's chosen service level agreement.

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RECRUITMENT

Vacant posts

11. When a vacancy occurs the governing body will consider whether there is a need to fill the vacancy, on what basis and whether finance is available to fund the post.

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12. The governing body will consider the most appropriate way of advertising vacancies having obtained guidance from HR if appropriate. Vacancies will normally be advertised widely unless filled through the Redeployment Code of Practice.

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13. In the case of the head teacher/principal or deputy head teacher/principal, a full meeting of the governing body will take place to agree a recruitment strategy and consider guidance on reviewing leadership pay in the current School Teachers' Pay and Conditions Document (STPCD), following the prescribed three stage process:

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Stage 1 – Defining the role and determining the head teacher group

Stage 2 – Setting the indicative pay range

Stage 3 – Deciding the starting salary and individual pay range.

A decision not to advertise one of these posts will only be taken if the governing body can demonstrate there is good reason not to and will be documented fully.

Job descriptions

14. Job descriptions will be prepared for all posts and will include:
 - The post title;
 - The salary grade of the post;
 - The overall purpose of the post;
 - To whom the post holder reports;
 - The persons line managed by the post holder;
 - The generic duties and responsibilities; and
 - The specific duties and responsibilities
15. The job descriptions of employees on teachers' terms and conditions of employment will make reference to the duties as laid down in the relevant STPCD and the relevant professional standards.
16. Support staff job descriptions will be produced on the pro-forma recommended by HR and will be evaluated in accordance with the locally agreed version of the GLPC job evaluation scheme.

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Employee specifications

17. Employee specifications will be prepared in advance of advertising vacant posts and used to identify experience, education, training and qualifications, skills and knowledge, personal qualities and working arrangements required of the successful applicant.

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Starting salaries

18. The governing body will determine the pay range for a vacancy prior to advertising it and on appointment it will determine the starting salary within that range to be offered to the successful candidate, having regard to the standards framework and pay reference tables and points adopted and referenced at Appendix 1. The school will be under no obligation to match the successful candidate's previous salary.
19. In making such pay determinations, the governing body will take into account:
 - The requirements of the post;
 - Any specialist knowledge required for the post;
 - The experience required to undertake the specific duties and responsibilities of the post;
 - The wider school/academy context.
20. Specific starting salary considerations for leadership posts and support staff posts are outlined elsewhere in this document.

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TEACHERS' PAY AND CONDITIONS

21. Pay scales and conditions of service for teaching staff are determined by the current edition of the STPCD, the Conditions of Service for School Teachers in England and Wales (Burgundy book) and any locally negotiated terms and conditions, agreed with the recognised trade unions.
22. The governing body will take account of any pay awards agreed nationally and will apply these as appropriate to the pay scales detailed in this policy and attached at Appendix 1.

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Pay progression based on performance

23. This policy should be read in conjunction with the school/academy's teacher appraisal policy which provides details of the arrangements relating to teachers' appraisal in accordance with the Education (School Teachers' Appraisal) (England) Regulations 2012.
24. Teachers will no longer receive automatic increments. Pay progression will be based on appraisal recommendations that are linked to assessment of performance.
25. Appraisal arrangements apply equally to the head teacher/principal and to all qualified and unqualified teachers employed by the school/academy with the exception of:
- teachers on contracts of less than one term,
 - those undergoing induction (*i.e. Newly Qualified Teachers (NQTs)*) and
 - those who are the subject of capability procedures.
26. Teachers' appraisal reports will contain pay recommendations and the assessment will be based on the achievement of individual appraisal objectives, the relevant standards, classroom observation and any other evidence agreed in advance with the employee.
27. Achievement towards appraisal objectives and wider performance and development priorities will be reviewed and addressed on a regular basis throughout the year in interim meetings. Teachers will be made aware as soon as possible if their performance to date is likely to result in a recommendation of no pay progression.
28. Where the head teacher/principal has delegated the role of appraiser this role will be normally undertaken in its entirety, including making pay recommendations.
29. Decisions about whether or not to accept a pay recommendation will be made by the relevant committee of the governing body, having regard to the appraisal report and taking into account advice from the head teacher/principal.
30. Appraisal reports including the head teacher/principal, will be available for consideration by the relevant committee of the governing body.

Head teacher/Principal

31. The governing body notes that the school/academy is allocated to a group on the leadership pay spine. The appropriate group is determined from the school/academy's 'unit score' which is calculated from the number of pupils within different key stages as set out in the current edition of the STPCD.
32. The governing body has determined the Individual School Range (ISR) of seven consecutive spine points on the leadership pay spine, to assign the head teacher/principal to.
33. The salary and any movement up the pay spine of the head teacher/principal will be determined, by the relevant committee by 31 December of each year, in accordance with the provisions of the STPCD and with due regard to advice and guidance from the Department of Education (DfE) and the council as applicable. This includes the requirement for the governing body to determine performance objectives annually and to review the head teacher/principal's performance against these, having sought external independent advice from an appropriate person or body.

34. The governing body 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 governing body may decide that there should be no pay progression.

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35. In the following limited circumstances:

- school/academy's causing concern,
- difficulties filling a vacant head teacher/principal post,
- difficulties retaining the current head teacher/principal, and
- temporary appointment as a head teacher/principal of more than one school/academy

the relevant committee has discretion to make additional payments to the head teacher/principal. However, such payments will not exceed 25% of the amount that corresponds to the head teacher's point on the leadership group pay spine in accordance with the current edition of the STPCD and with due regard to advice and guidance from the DfE and the council as applicable.

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36. In the event of the need to appoint a new head teacher/principal the governing body will seek advice from HR and arrange a meeting of the full governing body as outlined at paragraph 13.

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37. If the head teacher/principal takes on permanent accountability for one or more additional schools/academies, the governing body should review the pay range and apply the principles outlined at paragraph 31-35.

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38. If the head teacher/principal takes on additional temporary responsibilities or duties the governing body should review the pay range and determine if an additional temporary payment is appropriate. The total sum of the temporary payments (and any other payments) should not exceed 25 % of the annual salary.

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Other leadership posts (Deputies, assistant heads and leading practitioners)

39. The governing body has determined a 5-point pay range for each individual leadership post within the approved staffing structure.

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40. The determination of the salary has been made in accordance with the current edition of the STPCD and the associated pay range, with due regard to advice and guidance from the DfE and the council. A post with a designated deputy role in the absence of the head teacher/principal will be remunerated accordingly above the range for other leadership posts.

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41. The minimum of the deputy or assistant head teacher's pay should be no less than the highest paid teacher, taking into account any allowances.

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42. The maximum of the deputy or assistant head teacher's pay range will not exceed the maximum of the head teacher group for the school as described at paragraphs 31 and 32. The pay range for a deputy or assistant head teacher will only overlap the head teacher's pay range in exceptional circumstances.

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43. On appointment to a leadership post the post holder will normally be appointed on one of the first four points on the ISR.

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44. The salary and any movement up the pay spine of leadership posts will be determined, by the relevant committee by 31 October of each year, in accordance with the provisions of

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the STPCD and with due regard to advice and guidance from the **head teacher/principal**, DfE and the council as applicable

45. The governing body 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 governing body may decide that there should be no pay progression.

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Leading Practitioners

46. The governing body should determine a pay range for **each** individual leading practitioner post within the approved staffing structure. The leading practitioner pay range will fall between points LP1 to LP18 on the Leading Practitioner pay range as shown at Appendix 1. This will normally be a range of up to five consecutive points within this pay range.

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47. The governing body may determine that different leading practitioner posts in the same school/academy are paid on different ranges within the leading practitioner pay range outlined above. The governing body must ensure that there is appropriate scope within each pay range to allow for performance related progress over time.

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Main Pay Scale (MPS) and Upper Pay Spine (UPS)

48. The governing body has established in this **school/academy** that the pay range for teachers on MPS will consist of a six point range and the UPS will be a three point range.

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Pay progression

49. In this **school/academy** judgements of performance will be made against the extent to which teachers have met their individual appraisal objectives, assessment against the relevant standards, classroom observation and any other evidence agreed in advance with the employee.

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50. Evidence from the annual appraisal process should show that as a teacher moves up the pay spines there has been:

- an increasing positive impact on pupil progress
- an increasing impact on wider outcomes for pupils
- improvements in specific elements of practice identified to the teacher, e.g. behaviour management or lesson planning
- an increasing contribution to the work of the **school/academy**
- an increasing impact on the effectiveness of staff and colleagues

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51. The rate of progression will be differentiated according to an individual teacher's performance and will be on the basis of absolute criteria. Appraisal objectives will be made clear and agreed between the employee and appraiser at the beginning of each appraisal cycle. The appraiser and teacher will seek to agree the objectives but, if that is not possible, the appraiser will determine the objectives.

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52. Teachers will be eligible for a pay increase of one pay point if they meet all their objectives, are assessed as fully meeting the relevant standards and the majority of teaching is assessed as at least good with some teaching being assessed as outstanding.

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53. NQTs will be eligible for one pay point progression if they have successfully achieved all NQT standards.

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54. Teachers may be eligible for two pay points if they exceed all their objectives, are assessed as fully meeting the relevant standards and the majority of their teaching is assessed as outstanding. This will not apply in the case of teachers making an application to go through threshold where progress will be limited to movement from M6a or M6b to UPS1 only.
55. Meeting appraisal objectives in isolation will not automatically mean that pay progression will be awarded. Where a teachers' performance does not demonstrate a sustained level and is below the school/academy's expectations at that level of post, the governing body may decide that there should be no pay progression in that year.
56. Where performance has been unsatisfactory a recommendation of no pay progression will be made to the governing body and this will normally be dealt with in accordance with the school/academy's Capability/Disciplinary procedure as appropriate.
57. In the case of long term absence (for maternity and long term sickness) the appraiser should take account of what it was reasonable for the teacher to achieve, including against objectives, during the time when they were not absent. Situations should be assessed on an individual basis and proportionate objectives should form the basis for the assessment of a teacher's overall performance and associated pay recommendation. In circumstances where a teacher was absent for all or the majority of the previous year's appraisal cycle, the appraiser will look at the general direction of travel in previous appraisal cycles and make a pay recommendation. This would not normally be a recommendation of more than one pay point.

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Application to move onto the UPS

58. Teachers employed on the top of the MPS (M6a or M6b) for one year will be eligible to apply to go through the 'threshold barrier' for potential access to the UPS for teachers. An employee has completed a year for this purpose only if they have completed a period of employment amounting to at least twenty-six weeks in aggregate within the previous school year.
59. The threshold application is voluntary and staff should not be forced or discouraged from applying. Teachers will be permitted to make one application in an academic year and evidence from the previous two appraisal cycles in support of this should be submitted no later than the final appraisal review meeting.
60. The application will be discussed at the final appraisal review meeting and an indication of the recommendation the appraiser intends to make to the relevant committee will be confirmed.
61. Teachers whose applications for threshold are approved will be appointed at the bottom of the UPS (UPS1), from the previous 1 September. A decision to approve threshold applications will be applied only to employment in that same school/academy.
62. Teachers who have successfully passed through the threshold will not be eligible to progress a further pay point until two years have lapsed from the original entry through the threshold barrier.
63. Teachers will be required to meet the criteria set out in the current STPCD, namely that:
- the teacher is highly competent in all elements of the relevant standards; and
 - the teacher's achievements and contribution to the school/academy are substantial and sustained.

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64. For the purposes of this pay policy:

- 'highly competent' means their own performance is not only good but is also good enough to provide coaching, mentoring and support 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/academy, 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/academy; play a critical role in the life of the school/academy; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning; and
- 'sustained' means maintained continuously over at least the previous two appraisal cycles.

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Payments for IN Service Educational Training (INSET)

65. When agreed in advance, payment will be made:

- (a) To full-time teachers in respect of training undertaken on a day other than any of the 195 days, they would normally be expected to work.
- (b) To part-time teachers, deputy and or assistant head teachers, in respect of training undertaken that is in addition to the contractual pro rata requirement.

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66. The governing body will also compensate full-time classroom teachers who undertake additional voluntary INSET at weekends or during school holidays outside the 1265 hours over 195 days on which teachers are required to be available for specified work.

- i) Compensation for teachers will be on the basis of the daily rate for each teacher based on $\frac{1}{195}$ of their particular salary position on the Teachers' pay spine, the unqualified teachers' pay spine or the leadership pay spine.
- ii) Where part-time teachers participate in voluntary in-service training at weekends or out of school term-time, payments will be made on the same basis.
- iii) INSET organised after normal school hours as "twilight sessions" will not attract payments under these provisions.
- iv) Any in-service training undertaken within the 195 days of directed time will not be eligible for any payments under these provisions.
- v) The basis of payment will be made clear to each teacher.

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Part-time teachers

67. The salary and allowances of any person employed as a part-time teacher will be determined in accordance with the 'pro-rata principle' as set out in the current STPCD.

68. This principle means that the total remuneration will correspond to the actual time tabled teaching work, including Planning, Preparation and Assessment (PPA) and other non-

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contact time, excluding breaks, registration and assemblies. This is then paid as the % of time measured against that of a full time teacher in the school/academy.

69. The salary and any allowances, **except for Teaching and Learning Responsibilities (TLR) 3s**, of a part-time teacher must be determined in accordance with the pro rata principle.

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Unqualified teachers

70. The relevant committee will remunerate an unqualified teacher in accordance with the current STPCD.

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71. The governing body will take account of the professional skill level descriptors for qualified teachers in setting the relevant expectations for an unqualified teacher when the salary level overlaps with the pay range of qualified teachers.

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72. Unqualified teachers will be eligible for pay progression in accordance with the criteria outlined above for main scale and upper pay spine teachers, as appropriate.

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73. Unqualified teachers are not eligible for special educational needs allowances or TLR payments, but the relevant committee may award them an unqualified teachers' allowance in recognition of their responsibilities, qualifications and experience and have discretion to determine the value of that allowance in accordance with the current STPCD.

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Supply teachers

74. Such teachers employed to work directly by the school/academy on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro-rata

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75. Supply teachers employed directly by the school/academy will be eligible for pay progression in accordance with the criteria outlined above for main scale and upper pay spine teachers, as appropriate.

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Allowances

Teaching and Learning Responsibilities (TLRs)

76. TLR payments will be awarded to the holders of the posts indicated in the school/academy's staffing structure. They may also be paid to teachers occupying a post in the absence of a TLR post holder.

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77. TLR payments will be awarded to a teacher on the main scale or upper pay spine where a teacher is required to undertake a sustained additional responsibility for ensuring the continued delivery of high quality teaching and learning for which they are accountable.

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78. The criteria for TLR posts are:
- Duties include a significant responsibility not required of other classroom teachers.
 - Focused on teaching and learning.
 - Requires the exercise of professional skills and judgement.
 - To lead, manage and develop a subject or curriculum area or manage pupil development across the curriculum.
 - Impacts on the educational progress of pupils in addition to own assigned classes.

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- Leads, develops and enhances teaching practice of other staff.
- TLR1 includes line management responsibility for a significant number of people

79. The two levels of permanent TLR payment are shown at Appendix 1.

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80. Teachers can be appointed to any value within the range but where there are different levels of responsibilities this should be justified as outlined in the job description for each post.

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81. The governing body may award a temporary TLR (TLR3) to a post requiring additional duties for a time limited period; for a specific project identified as a priority within the school/academy development plan or other substantial school/academy improvement projects; or exceptional one off externally driven responsibilities. The value of TLR 3 payments are shown at Appendix 1.

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81.1 The value of this TLR3 will be determined within the above range on an individual basis according to the complexity and level of responsibility of the role.

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81.2 The duration of any TLR3 will not normally exceed a period of three years.

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81.3 There will be no safeguarding of any temporary TLR3 payments.

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Recruitment/Retention

82. Allowances may be awarded to a value considered appropriate to the recruitment and retention of teachers. The expected duration and expected review date for payments should be made clear at the outset. Payments may cease after review.

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83. For those paid on leadership pay ranges, recruitment and retention payments may not be awarded, other than reimbursement for reasonably incurred housing or relocation costs. All other recruitment and retention considerations must be taken into account when determining the pay range. See paragraph 35.

84. For those leadership posts currently in receipt of a recruitment and retention payment, it may continue to be paid at its current value until such a time as the respective pay range is reviewed in accordance with the current provisions of the STPCD. See paragraph 35.

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Special Educational Needs (SEN)/Special Educational Needs and Disabilities (SEND)

85. SEN/SEND allowances will be allocated to all teachers who satisfy the statutory criteria contained within the current STPCD. Spot points will be established within the given range and will be allocated after taking consideration of

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

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No additional criteria apply beyond those in the current STPCD. The maximum and minimum values of SEN/SEND payments are shown at Appendix 1.

Honorarium payments

86. Where teachers are covering the duties of the head teacher/principal, the deputy or assistant head teacher/principal, the relevant committee, will, within a four week period of the commencement of undertaking these duties, determine whether or not the post holder will be paid any additional allowance for undertaking them.

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SUPPORT STAFF PAY AND CONDITIONS

87. Pay rates and conditions of service for support staff are determined by the National Joint Council for Local Government Service's National Agreement on Pay & Conditions of Service (the Green book) and any locally negotiated terms and conditions. The pay grades have been locally negotiated within the national scale and are attached at Appendix 1.

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Job descriptions

88. The governing body will normally adopt and adhere to standard job descriptions provided by HR for support posts. Where the governing body proposes any variation or new job description, it will be submitted to HR on the relevant pro-forma. The job description will then be quality checked and submitted to a panel for evaluation using the GLPC evaluation scheme. Any changes to job descriptions will be done in consultation with the employee and their trade union (if requested).

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Starting pay

89. All appointees, regardless of whether they are full-time, part-time, permanent or temporary will start at the minimum point of the grade except where the person to be appointed already receives a basic salary which is greater than or within the grade of the new post.

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89.1 In such cases the person should normally be appointed to the next higher incremental point, subject always to the maximum point of the grade not being exceeded. If the person is moving jobs on the same grade they will move across on the same point.

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90. In determining the basic salary of a candidate, all supplementary payments or allowances, such as regular overtime, bonus, attendance allowances, etc., shall be disregarded. Similarly, no account will be taken of any non-financial benefit.

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91. Previous basic salary will not be taken into account, where there is a break in service.

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92. Where more than one contract is held at any one time, the salary in the first will not count towards the calculation of salary for a second or subsequent contract unless both are for exactly the same job type i.e. working to the same evaluated job description and grade.

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93. Where a person is being appointed to a career graded post and meets all the criteria for a specific grade within the career grade they will be appointed to the minimum point of that specific grade.

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Increments

94. If, on or between 2 October and 31 March, a candidate external to the council/school or academy is appointed, or their Spinal column point (Scp) increases for whatever reason, the next increment will be payable 12 months after the following 1 April. In all other cases, the next increment will be payable on the following 1 April until the top of the grade or, in the case of career grades, the next bar point is reached.

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Regradings

95. Where an employee is regraded to a higher grade they will be appointed to the bottom point of the new grade. If they are regraded from a date on or between 2 October and 31 March, the next increment will be payable 12 months after the following 1 April. In all other

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cases, the next increment will be payable on the following 1 April until the top of the grade or, in the case of career grades, the next bar point is reached.

96. Where the grade goes down they will be appointed to the top of the new grade.

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Temporary employees and casual workers

97. All the provisions stated above will be applied equally to temporary employees as to permanent employees.

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98. Casual workers do not work regularly but are engaged on an 'as and when required' basis and will be paid on an hourly basis at the minimum point of the evaluated grade for the job undertaken. The rate of pay will include, as appropriate, any premium payments which would be payable to employees working similar hours, provided that all the qualifying conditions are met. No other national or local conditions of service will apply. An additional allowance of 10.7% of their basic salary will be paid for annual leave.

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99. If the nature of work undertaken by or the length of continuous service of, a casual worker is such that they cannot be distinguished from a temporary employee, they will be treated as a temporary employee and the provisions described above applied.

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Overtime

100. Employees who are required to work overtime beyond their working week are entitled to receive enhancements on the following basis:

Monday to Saturday	Time and a half
Sundays and Public and Extra Statutory holidays	Double time (min 2 hours)

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<#>Overtime payments will be calculated in accordance with the Green book, and the collective agreement on the implementation of Job Evaluation in schools. ¶

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101. Overtime rates will only be payable to employees on grade 6 up to Scp. 20 or less. Overtime rates will not be paid to employees on Scp 20 within grade 7.

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102. Part-time employees will only be paid enhanced rates in circumstances where an equivalent full time employee would receive them. E.g. for a part-time employee who normally works Monday to Friday, work up to 37 hours per week Monday to Friday will be paid at plain time; thereafter and at weekends enhanced rates will be payable where applicable.

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103. All overtime must be authorised in advance by an appropriate manager unless other arrangements are in place.

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Non Standard Working

104. Enhancements for non-standard working and shift allowances will only be payable to employees on grade 6 up to Scp. 20 or less as follows. Enhanced rates will not be paid to employees on Scp 20 within grade 7.

105. Weekend working

Employees who are required to work on Saturday and/or Sunday as part of their normal working week are entitled to the following enhancements:

Saturday	Time and a half
Sunday	Time and a half (employees above Scp 5)

Double time (employees at or below Scp 5)

106. Night work

Employees who work at night as part of their normal working week are entitled to receive an enhancement of time and one third for all hours worked between 8pm and 6am. The night work rate shall be payable where appropriate, in addition to the enhanced rates of pay for work as part of the normal working week, on Saturday and on Sunday.

107. Bank Holiday working

Employees required to work on a public or extra statutory holiday shall, in addition to the normal pay for that day, be paid at plain time rate for all hours worked within their normal working hours for that day. In addition, at a later date, time off with pay shall be allowed as follows:

Time worked less than half the normal working hours on that day	_____
	Half Day
Time worked more than half the normal working hours on that day	_____
	Full Day

108. Alternating shifts

An enhancement equivalent to 10% of basic salary will be payable to employees working alternating shifts providing all of the following criteria are met:

- The total period covered by the shifts is 11 hours or more.
- There are at least 4 hours between the starting time of the earliest and latest shift.
- The number of normal office hours shifts (8am to 6pm) does not exceed half of the shifts in the rota.

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109. Rotating shifts

An enhancement equivalent to:

- 17% of salary for three shifts on a rota basis including a night shift over 5 or 6 days, or
- 20% of salary for three shifts on a rota basis including a night shift over 7 days will be payable to employees working rotating shifts providing all of the following criteria are met:
 - The total period covered by the shifts is 18 hours or more.
 - At least 4 hours are worked between 8pm and 6am.

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110. Split shifts

An employee whose normal daily duty necessitates more than one attendance within the same contract, with a continuous break between attendances of not less than two hours, will receive an additional five pence per hour for all hours worked. The payment does not apply in the following circumstances:

- Employees working overtime/additional hours
- Employees called upon to return to work
- Employees engaged on night work.

If a part time school cleaner who works on split duty basis during school term works on a continuous duty during a period of school closure, the five pence addition continues to be paid at the amount payable during term time.

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Work of a higher graded post

111. An employee, who is required by their head teacher/principal to undertake the duties and responsibilities of a higher graded post, may be paid in accordance with the grade of the duties and responsibilities temporarily undertaken. The payment of an honorarium will normally be limited to periods in excess of four weeks except when alternative means of providing cover are not available.
112. The amount to be paid will be the minimum of the higher graded post unless the salary of the employee including contractual enhancements/allowances already exceeds the minimum in which case the next incremental point should be used.
113. Honoraria payments where partial duties and responsibilities are undertaken are calculated on the basis of the head teacher/principal's assessment of the percentage of the higher graded work undertaken. This percentage will be applied to the difference between the individual's salary and the minimum point of the higher graded post, unless the salary of the employee already exceeds the minimum in which case the next available incremental point should be used, to calculate the payment to be made.
114. Payment will cease immediately the employee resumes their normal duties.
115. In identifying employees to undertake the duties and responsibilities of a higher graded post the principles of equality of opportunity should apply and expressions of interest sought from the group of employees who could undertake the higher graded duties.

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Working time regulations

116. In considering overtime and hours of work in general, the provisions of the Working Time Regulations will be taken into account. The main provisions of the Regulations are as follows:
- i) 48 hours per week maximum (may be averaged over a 17 week period).
 - ii) A daily rest period of at least 11 consecutive hours.
 - iii) An uninterrupted rest period of at least 24 hours per week or 48 hours over a two-week period.
 - iv) Provision for a 20 minute break every 6 hours away from the main work area.
 - v) Night work (defined as any seven hours which include the period 12 midnight to 5.00 am) must not exceed eight hours in any 24 hour period.

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APPEALS PROCEDURE FOR TEACHING STAFF

General provisions

117. Teachers have the right to raise formal appeals against pay determinations if, for example, they believe that the person or committee by whom the decision was made:
- (a) Incorrectly applied the school's pay policy
 - (b) Incorrectly applied any provision of the STPCD
 - (c) Failed to have proper regard to statutory guidance
 - (d) Failed to take proper account of relevant evidence
 - (e) Took account of irrelevant or inaccurate evidence
 - (f) Was biased or;
 - (g) unlawfully discriminated against the teacher.

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- 118. The teacher is entitled to be accompanied by a trade union representative, or fellow worker of the school/academy at stage 2 and beyond. The head teacher/principal may exercise their discretion and allow the teacher to be accompanied at any informal stage.
- 119. The teacher must take all reasonable steps to attend meetings.
- 120. Meetings should be arranged without undue delay. A maximum of 10 school working days between steps [e.g. between receipt of a request for an appeal hearing and that hearing being convened] is normally seen as reasonable.
- 121. The timings and location of meetings must be reasonable.
- 122. Where the chosen trade union representative or fellow worker is not available on a given date, every effort will be made to reschedule meetings to a mutually convenient time, so long as it is within 10 school working days of the date initially proposed.
- 123. There is no further internal process available to the teacher once stage 3 has been completed.

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A) Pay progression decisions for relevant teachers

Stage 1 (This is within the appraisal process.)

- 124. Where appropriate, the appraiser advises the teacher at the meeting of the nature of the pay recommendation that he/she is intending to make to the relevant committee. The outcomes of the meeting and the recommendation about pay progression should be confirmed in writing as soon as practicable after the end of the appraisal period.

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Stage 2

- 125. The appraiser will make recommendations to the relevant committee with respect to the individual teacher and give an outline of the evidence that has been used to arrive at this recommendation, how this relates to the guidance in the current STPCD and the governing body's pay policy. The members of the relevant committee are entitled to read copies of the teacher's appraisal records, if they wish.
- 126. The relevant committee reaches a decision and writes to the teacher, advising him of their decision, the reasons for the decision and the teacher's right to make representations to the committee, accompanied if they wish by a trade union representative or fellow worker of the school/academy. If the teacher wishes to take advantage of this right, they must write to the chair of the committee within 10 school working days. The letter must include a statement in sufficient detail of the representations that they intend to make.
- 127. The relevant committee must then arrange to meet with the teacher to receive representations about their decision. The appraiser should be invited to attend the meeting, to respond to the teacher's representations and to clarify the basis for the original recommendation. If the appraiser does attend the meeting it will be in the role of a witness, as the representations are against the decision of the committee not against the appraiser's recommendation.
- 128. The relevant committee, alone, will reconsider their decision and write to the teacher to notify him of the outcome of their fresh deliberations and of the teacher's right of appeal. If the teacher wishes to take advantage of this right, they must write to the clerk to the

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governing body within 10 school working days. They must include a statement of the grounds for the appeal and sufficient details of the facts on which they will rely.

Stage 3

129. The clerk to the governing body will convene a meeting of the appeals committee within 20 school working days of receiving written notification from the teacher. The chair of the relevant committee will also be invited to attend the meeting to explain the basis for the original decision. The appraiser will also be invited to attend. If the appraiser does attend the meeting it will be in the role of a witness, as any appeal is against the decision of the relevant committee not against the appraiser's recommendation.
130. The chair of the appeals committee will invite the teacher to set out their case in detail. The teacher may also call witnesses in support of their case. The teacher and their witnesses, if any, may then be questioned in turn by the other parties, in order to clarify the evidence that has been presented.
131. The appraiser will then be invited to explain the basis for their original recommendation to the relevant committee and to present additional evidence in response to the evidence presented by the teacher. The appraiser may then be questioned in turn by the other parties, in order to clarify the evidence that they have presented.
132. The chair of the relevant committee will then be invited to explain the procedure followed by the relevant committee and the basis for their final decision. The chair of the relevant committee may then be questioned in turn by the other parties, in order to clarify the evidence that they have presented.
133. The appeals committee will write to the teacher to advise them of their decision. If the decision is to reject the appeal, the notification should include a note of the evidence that they considered and the reasons for the decision.

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B) Decisions relating to Threshold applications

Procedural stages

134. The head teacher/principal returns the completed application form, thereby advising the teacher of the decision that they have communicated to the relevant committee, and invites the teacher to a meeting to receive oral feedback on the assessment process, within 10 school working days. After this stage the head teacher/principal could revise their decision in light of additional evidence of representations from the teacher.
135. If the decision is not revised, it should be confirmed to the teacher, in writing, that their application has been unsuccessful and that they have the right to appeal against the decision if they wish. This notification should include a statement of any additional feedback provided to the teacher during the oral feedback, where this was not included in the assessed application form. Any appeal should be made in writing to the head teacher/principal, within 10 school working days. The teacher's letter must include a statement of their concerns about the decision.

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136. The head teacher/principal must then arrange to meet with the teacher to receive detailed representations about the decision. The head teacher/principal will then reconsider their decision and write to the teacher to notify them of the outcome of their fresh deliberations and of the teacher's right of appeal and to a "step 3 appeal hearing". If the teacher wishes to take advantage of this right, they must write to the clerk to the governing body within 10 school working days. They must include a statement of the grounds for their appeal and sufficient details of the facts on which they will rely.

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137. The clerk to the governing body will convene a meeting of the appeal committee within 20 school working days of receiving written notification from the teacher. The head teacher/principal will also be invited to attend this meeting.

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138. The chair of the appeal committee will invite the teacher to set out their case in detail. The teacher may also call witnesses in support of their case. The teacher and their witnesses, if any, may then be questioned in turn by the other parties, in order to clarify the evidence that has been presented.

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139. The head teacher/principal will then be invited to explain the basis for his decision and to present additional evidence in response to the evidence presented by the teacher. The head teacher/principal may then be questioned in turn by the other parties, in order to clarify the evidence that they have presented.

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140. The appeals committee, alone, will then consider the evidence and reach a decision.

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141. The appeals committee will write to the teacher to advise them of their decision. The notification should include a note of the evidence that they considered and the reasons for the decision. The head teacher/principal and the relevant committee should each receive copies of this notification.

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C) Teachers who left employment of the school/academy before registering a pay grievance

Assumptions

142. The teacher may have initiated the informal stage of the relevant procedure, but has not registered a formal grievance prior to their last day of employment.

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Procedural stages

143. The teacher must set out a statement of their grievance in writing, including sufficient details of its basis.

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144. The teacher must send a copy of this statement to the chair of the governing body, in their capacity as the representative of the employer.

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145. The chair of the governing body will consult with the person or committee with delegated responsibility for the relevant pay decision and ensure that the teacher is provided with an appropriate written response, on behalf of the employer.

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Glossary of terms

Burgundy Book - Conditions of Service for School Teachers in England and Wales

DfE – Department for Education

GLPC – Greater London Provincial Council

Green Book - National Joint Council for Local Government Service's National Agreement on Pay & Conditions of Service

HR – Human Resources

INSET – IN Service Educational Training (training days)

ISR- Individual School Range

MPS – Main Pay Scale

NQT – Newly Qualified Teacher

PPA – Planning, Preparation and Assessment

Scp – Spinal column point

SEN/SEND – Special Educational Needs/Special Educational Needs and Disabilities

STPCD – School Teachers' Pay and Conditions Document

TLR – Teaching and Learning Responsibilities

UPS – Upper Pay Spine

NJC PAY SCALES 2019

Grade	Point	2019	Hourly rate	Salary midpoint + on costs (32.2%)*	Restrictions
1	1	£17,364	£9.00	£22,955	
2	2	£17,711	£9.18	£23,414	
3	3	£18,065	£9.36	£24,364	
	4	£18,426	£9.55		
	5	£18,795	£9.74		
4	5	£18,795	£9.74	£25,871	**Scp 6 and above - double time for Sunday working not payable.
	6**	£19,171	£9.94		
	7	£19,554	£10.14		
	8	£19,945	£10.34		
5	9	£20,344	£10.54	£28,295	
	10	£20,751	£10.76		
	11	£21,166	£10.97		
	12	£21,589	£11.19		
	13	£22,021	£11.41		
6	14	£22,462	£11.64	£31,567	
	15	£22,911	£11.88		
	16	£23,369	£12.11		
	17	£23,836	£12.35		
	18	£24,313	£12.60		
	19	£24,799	£12.85		
7	20	£25,295	£13.11	£36,309	***Scp 20, grade 7 and above - enhancements for overtime and non standard working not payable.
	21	£25,801	£13.37		
	22	£26,317	£13.64		
	23	£26,999	£13.99		
	24	£27,905	£14.46		
	25	£28,785	£14.92		
	26	£29,636	£15.36		
8	26	£29,636	£15.36	£41,931	
	27	£30,507	£15.81		
	28	£31,371	£16.26		
	29	£32,029	£16.60		
	30	£32,878	£17.04		
9	31	£33,799	£17.52	£47,997	
	32	£34,788	£18.03		
	33	£35,934	£18.63		
	34	£36,876	£19.11		
	35	£37,849	£19.62		
	36	£38,813	£20.12		
10	36	£38,813	£20.12	£53,869	
	37	£39,782	£20.62		
	38	£40,760	£21.13		
	39	£41,675	£21.60		
11	40	£42,683	£22.12	£58,349	
	41	£43,662	£22.63		
	42	£44,632	£23.13		
	43	£45,591	£23.63		
12	43	£45,591	£23.63	£64,913	
	44	£47,847	£24.80		
	45	£49,041	£25.42		
	46	£50,236	£26.04		
	47	£51,420	£26.65		
	48	£52,613	£27.27		

*For administrative purposes only.
Spring term 2020

TEACHING PAY SCALES SEPTEMBER 2019

MAIN PAY RANGE Discretionary Reference Points 2019 - 2020		
Minimum	M1	£24,373
	M2	£26,298
	M3	£28,413
	M4	£30,599
	M5	£33,010
	M6a	£35,619
Maximum	M6b	£35,971

UPPER PAY RANGE Discretionary Reference Points 2019 - 2020		
Minimum	UPS1	£37,654
	UPS2	£39,050
Maximum	UPS3	£40,490

UNQUALIFIED TEACHER PAY RANGE Discretionary Reference Points 2019 - 2020		
Minimum	1	£17,682
	2	£19,739
	3	£21,794
	4	£23,851
	5	£25,909
Maximum	6	£27,965

TEACHING AND LEARNING RESPONSIBILITY PAYMENTS			
		Min	Max
TLR	1	£8,069	£13,654
	2	£2,796	£6,829
	3	£555	£2,757

SEN/SEND POINTS	
Min	Max
£2,209	£4,359

LEADERSHIP GROUP PAY RANGE SEPTEMBER 2019

LEADERSHIP GROUP PAY RANGE Discretionary Reference Points 2019 - 2020			
	L1	£41,065	
	L2	£42,093	
	L3	£43,144	
	L4	£44,218	
	L5	£45,319	
Group 1 L6 – L18*	L6	£46,457	
	L7	£47,707	
Group 2 L8 – 21*	L8	£48,808	
	L9	£50,026	
	L10	£51,311	
Group 3 L11 – 24*	L11	£52,643	
	L12	£53,856	
	L13	£55,202	
Group 4 L14 – 27*	L14	£56,579	
	L15	£57,986	
	L16	£59,528	
	L17	£60,895	
	L18 *	£61,808	Top point of Group 1
Group 5 L18 – 31*	L18	£62,426	
	L19	£63,975	
	L20	£65,561	
	L21*	£66,517	Top point of Group 2
Group 6 L21 – 35*	L21	£67,183	
	L22	£68,851	
	L23	£70,556	
	L24*	£71,590	Top point of Group 3
Group 7 L24 – L39*	L24	£72,306	
	L25	£74,103	
	L26	£75,936	
	L27*	£77,048	Top point of Group 4
	L27	£77,818	
Group 8 L28 – L43	L28	£79,748	
	L29	£81,723	
	L30	£83,757	
	L31*	£84,976	Top point of Group 5
	L31	£85,826	
	L32	£87,960	
	L33	£90,145	
	L34	£92,373	
	L35*	£93,732	Top point of Group 6
	L35	£94,669	

	L36	£97,013	
	L37	£99,424	
	L38	£101,885	
	L39*	£103,334	Top point of Group 7
	L39	£104,368	
	L40	£106,972	
	L41	£109,644	
	L42	£112,392	
	L43	£114,060	

*Scale points to be applied **only** to head teachers at the top of the school group range in the academic year 2014/2015 indicating no uplift for 2015/2016.

LEADING PRACTITIONERS

LEADING PRACTITIONER PAY RANGE Discretionary reference points 2019 - 2020	
LP1	£41,267
LP2	£42,301
LP3	£43,357
LP4	£44,436
LP5	£45,543
LP6	£46,685
LP7	£47,942
LP8	£49,048
LP9	£50,273
LP10	£51,564
LP11	£52,902
LP12	£54,121
LP13	£55,474
LP14	£56,857
LP15	£58,272
LP16	£59,821
LP17	£61,195
LP18	£62,735

APPRENTICES

	Salary	Per week	Per hour
Year 1	£7,525	£144.30	£3.90
Year 2 (under 19)	£8,567	£164.28	£4.44
Year 2 (19-20)*	£11,866	£227.55	£6.15
Year 2 (21-24)*	£14,856	£284.90	£7.70
Year 2 (25+)*	£15,840	£303.77	£8.21

*Apprentices are entitled to the appropriate National Minimum Wage or National Living Wage rate when they are aged 19 or over and have completed the first year of their apprenticeship.

The annual salaries outlined above are payable to full-time non term-time only apprentices. For term-time only apprentices the annual salary should be pro-rated accordingly.

Redeployment Appendix 9 – Maximum protection

Grade	Point	2019	*Maximum protected amount (FTE 1.00)	Basic salary less maximum protection	Grade individual can be redeployed to without salary reduction
1	1	£17,364	N/A	N/A	N/A
2	2	£17,711	£5,313	£12,398	1
3	3	£18,065	£5,420	£12,646	1
	4	£18,426	£5,528	£12,898	1
	5	£18,795	£5,639	£13,157	1
4	5	£18,795	£5,639	£13,157	1
	6	£19,171	£5,751	£13,420	1
	7	£19,554	£5,866	£13,688	1
	8	£19,945	£5,984	£13,962	1
5	9	£20,344	£6,103	£14,241	1
	10	£20,751	£6,225	£14,526	1
	11	£21,166	£6,350	£14,816	1
	12	£21,589	£6,477	£15,112	1
	13	£22,021	£6,606	£15,415	1
6	14	£22,462	£6,739	£15,723	1
	15	£22,911	£6,873	£16,038	1
	16	£23,369	£7,011	£16,358	1
	17	£23,836	£7,151	£16,685	1
	18	£24,313	£7,294	£17,019	1
	19	£24,799	£7,440	£17,359	1
7	20	£25,295	£7,589	£17,707	2*
	21	£25,801	£7,740	£18,061	3*
	22	£26,317	£7,895	£18,422	3
	23	£26,999	£8,100	£18,899	4
	24	£27,905	£8,372	£19,534	4
	25	£28,785	£8,636	£20,150	4
	26	£29,636	£8,891	£20,745	5
8	26	£29,636	£8,891	£20,745	5
	27	£30,507	£9,152	£21,355	5
	28	£31,371	£9,411	£21,960	5
	29	£32,029	£9,609	£22,420	5
	30	£32,878	£9,751	£23,127	6
9	31	£33,799	£9,751	£24,048	6
	32	£34,788	£9,751	£25,037	6
	33	£35,934	£9,751	£26,183	7
	34	£36,876	£9,751	£27,125	7
	35	£37,849	£9,751	£28,098	7
	36	£38,813	£9,751	£29,062	7
10	36	£38,813	£9,751	£29,062	7
	37	£39,782	£9,751	£30,031	8
	38	£40,760	£9,751	£31,009	8
	39	£41,675	£9,751	£31,924	8
	40	£42,683	£9,751	£32,932	8
11	40	£42,683	£9,751	£32,932	8
	41	£43,662	£9,751	£33,911	9
	42	£44,632	£9,751	£34,881	9
	43	£45,591	£9,751	£35,840	9
12	43	£45,591	£9,751	£35,840	9
	44	£47,847	£9,751	£38,096	9
	45	£49,041	£9,751	£39,290	10
	46	£50,236	£9,751	£40,485	10
	47	£51,420	£9,751	£41,669	10
	48	£52,613	£9,751	£42,862	11

*Corresponding basic salary less maximum protection exists between grade boundaries.

**Maximum protected amount of 30% of salary or cash capping of £9,751.

Salaries not on the NJC pay structures above will be subject to an equivalent maximum protected amount, unless mandatory safeguarding arrangements apply in accordance with the School Teachers' Pay and Conditions Document.