



# LIFE Education Trust

## Learning Is For Everyone

Our Aim is that every School will be:

- An efficient school
- An effective School
- An enriching school
- An enabling school

## PAY POLICY

Policy	Pay Policy
Staff consulted on Pay Policy	
Policy adopted by Trust Board	12.11.19
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Policy Source	Essex Model Policy

**As the overarching employer, the LIFE Education Trust has established a single Pay Policy which operates across all academies in the Trust.**

**The policy identifies the arrangements in terms of the levels of decision making which will be held by the Trust Board, the CEO, Headteachers and Local Governing Bodies.**

**The Trust is operating under Teachers' and Local Government Pay, Terms & Conditions. This policy is based substantially on the Essex Model Policy for Multi Academy Trusts.**

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<b>1.</b>	<b>INTRODUCTION</b>	
<b>1.1</b>	This Policy sets out the framework for making decisions on staff pay.	
<b>1.2</b>	Staff pay is affected by national and local pay agreements, which give Trust Boards significant flexibility to determine pay levels to meet local circumstances. The policy is modelled on the School Teachers' Pay & Conditions Document (STPCD) and the accompanying guidance and with national and local pay agreements for support staff and these documents will take priority in any disputes. The Policy will be reviewed annually, in consultation with staff and unions.	
<b>1.3</b>	The objective of the policy is to: <ul style="list-style-type: none"> <li>• ensure that pay and staffing arrangements enable the current and future delivery the curriculum and school improvement plans;</li> <li>• support the recruitment and retention of high quality staff;</li> <li>• recognise and reward staff for their contribution to school improvement;</li> <li>• ensure that pay decisions are made in a fair and transparent way;</li> <li>• ensure that available monies are allocated appropriately.</li> </ul>	
<b>2.</b>	<b>ROLES AND RESPONSIBILITIES</b>	
	This Policy applies to all Trust employees including those employed to work in individual academies within the Trust and to staff who are employed to work centrally and/or support several or all Trust academies.	
<b>2.1</b>	Individual roles and responsibilities are as set out in this Policy.  A Trust Pay and Personnel Committee has been established  Pay Appeals will be heard by a Pay Appeals Committee established as required from members of the Trust Board.  The terms of reference for the Committees are at Appendix A.	
<b>2.1.1</b>	Trustees and Governors will not make judgements about the effectiveness of individual staff. Their role is to satisfy themselves that any recommendation/decision has been made on the basis of evidence and in accordance with the Policy, and that correct procedures have been followed.  The Trust will monitor the effectiveness of the Performance Management process and ensure that the allocation of pay is consistent with the overall standards of performance and the outcomes for students.	

2.2.1	<p><b>Application for the Upper Pay Range</b>  The Headteacher will assess applications from teachers to be paid on the Upper Pay Range in accordance with this policy and will make a recommendation to the Pay and Personnel Committee on whether the teacher should progress to the Upper Pay Range.</p>	
2.3	<p><b>Staffing Structure</b>  The Local Governing Body, in collaboration with the Trust will, having regard to the advice and recommendation of the Headteacher and CEO, determine, monitor and review staffing structures. The staffing structure sets out the number and pay ranges for all posts within the individual Academies/the Trust and is at Appendix D.</p>	
2.4	<p><b>CEO</b>  The Pay and Personnel Committee will be responsible for determining the pay range and starting salary of the CEO. The CEO Performance Management Review Panel will be responsible for making pay progression recommendations for headteachers.  Such recommendations will be ratified by the Pay and Personnel Committee</p>	
	<p><b>Headteachers</b>  The Pay and Personnel Committee will be responsible for determining the pay range and starting salary of headteachers. The Headteachers' Performance Management Review Panel will be responsible for making pay progression recommendations for headteachers.  Such recommendations will be ratified by the Pay and Personnel Committee.</p>	
2.5	<p><b>Other Leadership Group and Lead Practitioners</b>  The Local Governing Body will be responsible for determining the pay range and starting salary for employees on the Leadership and Lead Practitioner Pay Ranges (excluding the headteacher)  The Headteacher will be responsible for making pay progression recommendations for employees on the Leadership and Lead Practitioner Pay Ranges (excluding the headteacher).  Such recommendations will be ratified by the Pay and Personnel Committee.</p>	
2.6	<p><b>Other teachers</b>  The Headteacher will be responsible for determining the pay range and starting salary, and for making pay progression recommendations, for teachers on the Unqualified, Main and Upper Pay Ranges. <i>deleted remainder of paragraph</i></p>	

2.8	<p><b>Central Trust Staff</b> The CEO will be responsible for determining the pay range and starting salary, and for making pay progression decisions, for centrally employed staff. Such decisions will be reported to the Pay and Personnel Committee. Central trust staff may be employed on fixed salaries or may be given fixed allowances in addition to substantive salaries paid for work in individual schools.</p>		
2.9	<p><b>Trust Executive Staff</b> Trust Executive staff may have certain agreed targets, which are subject to additional payments but will be non-pensionable. These will never be more than 6% of their total agreed annual salary and allowances from the Trust.</p>		
3.	<b>PAY TIMETABLE</b>		
	<b>Date</b>	<b>External</b>	<b>Internal</b>
April	Inflationary Pay Award for support staff	Complete PM review for support staff.	
		Pay Progression decision effective for support staff	
September	Inflationary Pay Award for teachers	Pay Progression decision effective for teachers	
	Budget Set		
Sept/Oct		Complete PM review for teachers	
31 October (last day of half term)		Notify teachers of annual pay review decision	
31 Dec. (last day of term)		Notify headteacher of annual pay review decision	
3.1	<p><b>Setting and Reviewing Pay</b> Salaries will be determined only in the circumstances set out below.</p>		
3.1.1	<p>An individual salary range and starting salary will be determined where a new appointment is made, in accordance with the relevant sections of this Policy with the exception of those situations identified in 2.8</p>		
3.1.2	<p>The salary of individual posts will be reviewed at such times as appropriate where there are significant changes in the responsibilities or duties of the post which warrant such a review.</p>		

3.1.3	The salary of individual posts may be reviewed where, the setting of a salary for a new appointment, or a change of salary in the circumstance set out in 9.1.1, makes such a review necessary to maintain consistency and fairness.	
	<p>The salary, within the established range, of individual staff will be reviewed annually on or after:</p> <ul style="list-style-type: none"> <li>• 1 September, but no later than 31 October (teachers)</li> <li>• 1 September, but no later than 31 December (headteachers/CEO)</li> <li>• 1 April* (support staff)</li> </ul>	
3.2	<p><b>Inflationary increases – Teachers’ and Leadership Pay Ranges</b></p> <p>The Trust will ensure that the values of the minimum point of each pay range in this Policy are in line with the minimum of the corresponding ranges set out in the Teachers’ Pay and Conditions Document. The values of points on the scales above the minimum will be determined annually by the Pay and Personnel Committee. In making its determination the Pay and Personnel Committee will have regard to any national pay award and any requirements set out in Teachers’ Pay and Conditions</p>	
3.2.1	The salaries of individual teachers will increase accordingly	
3.2.2	<p><b>Inflationary increases – Teacher Allowances</b></p> <p>The minimum values of TLR1, TLR2 and the SEN Allowance payable to individual teachers will be increased in line with the minimum of the corresponding Allowances set out in the Teachers’ Pay and Conditions Document. The values of Allowances in excess of the minimum will be determined annually by the Pay and Personnel Committee. In making its determination the Pay and Personnel Committee will have regard to any national pay award and any requirements set out in Teachers’ Pay and Conditions.</p> <p>The Pay and Personnel Committee will determine the values of all other allowances and discretionary payments payable to individual teachers on an annual basis.</p>	
3.2.3	<p><b>Support Staff</b></p> <p>The values of the salary points on the Local Government Pay Scale and the values of other salaries will be determined annually by the Pay and Personnel Committee. In making its determination the Pay and Personnel Committee will have regard to any national pay rates.</p> <p>Support staff pay ranges for all schools can be found in the Appendices</p>	
3.3	All staff will be informed in writing of their pay determination and the rationale for it with each year according to the Pay Timetable and at any other time when a salary review takes place.	

<b>4.</b>	<b>TEACHERS' PAY</b>	
<b>4.1</b>	<p><b>Qualified teachers</b> will be paid on the Main Pay Range or the Upper Pay Range.</p> <p>The Pay Ranges in this Trust have been divided into progression stages.</p> <p>Teachers on the Main Pay Range will be paid on the six-point* scale on the Main Pay Range as set out below</p> <p>Teachers on the Upper Pay Range will be paid on the three-point scale on the Upper Pay Range as set out below</p>	
	There will be an automatic progression on the Main Pay Range for staff who have fulfilled the Teacher Standards, unless they are subject to informal or formal capability.	
	Main pay ranges and upper pay ranges can be found for all schools in the Appendices	
<b>4.2</b>	<p><b>Unqualified Teachers</b> will normally be paid on the Unqualified Pay Range.</p> <p>The Pay Range for Unqualified teachers in this Trust has been divided into progression stages.</p> <p>Unqualified Teacher pay ranges can be found for all schools in the Appendices</p>	
<b>4.2.1</b>	Where an unqualified teacher is on a recognised "route into teaching" programme, the Headteacher may exercise discretion to pay him/her on the Main Pay Range having regard to his/her skill, qualifications and experience.	
<b>4.3</b>	<p>Where a <b>Lead Practitioner</b> post(s) is (are) included in the Staffing Structure, each Lead Practitioner will be paid within a specified range, within the Pay Range for Lead Practitioners.</p> <ul style="list-style-type: none"> <li>• In setting the specified Range, the number and value of performance pay progression stages within that range will also be determined.</li> <li>• Different Lead Practitioner posts may have a different specified range, having regard to the challenge of the individual post and pay differentials within the Trust</li> </ul>	
<b>5.</b>	<b>PAY ON APPOINTMENT</b>	
<b>5.1</b>	<p>The salaries of new staff will be set within the Pay Range for the post as set out in the Staffing Structure and in accordance with this pay policy. In determining the starting salaries for individual staff, including the award of any discretionary payments as allowed for within this policy, account will be taken of;</p> <ul style="list-style-type: none"> <li>• the skills, experience and relevant qualifications of the individual;</li> <li>• market conditions;</li> <li>• any specific restrictions set out in the Teachers' Pay &amp; Conditions Document;</li> <li>• the employee's current salary level;</li> </ul> <p>Newly Qualified Teachers in their first year will normally be paid on the minimum of the Main Pay Range.</p>	

	There is no assumption that an employee will be paid the same rate they were being paid by a previous employer.	
<b>6.</b>	<b>PAY PROGRESSION BASED ON PERFORMANCE</b>	
	<b>Teachers on the Main, Unqualified, Upper and Lead Practitioner Pay Ranges</b>	
<b>6.1</b>	<p>Decisions regarding annual pay progression within the relevant ranges set out in 4.1-4.3 above will be made with reference to teachers' performance management statements and the pay recommendation they contain. In the case of Newly Qualified Teachers, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.</p> <p>The Trust expects all teachers to perform at the highest possible level and to continue to improve their professional practice year on year. Performance Management objectives will be progressive and developmental, thereby ensuring that good performance is rewarded and that good teachers have the opportunity over a number of years, to progress to the maximum of their respective pay range.</p>	
<b>6.2</b>	<p>Decisions on performance pay progression will be based on an assessment of the overall performance of the teacher.</p> <p>A teacher will be eligible for annual (<i>biennial for Upper Pay Range</i>)* performance pay progression where they:</p> <ol style="list-style-type: none"> <li>1) have been assessed as meeting all of the teaching standards, throughout the assessment period;</li> <li>2) have had their teaching assessed as at least good overall during the assessment period;</li> </ol> <p>2a) Upper Pay Range teachers will be expected to demonstrate increasing levels of outstanding teaching overall  2b) Lead Practitioners will be expected to demonstrate outstanding teaching overall</p> <ol style="list-style-type: none"> <li>3) have been assessed as meeting the requirements of their job description/job role;</li> <li>4) meet their individual performance management objectives;</li> </ol> <p>Consideration will be given where factors beyond the teacher's control have impacted on their ability to meet objectives;</p> <ol style="list-style-type: none"> <li>5) have demonstrated a personal responsibility for identifying and meeting their CPD needs.</li> </ol> <p>The evidence which will be considered in assessing performance will include:</p> <ul style="list-style-type: none"> <li>• pupil progress data;</li> <li>• quality of teaching against the Teaching Standards, including observed practice;</li> <li>• self-assessment;</li> <li>• professional dialogue;</li> <li>• received feedback;</li> <li>• performance management statements;</li> <li>• CPD records;</li> <li>• parental feedback;</li> </ul>	



	<ul style="list-style-type: none"> <li>• student work;</li> <li>• teacher planning.</li> </ul> <p>And in the case of Upper Pay Range teacher and Lead Practitioners, evidence of their contribution beyond their own classroom and their impact on the wider Academy and/or Trust.</p> <p>Where a teacher has been absent for some or all of the assessment period, an assessment will be based on performance during any periods of attendance and/or prior performance.</p>	
<b>6.3</b>	<p><b>Decision to progress</b></p> <p>Where all of the performance pay progression criteria set out in 6.2 above are met, the teacher will move up to the next Performance Pay Progression Stage. (<i>Progression is biennial in the case of Upper Pay Range</i>)* Discretion will be applied where not all performance management objectives have been fully met, but significant progress has been made.</p> <p>Where a teacher's performance has been of sustained high quality, exceeding school expectations at that level, the Pay and Personnel Committee may, on the Headteacher's recommendation award accelerated progression (of up to two increments).</p>	
<b>6.4</b>	<p><b>Decision not to progress</b></p> <p>Where the performance pay progression criteria in 6.2 are <b>not</b> met, the teacher will not receive any performance pay progression. A decision not to award performance pay progression may be made without recourse to capability procedures. However, teachers who fail to meet the minimum teaching standards and/or who consistently fail to improve their practice or to sustain the expected level of performance for their pay level, may be subject to these procedures.</p> <p>Where a decision not to progress is made, the teacher will be supported through the performance management process to improve their performance.</p>	
<b>7.</b>	<b>MOVEMENT TO THE UPPER PAY RANGE</b>	
<b>7.1</b>	<p>Any qualified teacher on the Main Pay Range may apply to be paid on the Upper Pay Range once per year. It is the responsibility of the teacher to decide whether or not they wish to submit an application. Applications must:</p> <ul style="list-style-type: none"> <li>• be made on the appropriate application and submitted to the headteacher;</li> <li>• be submitted by 31 October* in each year (consideration will be given to accepting late applications where individual circumstances eg absence prevent this deadline being met).</li> </ul>	
<b>7.2</b>	<p><b>The Criteria</b></p> <p>An application will be successful, if:</p> <ul style="list-style-type: none"> <li>• the teacher has been assessed as being highly competent in all elements of the teaching standards; and,</li> <li>• the teacher's achievements and contribution to the Academy/Trust are substantial and sustained.</li> </ul> <p>In this Trust, this means that the teacher has consistently</p>	

	<ul style="list-style-type: none"> <li>• demonstrated that they meet all teaching standards, both in terms of teaching and personal and professional conduct, over a sustained period:</li> <li>• been assessed as meeting their performance management objectives over a sustained period;</li> </ul> <p>and in addition that;</p> <ul style="list-style-type: none"> <li>• teaching has been rated as good overall, with some outstanding, over a sustained period;</li> <li>• the teacher has demonstrated over a sustained period an ability to support some pupils to exceed expected levels of progress/achievement;</li> <li>• the teacher has consistently taken responsibility for identifying and meeting their own professional development needs and used their learning to improve their own practice and pupils' learning;</li> <li>• the teacher has demonstrated that they have made an impact on the school beyond their own class/group(s) over a sustained period. This may include: <ol style="list-style-type: none"> <li>1. demonstrating an ability to coach, mentor, advise and demonstrate best practice to, other teachers to enable them to improve their teaching practice;</li> <li>2. contributing to policy and practice which has improved teaching and learning across the academy/Trust;</li> </ol> </li> </ul> <p>Sustained means maintained continuously over a period of at least 3 years (a year being defined as at least 26 weeks work in any academic year). It is normally expected that this will include at least one year within this Trust, although discretion will be exercised where there is clear and compelling evidence of consistent performance against the criteria with the teacher's previous employer.</p> <p>The Trust will exercise its discretion to consider performance over a lesser period where a teacher has been absent for some of the relevant period.</p> <p>The Trust Board would expect staff to have taught for a minimum of six years and been on the maximum of the mainscale for two years before applying for UPR1 in order to show the expected progress and competences although in exceptional circumstances applicants may be considered at an earlier stage,</p>	
7.3	<p><b>The Assessment</b></p> <p>The Headteacher will assess all applications to be paid on the Upper Pay Range and make a recommendation.</p> <p>The Headteacher will use the evidence contained in the teachers' performance management review paperwork to make their assessment.</p> <p>A teacher who has not been at the Trust for all of the 3 year assessment period, should provide their performance management review statement(s) from their previous employment with their application.</p> <p>A teacher may, if they wish, provide additional evidence to support their application, but is not obliged to do so.</p>	

7.4	<p><b>Procedure</b></p> <p>The Headteacher will discuss their recommendation with the teacher and the decision will be confirmed by the Pay and Personnel Committee by 31 December.</p> <p>Where the application is approved, the teacher will progress to the minimum of the Upper Pay Range backdated to the 1 September.</p> <p>Where the application is not successful, the Headteacher will provide feedback and the teacher will be provided with advice and support through the performance management process to develop their skills with a view to them making a future successful application.</p> <p>Teachers have the right to appeal any decision not to move them onto the Upper Pay Range. The appeals procedure is at section 21 of this policy.</p>	
8.	<b>ADDITIONAL ALLOWANCES</b>	
8.1	Teachers on the Main or Upper Pay Ranges may be paid an additional allowance as follows:	
8.1.1	<b>Teaching and Learning Responsibility (TLR) Payments</b>	
	<p>There are 3 TLR levels: TLR1, TLR2 and TLR3</p> <p>TLRs may be awarded to teachers on the Main or Upper Pay Range. A teacher may not be in receipt of more than one TLR1 or TLR2 concurrently.</p> <p>Posts which attract TLR1 and TLR2 Allowances, and the amount of those Allowances, are set out in the staffing structure (see Appendix D).</p> <p>TLR1 and TLR2 payments are permanent while the employee remains in the same post in the staffing structure.</p> <p>TLR3 Allowances are paid for a fixed-term period, for delivery of a significant responsibility in relation to a clearly time-limited school improvement or one-off externally driven project.</p> <p>The Headteacher will determine what projects should attract a TLR3 Allowance and the value of those Allowances having regard to the context, nature and complexity of the responsibility.</p> <p>The Headteacher or CEO for the Trust will invite teachers to express interest in relevant projects and will allocate TLR3s on the basis of an assessment, through professional dialogue, of which teacher has the relevant skills and knowledge required for the specific project.</p> <p>In determining the allocation and value of TLR3 payments, due regard will be given to ensuring consistency, fairness, transparency and value for money.</p> <p>Where a TLR is awarded, written notification will be given to the teacher of:</p> <ul style="list-style-type: none"> <li>• the nature of the significant responsibility;</li> <li>• the level of the payment;</li> <li>• in the case of TLR3, the date on which the Allowance will end.</li> </ul>	
8.1.2	<b>Special Needs Allowances</b>	
	<p>There is one special needs allowance consisting of a minimum and maximum amount.</p> <p>The Trust will determine which posts will attract an SEN Allowance according to the criteria set out in the Teachers Pay &amp; Conditions Document which relate to teaching SEN pupils, and the amount of the</p>	

	<p>Allowance in each case. Such posts are as set out in the Staffing Structure (see Appendix D).</p> <p>Where a post attracts an SEN allowance the amount of the allowance will be determined in each case by reference to:</p> <ul style="list-style-type: none"> <li>• whether any mandatory qualification is required;</li> <li>• the qualification and/or expertise of the teacher relevant to the post;</li> <li>• the relative demands of the post.</li> </ul> <p>In determining the value of an SEN payment, due regard will be given to ensuring consistency, fairness and transparency.</p>	
<b>8.2</b>	<b>Unqualified Teacher Allowance</b>	
	<p>The Headteacher may determine that an additional Allowance be paid to an unqualified teacher who is paid on the Unqualified Teachers' Pay Range where, in the context of its staffing structure, the teacher has taken on a sustained additional responsibility which is focussed on teaching and learning and requires the exercise of a teachers' professional skills and judgement or qualifications or experience which bring added value to the role s/he is undertaking.</p> <p>The Headteacher will determine the amount of any such allowances having due regard to consistency, fairness and transparency.</p>	
<b>8.3</b>	<b>Residential Allowance</b>	
	Teachers in residential schools are subject to the terms of the Joint National Council for Teachers in Residential Establishments and may be awarded a Residential Allowance in accordance with those terms, as amended.	
<b>9.</b>	<b>LEADERSHIP GROUP PAY</b>	
<b>9.1</b>	<p>The Pay Range for Leadership Posts is as set out in Appendix E and the Salary Range for the headteachers will be determined as set out in 9.1.2 below and will consist of a range of 7 progression stages. The Salary Range for Deputy, Assistant Headteachers and members of leadership teams shall usually consist of 5 progression stages.</p> <p>The CEO will be paid a fixed allowance in addition to his/her substantive role as Headteacher. This allowance will take into account the size and complexity of the Trust. Annual appraisal targets will be set which will be linked to the Trust strategic development objectives. In accordance with 2.8, trust staff may be paid fixed salaries or fixed allowances in addition to their substantive salaries. These will be determined by the Pay and Personnel Committee.</p>	
<b>9.1.2</b>	When determining the starting salary of a newly appointed member of the Leadership Group, consideration will be given to the extent to which the candidate meets the requirement of the post and whether this merits a starting salary higher than the minimum of the Range determined in Section 9.1.1. The starting salary will allow for performance progression over time.	

9.1.3	<p>Progression within the Salary Range will be subject to the individual demonstrating a sustained high quality of performance having regard to the most recent review carried out under the Performance Management Policy.</p> <p>Determination of whether there has been “sustained high quality of performance” will be made in accordance with the criteria outlined in Appendix C of this Policy.</p> <p>Where it is determined that there has been a sustained high quality of performance, the employee will move up to the next Performance Pay Progression Stage.</p> <p>Where performance is considered to be exceptional, the decision may be to move the employee up two progression stages.</p>	
9.1.4	<p>Performance Progression is limited to the maximum of the Salary Range as determined in 9.1.1.</p> <p>Discretion will be applied where not all performance management objectives have been fully met, but significant progress has been made.</p>	
9.1.5	<p>Where the employee’s performance is assessed as not being of a sustained high quality, there will not be any performance pay increase. A decision not to award a performance pay increase may be made without recourse to capability procedures. However, those who fail to meet the minimum standards and/or who consistently fail to improve their practice or to sustain the expected level of performance for their pay level, may be subject to these procedures.</p> <p>Where a decision not to progress is made, the employee will be supported through the performance management process to improve their performance.</p>	
10.	<b>ADDITIONAL PAYMENTS TO TEACHERS</b>	
10.1	<b>Temporary Payments to the Headteacher</b>	
	<p>The Pay and Personnel Committee may determine that an additional temporary payment be made to a Headteacher for clearly defined responsibilities or duties which are in addition to, and have not previously been taken into account in setting, the permanent Salary Range under 9.1.1.</p> <p>The total sum of any additional payments set out in this section (and in 9.1.1) will not exceed 25% of the value of the Headteacher’s point on the Leadership Pay Spine.</p> <p>Except where specified, the following payments may not be made to members of the Leadership Group. Where relevant, any additional payments must be made as part of their permanent Salary Range (as set out in 9.1.1 above) or as a temporary payment (as set out in 10.1 above).</p>	
10.2	<b>Continuous professional development undertaken outside the school day</b>	
	The Trust does not make payments for CPD outside of the school day.	
10.3	<b>Activities related to the provision of initial teacher training (ITT)</b>	
	The Trust does not make payments for ITT activities but staff may be reimbursed by organisations for which they deliver activities.	

<b>10.4</b>	<b>Participation in out of school learning activities</b>	
	Where a full or part time teacher undertakes tuition outside of the school day, they will be paid an out of school learning allowance payment to be determined by the Headteacher.	
<b>10.5</b>	<b>Provision of services to another school(s)</b>	
	<p>The Trust may authorise teachers, including Leadership Group, to undertake additional responsibilities and activities relating to the raising of standards in one or more other school/academy.</p> <p>Where such an agreement is authorised, the CEO will determine, what, if any, payment should be paid to the teacher and/or to other staff, in recognition of the associated additional responsibility and how much shall be retained by the Trust to cover associated costs such as administration or supply cover.</p> <p>Any payment to the Headteacher will be made under 10.1 of this Policy. Payments to other staff may include acting arrangements, temporary TLR3s or such other payment as are considered appropriate under TPCD.</p> <p>All such payments are temporary with no entitlement to safeguarding when they cease.</p>	
<b>10.6</b>	<b>Recruitment and Retention Payments and Incentive</b>	
	<p>The Headteacher may authorise, on a case by case basis, a payment or incentive to secure the recruitment, and/or to retain the services, of a teacher. In authorising such a payment, the following factors will be considered:</p> <ul style="list-style-type: none"> <li>• that there is evidence that there is difficulty in appointing to a particular post or in recruiting a teacher with the required skills, qualifications and/or experience;</li> <li>• that there is a need to retain the skills, qualifications or experience of an individual;</li> <li>• whether the salary available in the context of the staffing structure is insufficient to secure an appointment given the circumstances of the school;</li> <li>• available financial resources;</li> <li>• market forces.</li> </ul> <p>Any such payment or incentive will be subject to review and there will be no entitlement to a payment beyond the review date.</p> <p>Any such payment will be confirmed in writing, including details of:</p> <ul style="list-style-type: none"> <li>• whether it is for the purpose of recruitment or retention;</li> <li>• the nature of the payment or incentive;</li> <li>• if a financial payment paid, whether this will be paid monthly as part of salary or as a lump sum to be paid at an agreed time;</li> <li>• the basis for any uplifts where applicable;</li> <li>• the date which the payment/incentive will be reviewed;</li> </ul> <p>Leadership Group may only receive payments under this Section for reasonably incurred housing or relocation costs.</p>	
<b>10.7</b>	<b>Acting Arrangements</b>	
	Where a teacher is assigned and carries out the duties of a Headteacher, Deputy Headteacher, or Assistant Headteacher, but has	

	not been appointed in an acting capacity a determination will be made whether or not an allowance should be paid in accordance with the provisions of the School Teachers' Pay & Conditions Document.	
<b>11.</b>	<b>PART TIME TEACHERS</b>	
	<p>Teachers who work less than a full day or week are deemed to be part-time. The proportion of full-time will be calculated in accordance with the Teachers Pay &amp; Conditions Document as follows:</p> $\frac{\text{Teacher's timetabled teaching time}}{\text{School's timetabled teaching time}} = \text{part-time percentage}$ <p>Part-time teachers will be expected to work a corresponding proportion of directed time and will receive a corresponding proportion of a full-time salary.</p>	
<b>12.</b>	<b>SHORT NOTICE/SUPPLY TEACHERS</b>	
	<p>Teachers who are engaged directly and work on a day-to-day basis or other short notice basis will have their pay determined in line with the statutory pay arrangements in the same way as other teachers.</p> <p>Supply teachers working a whole day, including directed time, will initially have their salary calculated as an annual amount; it will then be divided by 195 and multiplied by the number of days worked.</p> <p>Supply teachers working less than a full day will be hourly paid. The salary will be calculated as an annual amount and then divided by 1265 to determine the hourly rate, which will then be paid for hours worked, including any agreed payment for directed time.</p>	
<b>13.</b>	<b>SUPPORT STAFF PAY</b>	
	The salary of support staff is as set out in their contract of employment.	
<b>13.1</b>	<p><b>Starting salary</b></p> <p>The salaries of new staff will be set within the range for the post as set out in the Staffing Structure and in accordance with this pay policy. In determining the starting salaries for individual staff, account will be taken of:</p> <ul style="list-style-type: none"> <li>• the skills, experience and relevant qualifications of the individual;</li> <li>• market conditions.</li> </ul>	
<b>13.2</b>	<p><b>Pay Progression</b></p> <p>Annual progression within any pay range set out in the contract of employment, will be subject to the employee meeting the expectations as determined through the performance management process.</p>	
<b>13.3</b>	<p><b>Part-time staff</b></p> <p>Support staff who work less than a full day, week and/or year are deemed to be part-time. The proportion of full-time will be calculated as follows:</p>	

	Hours per week x weeks per year (including holiday entitlement) ----- 37 x 52.14	
<b>14.</b>	<b>SALARY SACRIFICE SCHEMES</b>	
	<p>The Trust operates a Salary Sacrifice Scheme in relation to:</p> <ul style="list-style-type: none"> <li>• Child Care Vouchers*</li> <li>• Cycles/cycle safety equipment</li> </ul> <p>Staff choosing to participate in a Scheme(s) will have their gross pay reduced according to the terms of the Scheme(s) for the duration of their participation.</p> <p><i>Where participants in a child care voucher scheme have a period of child related leave, the Trust will not continue to provide vouchers during such periods.</i></p> <p>*Following the introduction of the Government-run Childcare Voucher Scheme, no new members will be admitted to the Trust run scheme.</p>	
<b>15.</b>	<b>PENSIONS</b>	
<b>15.1</b>	All regular salary payments and additional allowances and payments to staff within this policy, with the exception of some recruitment and retention benefits, are pensionable.	
<b>15.2</b>	The Trust will not promote staff through the grading systems or use other pay flexibilities to assist in securing an employee's improved pension entitlement on retirement. The Trust recognises that, where this to be done, the DfE and/or pension regulator, where appropriate, may use their powers to substitute a notional salary for calculation of pension.	
<b>16.</b>	<b>SALARY SAFEGUARDING/PROTECTION</b>	
	<p>The Trust will ensure appropriate salary protection/safeguarding for teachers in accordance with the School Teachers' Pay and Conditions Document and for support staff in accordance with the schools' Redundancy and Re-organisation Procedure.</p> <p>Employees in receipt of a safeguarding sum will be expected to undertake commensurate work.</p>	
<b>17.</b>	<b>STAFFING BUDGET</b>	
	The amount of money allocated to implementing the Pay Policy will be determined at the beginning of each financial year through the budget allocation process of the school. The Trust will endeavour to ensure that appropriate funding is allocated for performance pay progression at all levels.	
<b>18.</b>	<b>EQUALITIES</b>	
	<p>The Trust recognises the principle of equal pay for work of equal value in the implementation of this policy. The Trust will take into account the salaries payable in comparable establishment, where possible, in setting pay levels.</p> <p>All pay related decisions will be taken in accordance with relevant equalities legislation, Employment Relations Acts and Part-time Workers and Fixed-term Employees Regulations. Appropriate</p>	



	consideration will be given where staff have been absent for long periods e.g. due to sickness or maternity leave.	
<b>19.</b>	<b>OVER/UNDER PAYMENTS</b>	
	<p>The Trust shall be entitled to deduct from salary any money which an employee may owe at any time.</p> <p>Support staff working less than 52 weeks have their annual salary spread evenly over 12 months, whereas their working hours are spread unevenly across the year due to school closure periods. When they leave employment, a calculation will be made to assess any over- or under-payment arising from this arrangement, and any over or underpayment will be adjusted in their final pay. Employees will be notified in advance of any adjustment.</p> <p>Should an overpayment occur in other circumstances the employee will be notified in writing of the full amount of the overpayment and agreement will be sought about a reasonable repayment schedule. In the absence of such an agreement the Trust will determine a reasonable recovery schedule, usually not exceeding 5% of the monthly gross, except where the employee is leaving, where the balance owing may be deducted from final salary in the absence of an alternate agreement.</p> <p>Recovery of overpayments will be pursued in the case of former employees.</p> <p>In the case of underpayments, the Trust will apply appropriate refunds as soon as possible.</p> <p>Employees are expected to draw to the attention of their line manager any overpayment or underpayment as soon as possible. The Employer is expected to draw to the attention of the employee any overpayment or underpayment as soon as possible.</p>	
<b>20.</b>	<b>MONITORING</b>	
	<p>The Trust will monitor the outcome and impact of this policy annually assess its effect and continued compliance with equalities legislation. The effect of the policy will be assessed particularly with reference to trends in progression across specific groups of staff and the correlation between this and performance management reviews and outcomes for pupils.</p> <p>The pay of individual staff will remain confidential – shared only with those responsible for making pay decisions and managing administrative matters.</p>	
<b>21.</b>	<b>APPEALS PROCEDURE</b>	
<b>21.1</b>	<p>Staff have the right to make representations and to appeal about any aspect of their pay or pay progression in accordance with the appeals procedure within the policy, which meets, as a minimum, the statutory requirements on disputes resolution.</p> <p>Pay recommendations will be contained within Performance Management Review Statements and these will be discussed with employees at the review meeting. Where an employee has concerns</p>	

	about the pay recommendation which cannot be resolved at the review meeting, they should include these on the review statement for consideration by those responsible for making pay decisions.	
<b>21.2</b>	<p>An employee may make a formal appeal against any decision on pay, which must be submitted in writing within 10 working days of receipt of written notification of that decision.</p> <p>The grounds of appeals are that the decision maker(s):</p> <ul style="list-style-type: none"> <li>• incorrectly applied the provisions of the Teachers' Pay &amp; Conditions Document / national / local terms and conditions</li> <li>• failed to have proper regard for statutory guidance;</li> <li>• failed to take proper account of relevant evidence and/or took account irrelevant or inaccurate evidence;</li> <li>• were biased;</li> <li>• or otherwise unlawfully discriminated against the employee.</li> </ul>	
<b>21.3</b>	<p>Appeals will be heard by a Pay Appeals Committee convened by the Chair of the Trust Board.</p> <p>The Appeals will be heard at a meeting, normally within 20 working days of receipt of the written appeal. The employee will be entitled to attend the appeal meeting, to make representations and to be accompanied by a work colleague or a member of a recognised Trade Union.</p> <p>The procedure for the conduct of the appeal meeting is at Appendix B. Any written submissions relevant to the appeal must be circulated to all parties at least 3 working days prior to the meeting.</p> <p>The decision of the appeal committee will be notified in writing and, where the appeal is rejected, this will include a note of the evidence considered and the reasons for the decision.</p> <p>The decision of the Pay Appeals Committee is final and there is no recourse to the staff grievance procedure.</p> <p>The Headteacher shall be entitled to attend, for the purposes of providing information and advice (except in the case of his/her own salary), all proceedings of the Pay Appeals Committee.</p> <p>The role of the Pay Appeal Committee is not to make judgement about the effectiveness of individual staff. It is to satisfy themselves that any recommendation/decision has been made on the basis of evidence and has been made taking proper account of equal opportunities and that correct procedures have been followed.</p>	
<b>22.</b>	<b>DATA PROTECTION</b>	
<b>22.1</b>	<p>A written record of all meetings conducted under this pay policy, including pay appeals, will be made, either by the person holding the meeting or by an alternative person arranged by the school to take notes.</p> <p>The Trust processes any personal data collected as part of the operation of the pay policy/pay appeals procedure in accordance with</p>	

its data protection policy. The pay of individual staff will remain confidential.

Any data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of making decisions on pay, handling pay appeals or administering any pay decisions. All data collected will be held in accordance with the Trust's retention schedule.

Inappropriate access or disclosure of employee data including individual staff salaries constitutes a data breach and should be reported in accordance with the Trust's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the Trust's disciplinary procedure.

## APPENDIX A: TERMS OF REFERENCE OF PAY AND PERSONNEL COMMITTEE

# LIFE Education Trust

### Terms of Reference for Pay & Personnel Committee 2019-20 (updated 9/7/19)

#### Delegation of Function

The Trust shall establish a Pay & Personnel Committee to set the Pay Policy and exercise responsibility for and oversight of all HR matters.

#### Clerking

The meeting of the Pay & Personnel Committee should not be clerked by a member of the Committee or a Headteacher(s).

#### Membership

The Pay & Personnel Committee shall consist of at least three named members of the Trust Board.

The Headteacher(s) may attend all proceedings of the Pay & Personnel Committee for the purposes of providing information and advice, but must withdraw when their own salary is being discussed.

#### Quorum

Minimum of two Directors.

#### Terms of Reference

##### Human Resources

1. Ensure effective Performance Management system for all staff
2. Set the pay for the Headteacher of a local school
3. Determine the Pay and Appraisal policies for the Trust and ensure they are statutorily compliant
4. Review Pay Policy annually
5. Approve appropriate salary ranges and starting salaries for SLT and LPs if outside current pay structure
6. Approval annual pay progress for teachers
7. Approve applications to be paid on the Upper Pay Range
8. Approval annual pay progression for Headteacher
9. Determine the application of national inflationary increases as required
10. Monitor the annual pattern of pay progression at each level and the correlation with quality of teaching and outcomes
11. Receive annual confirmation of issue of annual pay statements
12. Provide a report to the Trust Board following each meeting of the committee summarising pay decisions and issues arising
13. Oversee and review staff recruitment and appointment procedures
14. Oversee employment contractual matters

##### Leadership & Management

15. Performance manage schools via the Human Resources Healthcheck

The Chair of Directors shall be responsible for the setting up of any panel to hear any matters in connection with staff disciplinary, capability, redundancy, absence or grievance matters. (See also the policies and procedures adopted by the directors, namely: Redundancy Procedures; Grievance and Discipline Procedures; Managing Staff Sickness Absence; Capability Procedures)

These terms are approved annually and were last approved on \_\_\_9<sup>th</sup> July 2019\_\_\_

Signed House Daigos  
Chair of the Board of Directors

## **APPENDIX B – PAY AND PERSONNEL APPEALS MEETING PROCEDURE**

The meeting should be attended by the employee, his/her colleague or representative if required, a representative of the Pay & Personnel Committee and the Pay & Personnel Appeals Committee. The Headteacher should attend to provide information and advice (except where s/he is the appellant).

1. Introductions and opening remarks
2. Member of staff and/or representative to present case
  - School representative to ask questions
  - Pay & Personnel Appeals Committee to ask questions
3. School to respond  
This may include calling on the Appraisal Reviewer and/or a member of the Pay & Personnel Committee/headteacher where they are not presenting the case to add any relevant information / answer question (where applicable)
  - Member of staff and/or representative to ask questions
  - Pay & Personnel Appeals Committee to ask questions
4. Employee or representative to make closing statement
5. Both parties withdraw to allow Pay & Personnel Appeals Committee to consider their decision
6. Either both parties invited back to hear decision or the decision will be communicated in writing within 48 hours.

## **TERMS OF REFERENCE PAY & PERSONNEL APPEALS COMMITTEE**

### **Delegation of Function**

The Chair of the Trust Board shall establish a Pay & Personnel Appeals Committee to deal with all appeals against pay decisions.

### **Clerking**

The meeting of the Pay & Personnel Appeals Committee should be minuted.

### **Membership**

The Pay & Personnel Appeals Committee shall consist of at least three named members of the Trust Board, none of whom shall be employees or members of the Pay & Personnel Committee.

The Headteacher may attend all proceedings of the Pay & Personnel Appeals Committee for the purpose of providing information and advice (except where the appeal is in respect of his/her own salary, where s/he will attend for the purposes of making his/her case).

### **Quorum**

Three members of the Committee

### **Terms of Reference**

To determine formal appeals against pay determinations in accordance with the Appeals Procedure set out in the Pay Policy

## **APPENDIX C: PERFORMANCE PAY PROGRESSION - LEADERSHIP**

To achieve progression on the Leadership Pay Scale, the School Teachers' Pay and Conditions Document (STPCD) requires individuals to have demonstrated sustained high quality performance. In making judgements against this criterion and in determining whether there should be progression the Trust will consider whether the individual has grown professionally by developing their leadership; and (where relevant), teaching, expertise.

In considering whether there has been professional growth, the Trust will consider whether the following description of a person on the leadership scale has been met:

- Those on the leadership spine play a critical role in the life of the academy/Trust.
- They inspire those around them and work with others to create a shared strategic vision which motivates pupils and staff.
- They take a lead in enhancing standards of teaching and learning and value enthusiasm and innovation in others
- They have confidence and ability to make management and organisational decisions and ensure equity, access and entitlement to learning.

To achieve progression (and for the above to be satisfied), there will need to have been a successful appraisal review.

A successful appraisal review involves a process of:-

- a. Appraisal objectives, linked to school improvement priorities, pupils outcomes raising levels of achievement and attainment, leaderships and management skills and competencies, personal development ;
- b. Appraisal against the teaching standards including observed practice;
- c. Appraisal against any other relevant Standards (eg the Headteacher Standards)
- d. Other evidence, including of professional development/growth.

*Note: It is expected that a teacher's performance objectives will define what needs to be achieved to demonstrate that the individual has grown professionally by developing their leadership and (where relevant) teaching expertise.*

## **APPENDIX D: STAFFING STRUCTURE**

The Staffing Structure will be kept under regular review and may be amended from time to time, as the Trust considers appropriate, following consultation and as set out in the Trust's Redundancy and Re-organisation Policy.

**MEMBERS 4**

Rev Tim Elbourne (rep CDET), David Mansfield, Toni Burrowes-Cromwell, Ian Wigston,

**RESPONSIBILITIES**

(1) Wind up the Trust (2) Amend Articles of Association, (3) Appoint Members / Directors (4) Remove Any Director (Specific Route)  
*NB Must be a minimum of 3 members*

**BOARD OF DIRECTORS** 8 - 10 Directors recommended, must be a minimum of 3 Directors

**2 Church appointed Non Executive Directors** (Louise Douglas, Toni Burrowes-Cromwell,)

**5 Non Executive Directors** (Tony Morgan, Sophia Malik, Michael Debens, Mary Cherry, Rob Bristow

**1 Employed Director** (CEO, Julian Dutton)

**RESPONSIBILITIES**

(1) Setting Strategic Direction (2) Setting Ethos, (3) Holding the CEO to account  
 (4) Overseeing financial performance of the MAT (5) Ensuring accountability of Local Governing Bodies

**NOTE:** Company Law - Director, Charity Law - Trustee

**Pay & Personnel Committee**

**Pay, Staffing Structures, HR**

4 Directors (Mr Dutton, Mr Debens, Mrs Malik, Mr Morgan)  
 1 Co-opted member (Mr Whitelock)

Meets 3 times a year

**Standards Committee**

**Attainment, Progress, Teaching & Learning**

4 Directors (Mr Dutton, Mr Debens, Mr Bristow, Mrs Douglas)  
 1 Co-opted member (Mr Williams)

Meets 3 times a year

**Finance & Facilities Committee**

**Budget, Building Works**

4 Directors (Mr Dutton, Mrs Cherry, Mrs Burrowes-Cromwell, Mr Morgan)  
 1 Co-opted member (Mr O'Kelly)

Meets 3 times a year



Schools in the Trust will each have a **Local Governing Body**

11 Members maximum preferred (appointed by Directors), 2 Parent Members (essential), 1 Head of School (ex-officio), No Sub Committees, Working Parties (where necessary), Meets at least half termly

**CORE ROLES OF LOCAL GOVERNING BODIES:**

(1) 8 Health Check areas; (2) Local Governing Bodies are committees of the Board and responsible to the Directors  
 (3) Local Governing Bodies are not legal entities in their own right but are still bound by the Scheme of Delegation





**BOARD OF DIRECTORS** 8 - 10 Directors recommended, must be a minimum of 3 Directors

**2 Church appointed Non Executive Directors** (Louise Douglas, Toni Burrowes-Cromwell,) **5 Non Executive Directors** (Tony Morgan, Sophia Malik, Mick Debens, Mary Cherry, David Mansfield)

**1 Employed Director** (CEO Julian Duttall)

*Heads of Academies are also invited but are not directors*

**CEO**  
(Julian Duttall)  
Key Areas:  
Vision, Strategy, Secondary Expansion, Succession Planning, HR

**EA to Board & CEO**  
Governance Manager  
Head of Admin  
(Kathy Hardy)

**Director of Operations**  
(Denise Broom)  
Key Areas:  
Finance, Facilities, ICT, HR,  
Marketing

**Marketing Officer**  
(Nichola Brickell)

**HR Manager**  
(Vicky Smith)

**Finance Manager**  
(Daryl Kilner)

**Head of IT Services**  
(Tom Garet)

**Director of Education**  
(Ian Gurman)  
Key Areas:  
Standards in Trust Schools  
Oversight of data tracking  
Oversight of teaching &  
learning systems  
Oversight of Lead Practitioner  
Team

**Lead Practitioner Team**  
(Paul Claydon, English  
Surinder Panesar, Maths  
Laura Hebden, Geography  
Alex Lakhan, Languages  
Peter Perrott, English)  
Key Areas:  
Teaching & Learning Support  
Coaching  
Outreach

**Executive Head**  
Maire O'Regan  
Margaretting  
Roxwell

**Executive Head**  
Julian Duttall  
**Heads of School**  
David Turrell  
Emilie Darabasz  
FBA

**KEY**  
**Executive Headteachers**  
*Legal Responsibility for more than  
one school*  
Key Areas:  
*Student Outcomes*  
*Day to Day Running of school*  
*Teaching & Learning*

**Head of School**  
Toni Cox  
Bridge

**KEY**  
**Headteachers/Heads of School**  
Key Areas:  
*Student Outcomes*  
*Day to Day Running of school*  
*Teaching & Learning*

**Executive Head**  
David Denchfield  
Benhurst  
Dame Tipping

**Ethos Development  
Manager**  
(Rachel Grimwood)  
Key Areas:  
Ethos  
LIFE Style  
Farm  
Alumnae relations  
Community Engagement

**PE Co-ordinator**  
(Sharon Chapman)  
Key Areas:  
Facilitating  
Extra-curricular  
Sports events

## APPENDIX E: FBA, BENHURST, DAME TIPPING & THE BRIDGE PAY SCALES

### LEADERSHIP PAY SCALES (Outer London Area)

Leading Practitioner Pay Range 2019 - 2020 Annual Salary

	England & Wales (excluding the London Area)	Inner London Area	Outer London Area	Fringe Area
<b>Minimum</b>	£41,267	£49,065	£44,541	£42,403
<b>Maximum</b>	£62,735	£70,540	£66,012	£63,874

Leadership Group Pay Range 2019 - 2020 Annual Salary

	England & Wales (excluding the London Area)	Inner London Area	Outer London Area	Fringe Area
<b>Minimum</b>	£41,065	£48,824	£44,323	£42,195
<b>Maximum</b>	£114,060	£121,749	£117,287	£115,188

Annual pay ranges for Headteachers 2019 – 2020

	England & Wales (excluding the London Area)	Inner London Area	Outer London Area	Fringe Area
<b>Group 1</b>	£46,457-£61,808	£54,223-£69,499	£49,714-£65,038	£7,592-£62,932
<b>Group 2</b>	£48,808-£66,517	£56,576-£74,208	£52,067-£69,747	£49,940-£67,648
<b>Group 3</b>	£52,643-£71,590	£60,404-£79,280	£55,898-£74,816	£53,775-£72,718
<b>Group 4</b>	£56,579-£77,048	£64,344-£84,731	£59,833-£80,272	£57,714-£78,170
<b>Group 5</b>	£62,426-£84,976	£70,194-£92,667	£65,689-£88,206	£63,562-£86,104
<b>Group 6</b>	£67,183-£93,732	£74,949-£101,421	£70,445-£96,957	£68,32-£94,859
<b>Group 7</b>	£72,306-£103,334	£80,074-£111,020	£75,564-£106,558	£73,446-£104,455
<b>Group 8</b>	£79,749-£114,060	£87,512-£121,749	£83,007-£117,287	£80,880-£115,188

**TEACHER MAIN PAY SCALES (Outer London Area)  
Pay Range 2019 - 2020 Annual Salary**

<b>Minimum:</b>	<b>£ 28,355 MPR1</b>
Performance Progression Stage 1	£30,113 MPR2
Performance Progression Stage 2	£31,976 MRP3
Performance Progression Stage 3	£33,956 MPR4
Performance Progression Stage 4	£36,836 MPR5
<b>Maximum</b>	<b>£40,034 MPR6</b>

**TEACHER UPPER PAY SCALES (Outer London Area)  
Pay Range 2019 - 2020 Annual Salary**

<b>Minimum:</b>	<b>£41,419 UPR1</b>
Performance Progression Stage 1	£41,419 UPR1
Performance Progression Stage 2	£42,951 UPR2
Performance Progression Stage 3	£44,540 UPR3
<b>Maximum</b>	<b>£44,540 UPR3</b>

**UNQUALIFIED TEACHER PAY SCALES (Outer London Area)  
Pay Range 2019 - 2020 Annual Salary**

<b>Minimum:</b>	<b>£21,003 UQ1</b>
Performance Progression Stage 1	£23,060 UQ2
Performance Progression Stage 2	£25,117 UQ3
Performance Progression Stage 3	£27,117 UQ4
Performance Progression Stage 4	£29,232 UQ5
<b>Maximum:</b>	<b>£31,289 UQ6</b>

**APPENDIX F:**

**FBA, BENHURST & THE BRIDGE SUPPORT STAFF PAY SCALES (Outer London Area)  
Pay Range 2019 - 2020**

Grade	2019 Pay		
1	20,103		Scale 1
2	20,466		
3	20,835		
3	20,835	Scale 2	
4	21,210		
4	21,210		Scale 3
5	21,591		
5	21,591		
6	21,981		Scale 4
6	21,981		
7	22,377		Scale 5
8	22,779		
9	23,187		
10	23,607		Scale 6
12	24,462		
13	24,903		SO1
14	25,353		
15	25,809		
18	27,228	Scale 6	
19	27,717		
20	28,215		SO2
23	29,766		
24	30,213		
25	30,711		PO1
26	31,548		
27	32,430	PO2	
28	33,291		
29	33,948		PO3
30	34,794		
31	35,724		
32	36,711		PO4
33	37,842		
34	38,799		
35	39,774		
36	40,728		
37	41,706		

APPEMDIX G:

**DAME TIPPING SUPPORT STAFF PAY SCALES (Outer London Area)  
Pay Range 2019 - 2020**

Grade	2019 pay (£)	Grade	
1	20,103	<b>G1</b>	
2	20,466		
2	20,466		
3	20,835		
3	20,835		<b>G2</b>
4	21,210		
4	21,210		
5	21,591		
5	21,591	<b>G3</b>	
6	21,981		
6	21,981		
7	22,377		
8	22,779		<b>G4</b>
9	23,187		
10	23,607		
12	24,462		
13	24,903	<b>G5</b>	
14	25,353		
15	25,809		
18	27,228		
19	27,717		<b>G6</b>
20	28,215		
23	29,766		
24	30,217		
25	30,711	<b>G7</b>	
26	31,548		
27	32,430		
28	33,291		
29	33,948		<b>G8</b>
30	34,794		
31	35,724		
32	36,711		
33	37,842		
34	38,799		
35	39,774		
36	40,728		
37	41,706		
38	42,684		
39	43,590		

## APPENDIX H: ROXWELL & MARGARETTING ESSEX PAY SCALES

### Leading Practitioner Pay Range 2019 - 2020 Annual Salary

	ESSEX PAY SCALE
Minimum	£41,064
Maximum	£62,426

### Leadership Group Pay Range 2019 - 2020 Annual Salary

	ESSEX PAY SCALE
Minimum	£41,064
Maximum	£114,058

**TEACHER MAIN PAY SCALES**  
**Pay Range 2019 - 2020 Annual Salary**

Minimum:	£ 24,369 MPR1
Progression Stage 1	£25,085 MPR2
Progression Stage 2	£26,038 MPR3
Progression Stage 3	£27,085 MPR4
Progression Stage 4	£28,132 MPR5
Progression Stage 5	£29,214 MPR6
Progression Stage 6	£30,296 MPR7
Progression Stage 7	£31,490 MPR8
Progression Stage 8	£32,684 MPR9
Progression Stage 9	£33,974 MPR10
Maximum	£35,616 MPR11

**TEACHER UPPER PAY SCALES**  
**Pay Range 2019 - 2020 Annual Salary**

Minimum:	£37,653 UPR1
Progression Stage 1	£38,350 UPR2
Progression Stage 2	£39,047 UPR3
Progression Stage 3	£39,768 UPR4
Maximum	£40,490 UPR5

**UNQUALIFIED TEACHER PAY SCALES**  
**Pay Range 2019 - 2020 Annual Salary**

Minimum:	£17,552 UQ1
Progression Stage 1	£18,572 UQ2
Progression Stage 2	£19,594 UQ3
Progression Stage 3	£20,612 UQ4
Progression Stage 4	£21,663 UQ5
Progression Stage 5	£22,653 UQ6
Progression Stage 6	£23,675 UQ7
Progression Stage 7	£24,697 UNQ8
Progression Stage 8	£25,718 UNQ9
Progression Stage 9	£26,738 UNQ10
Maximum:	£27,758 UNQ11

**APPENDIX H: MARGARETTING & ROXWELL ESSEX PAY SCALES  
SUPPORT STAFF PAY SCALES  
Pay Range 2019 - 2020**

Essex Pay Bands			New Essex Scales*		
Apr-19			Apr-20		
Essex Pay Band	National Pay Spine		Essex Schools' Pay Scale	National Pay Spine *rates subject to 2020 pay award	
<b>Band 1</b>	1	£17,364	<b>Scale 1</b>	1	£17,364
Mid					
	2	£17,711	<b>Scale 2</b>	2	£17,711
	3	£18,065		3	£18,065
<b>Band 2</b>	3	£18,065		3	£18,065
	4	£18,426	<b>Scale 3</b>	4	£18,426
Mid	5	£18,795		5	£18,795
	5	£18,795		5	£18,795
	6	£19,171	<b>Scale 4</b>	6	£19,171
<b>Band 3</b>	6	£19,171		6	£19,171
	7	£19,554		7	£19,554
	8	£19,945	<b>Scale 5</b>	8	£19,945
	9	£20,344		9	£20,344
	10	£20,751		10	£20,751
Mid	11	£21,166		11	£21,166
	12	£21,589	<b>Scale 6</b>	12	£21,589
	13	£22,021		13	£22,021
	14	£22,462		14	£22,462
	15	£22,911		15	£22,911
	16	£23,369		16	£23,369
	17	£23,836		17	£23,836
<b>Band 4</b>	19	£24,799	<b>Scale 7</b>	19	£24,799
	20	£25,295		20	£25,295
	21	£25,801		21	£25,801
	22	£26,317		22	£26,317
	23	£26,999		23	£26,999
Mid	24	£27,905		24	£27,905
	25	£28,785	<b>Scale 8</b>	25	£28,785
	26	£29,636		26	£29,636
	27	£30,507		27	£30,507
	28	£31,371		28	£31,371
<b>Band 5</b>	29	£32,029	<b>Scale 9</b>	29	£32,029
	30	£32,878		30	£32,878
	31	£33,799		31	£33,799
	32	£34,788		32	£34,788
	33	£35,934		33	£35,934
	34	£36,876	<b>Scale 10</b>	34	£36,876
	35	£37,849		35	£37,849
	36	£38,813		36	£38,813
	37	£39,782		37	£39,782



