




# Victoria Academies Trust

## WHOLE STAFF PAY POLICY 9.0

<b>Date of last review:</b>	December 2024	<b>Review period:</b>	1 year
<b>Date of next review:</b>	December 2025	<b>Owner:</b>	PMAP
<b>Type of policy:</b>	Trust	<b>LGB or Board approval:</b>	Trust Board
<b>Signed:</b>			

## 1. Policy Introduction

- i. Victoria Academies Trust (VAT) will operate a Whole Staff Pay Policy as the 'relevant body', as defined in the School Teachers' Pay and Conditions Document and for the pay arrangements agreed for all support staff.
- ii. As an academy, we are free to determine our own approach to deciding teachers' pay. However, since all of our staff have a contract that specifically incorporates conditions from the School Teachers' Pay and Conditions Document (STPCD), these will continue to apply due to the Transfer of Undertakings (Protection of Employment) (TUPE) Regulations 2006, which protect employees' terms and conditions when a maintained school becomes an academy.

- iii. When implementing our pay policy, we will abide by:

The Employment Relations Act 1999, which establishes a number of statutory work rights

The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 and the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, which require us to ensure part-time and fixed-term workers are treated fairly

The Equality Act 2010 which requires schools to have due regard to the need to eliminate discrimination and advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not share it

The Seven Principles of Public Life, which require those conducting the procedures to be objective, open and accountable

Our procedures for addressing grievances in relation to pay are based on the Acas grievance code of practice and are set out in our staff grievance procedures.

- iv. In adopting this pay policy the aim is to:
  - maximise the quality of teaching and learning within the Trust
  - support the recruitment and retention of high-quality staff
  - enable the Trust to recognise and reward staff for their contribution
  - help to ensure that decisions on pay are managed in a fair, just and transparent way
- v. This policy has been adopted by the VAT Board of Trustees, via delegation to the Performance Management and Pay Committee, and applies to all teaching and support staff employed to work at the Academies and staff employed directly by Victoria Academies Trust.
- vi. VAT shall review the policy on an annual basis (and more frequently if necessary) to take into consideration relevant matters whenever a revised STPCD is issued and/or there is a new pay agreement made by the relevant national/regional bodies (e.g. LGS NJC etc.). The applicable pay scales and grading structures shall be appended to this policy.
- vii. The approval of this policy has been delegated from the Trust Board to the Performance Management and Pay Committee. The Terms of Reference (ToR) for this pay policy are included in the Appendix.

- viii. All Trust wide pay decisions have been delegated from the Trust Board to the Performance Management and Pay Committee.
- v. The purpose of the Pay Policy is to provide a clear framework in relation to the pay of employees including discretionary pay elements.
- vi. The Policy provides a structure for determining salaries on appointment and during the annual review for teachers and operational staff.
- vii. All staff appointments, prior to advertising need to be agreed with the Trust CEO or COO, if outside of budget.

## **PART 1 – TEACHING STAFF**

- viii. Teachers pay and progression will be set in line with the STPCD. Unless otherwise stated the words in Part 1 of this Policy shall have the same meaning as the words in the STPCD.
- ix. Teacher includes all staff qualified and appointed to teach at the school. This includes the leadership team and the headteacher, unless otherwise stated

### **1. Appointment**

- viii. The Victoria Academies Trust Scheme of Delegation sets out the relevant person or committee who can appoint which level of teaching post. Link to SoD below:

[Scheme of Delegation](#)

- ix. The academy or Trust will determine the pay range for a vacancy prior to advertising the role. On appointment, the Headteacher will determine the starting salary within that range to be offered to the successful candidate. The starting salary will take into consideration previous experience etc.
- x. In making such determinations, the Headteacher may take into account a range of factors including:
  - the nature of the post;
  - the level of qualifications; skills and experience required;
  - level of qualifications, skills and/or experience gained
  - market conditions;
  - the wider Trust context
- xi. There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school / academy.
- xii. Determination of leadership pay ranges and the appropriate pay range group will be made by Victoria Academies Trust in line with the STPCD guidelines.

## **2. Teaching and learning responsibility (TLR's)**

- vii. Victoria Academies Trust may award a TLR payment to a classroom teacher for a sustained additional responsibility, for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable. Unqualified teachers and teachers on leadership pay scale may not be awarded TLR's.
- viii. With the exception of sub-paragraphs (c) and (e), which do not have to apply to the award of TLR3s, before awarding any TLR Victoria Academies Trust must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and that:
  - a. is focused on teaching and learning
  - b. requires the exercise of a teacher's professional skills and judgement;
  - c. requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage a pupil development across the curriculum;
  - d. has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and
  - e. involves leading, developing and enhancing the teaching practice of other staff.
- ix. In addition, before awarding a TLR1, Victoria Academies Trust must be satisfied that the sustained, additional responsibility referred to in the above paragraph includes the management responsibility for a significant number of people.
- x. As per the Victoria Academies Scheme of Delegation, the awarding of a TLR, amount and duration is at the discretion of the academy Headteacher.
- xi. The TLR ranges for the Trust are as per below paycales

## **3. All other allowances and payments**

- xii. All other allowances e.g., SEN, acting allowance, unqualified teachers' allowances will be determined by the Headteacher in line with STPCD guidelines.
- xiii. After discussion and agreement with the ELT Headteachers may make additional payments as they see fit to a teacher other than a Headteacher, in respect of:
  - a. Continuing professional development undertaken outside the school day;
  - b. Activities relating to the provision of initial teacher training as part of the ordinary conduct of the school
  - c. Participation in out-of-school hours learning activity agreed between the teacher and the Headteacher
  - d. Additional responsibilities and activities due to, or, in respect of, the provision of services relating to the raising of educational standards to one or more additional schools

- xiv. The Executive Leadership Team will consider the award of recruitment and retention payments against the background of any national guidance or advice, teacher supply and demand, curriculum areas and the retention of experienced staff, in particular where:
  - a. Awarding a recruitment and retention allowance enables the academy to recruit and retain teachers of the quality required to ensure school improvement
  - b. There has been a failure to fill a vacancy after a national advertisement.

The Executive Leadership Team will award such payments in accordance with the STPCD. The value of each such payment will be determined on a case-by-case basis.

#### **4. Application to be paid on upper pay range**

- vii. Qualified teachers may apply to be paid on the upper pay range at least once a year, and any such application must be assessed in line with this policy. It is the responsibility of the teacher to decide whether they wish to apply to be paid on the upper pay range.
- viii. An application from a qualified teacher will be successful when the following is satisfied:
  - a. the teacher is highly competent in all elements of the relevant standards; and
  - b. the teacher's achievements and contribution and substantial and sustained

For the purposes of this policy 'highly competent' Performance which is good enough to provide coaching, mentoring and advice to other teachers, and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice

For the purpose of this policy 'substantial' means of real importance, validity or value to the school; play a critical role in the life of the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.

For the purpose of this policy 'sustained' means maintained continuously over a long period i.e., 3 academic years. The three academic years does not have to be at M6 it can be one year at M4, one year at M5 and one year at M6.

Also, applications will be assessed according to the most recent appraisal review or at most, the two most recent appraisal reviews.

- vii. The application will be assessed by the Headteacher and will be assessed robustly, transparently and equitably. The assessment will be made within 20 working days, before the applicant will receive a response. If successful, the applicants will move to the upper pay range from the next academic year. By default, the teacher will start on the bottom of the upper pay range unless there are exceptional circumstances. If unsuccessful the Headteacher will provide feedback with 20 working days. Any appeal against the decision not to move the teacher to the upper pay range will be heard under the school's general appeals arrangements.

## 5. Pay Reviews and Progression

- vii. Teachers will be awarded pay progression following a successful appraisal review.
- viii. The process for making decisions on the pay of teachers within Victoria Academies Trust is as follows:
  - ix. All academies will ensure that every teacher's (who have completed a year on employment since the previous annual pay determination) salary is reviewed annually with effect from 1 September and no later than 31 October each year, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.
  - x. Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.
  - xi. To be fair and transparent, assessments of performance will be properly rooted in evidence. The Trust will ensure fairness by reviewing objectives across academies for staff at the same grade and ensuring consistency (quality assurance) and performance will be moderated.
  - xii. The evidence used in will include: self-assessment, peer review, tracking pupil progress and lesson observations.
  - xiii. Performance judgements will be made by evidence-based assessments against objectives and the relevant teachers' standards.
  - xiv. Decisions regarding pay progression will be made only with reference to the teachers' appraisal reports and the pay recommendations they contain.
  - xv. Pay progression is not automatic and it will be possible for a 'no progression' determination to be made without recourse to the capability policy. However, those subject to formal capability proceedings during the appraisal review period will be deemed unsatisfactory performers and will not therefore meet the requirements for pay progression.
  - xvi. Where a pay determination leads or may lead to the start of a period of safeguarding, the Academy Council will give the required notification as soon as possible and no later than one month after the date of determination.
  - xvii. In the case of ECT's, they will increment once their end point assessments have been completed. This will likely be after 3 terms in year 1 and after 3 terms in year 2.

- xviii.
- xix. Teachers' appraisal reports will contain pay recommendations. Final decisions about whether to accept a pay recommendation will be made by the Performance Management and Pay Committee, taking into account the appraisal report and input from Exec Head / Headteacher.
- xx. UPS Pay progression from UPS 1 to UPS 2 or UPS 2 to UPS 3 will occur once the teacher has two successful years at the previous pay point, and a request has been made in writing detailing the teachers' rationale for progression, linked to the UPS teacher standards. UPS incrementation will not be automatic.

## **6. Teachers Pay Awards**

- xix. Every year, the government publishes its evidence to the School Teachers' Review Body ("STRB") in relation to how the pay award for the following academic year should apply to teachers and school leaders. It provides the evidence to support the STRB's consideration of the next academic year's pay award and includes evidence on the teacher labour market and affordability.
- xx. As per government guidance the trusts will use our delegated autonomy to decide the extent to which any uplift to pay ranges and allowances within the national pay framework will apply to teachers.
- xxi. The Performance Management and Pay Committee will ultimately decide on the application of the pay award taking into consideration:
- Government guidelines on applying the uplifts
  - Government funding provided to support the pay award
  - market conditions for recruitment and retention
  - wider Trust context

## **7. Part-Time Teachers**

- vii. Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part-time. The Headteacher will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a full-time teacher in an equivalent post.

## **8. Unqualified Teachers**

Unqualified teachers will be paid on the unqualified teacher pay range. Where an unqualified teacher gains qualified teacher status (QTS) while in post, they will be transferred to a salary on the main pay range for teachers, which will be equal to or higher than their previous unqualified teacher salary and any other payable allowances.

In cases where an unqualified teacher gains QTS retrospectively, they will be paid a lump sum calculated as the difference (if any) between their unqualified teacher salary and the salary they would have been paid as a qualified teacher for the same period (not including any allowances). The lump sum will cover the period from which they obtained QTS to the date the lump sum is paid.

## **9. Special Educational Needs Allowances (SEN ALLOWANCE)**

SEN allowances may be held at the same time as TLRs. When considering to award SEN allowances, the Academy will:

- a) ensure that holders of SEN allowances are not carrying out tasks that would be more appropriately undertaken by support staff;
- b) consider whether, if teachers have responsibilities that meet all the criteria for the award of TLR payments, it would be more appropriate to award a TLR payment instead of a SEN allowance of a lower value;
- c) not award new SEN payments solely for the purposes of recruitment and retention; and
- d) ensure that any SEN responsibilities are clearly specified in individual teachers' job descriptions

The Academy will award a SEN allowance to a classroom teacher:

- a) in any SEN post that requires a mandatory SEN qualification
- b) in a focused provision or in a special school

Where the criteria for the payment of a SEN allowance are met, the Academy will award an allowance and the teacher's written notification given at the time of the award should specify the amount, and the reason for the award.

### **Information to be included in pay statements**

When pay is changed, teachers will receive a written statement confirming this as soon as possible and not later than 4 weeks after the decision. The statement will be issued by each school. For all teachers, statements will include:

- Payments or other financial benefits awarded
- Any safeguarded sums
- Information on where the teacher can access a copy of the school's staffing structure and pay policy
- Is pay backdated to 1 September 2023

Statements for members of the leadership group and teachers paid as leading practitioners will also include:

- The basis on which the salary has been determined
- The criteria on which their salary will be reviewed in future

Statements for teachers appointed to the leadership group or paid as a leading practitioner for a fixed period or under a fixed-term contract will also include:

- The date that the fixed period or the contract will end, or the circumstances that will lead to the contract ending



Statements for classroom teachers or unqualified teachers who are paid and eligible for allowances as a qualified teacher will also include:

- The teacher's position within the pay ranges
- The nature and value of any allowance received
- The value of any teaching and learning responsibility (TLR) payment awarded and details of what it was awarded for
- Where a TLR was awarded to cover a teacher's absence, the end date of circumstances in which it will end
- For TLR3s, the letter should also include a statement that the payment will not be safeguarded

Statements for unqualified teachers will also include:

- The teacher's position within the unqualified teachers' pay range
- The value of any unqualified teacher's allowance awarded and the additional responsibility, qualifications or experience in respect of which the allowance was awarded

## **PART 2 – SUPPORT STAFF**

- viii. Victoria Academies Trust pays and rewards support staff in accordance with the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service on Pay and Conditions of Service.
- ix. The definition of support staff is staff not covered under STPCD. This includes, as examples, Teaching Assistants, School Business Managers, Lunch time supervisors, Caretakers etc.

### **1. Appointment**

- vii. The Victoria Academies Trust Scheme of Delegation sets out the relevant person or committee who can appoint which level of support staff post. Link to SoD below:

[Scheme of Delegation](#)

- viii. The academy or Trust will determine the pay range for a vacancy prior to advertising the role. On appointment, the pay point within the salary range for each newly appointed employee will be at the minimum scale point of the grade, unless:
  - The person appointed is an existing VAT employee and the employee is being redeployed in a comparable role.
  - The person appointed is not currently paid on a salary range assessed in accordance with the salary policy of the Trust, in which case a starting salary point above the minimum of the range may be agreed in exceptional circumstances, taking into account the difficulty in recruiting to the post and the newly appointed employee's current pay, recent relevant experience and qualifications;

## **2. Pay Progression**

- vii. Unless staff are appointed on the top spinal point of their grade, increments, where applicable, are payable on 1st April each year.
- viii. Support staff will be granted one additional increment from 1 April each year, until the maximum of the pay band is reached.
- ix. Support staff with less than six months' service in the pay band by 1 April in any year will not be granted their first increment until six months after their appointment, promotion or move to the pay band. Thereafter increments are applicable from 1 April each year until the employee reaches the maximum pay for their band.
- x. National Terms and Conditions may be applied regarding unsatisfactory performance.

## **3. Recruitment and Retention Incentives and Benefits**

- vii. Where it is determined to pay such an incentive/benefit, the amount will be determined to meet the circumstances of the case. The level of payment and any required qualifying period of service will be set out in writing to the member of staff concerned.
- viii. Where such payments have been awarded, or provides such financial assistance, support or benefits in one or more cases, the regular formal review of all such awards will be conducted. The expected duration of any such incentives and benefits will be made clear at the outset, including the review date after which they may be withdrawn.
- ix. All such awards need to be approved by the Executive Leadership Team.

## **4. Rewarding Additional Duties (Honoraria)**

- vii. VAT recognises that there may be a need for support staff to take on additional duties where a vacancy exists, during periods of absence, leave or reorganisation or because project work beyond normal requirements has to be undertaken. The Trust will decide how to deal with the additional duties and will bear in mind the Trust's Equal Opportunities Policy when doing so. Staff will be rewarded for additional duties as a short term measure where the duration is for a minimum of 4 weeks up to a maximum of 6 months. Rewarding additional duties is a temporary arrangement and is not a permanent promotion.
- viii. All such awards need to be approved by the Executive Leadership Team.

## **5. NJC Pay Claim**

- vii. Periodically the NJC will issue their union agreed payscales including any pay increases.

- viii. The Trust Board or dedicated Performance Management and Pay Committee will ultimately decide on the application of the pay award taking into consideration:
  - guidelines on applying the uplifts
  - market conditions for recruitment and retention
  - wider Trust context
- ix. Any pay awards will be backdated to the recommended award date, usually 1 April.
- vii. Staff who have left the Trust prior to any new pay rise award being announced will not receive any backdated pay.
- viii. Staff who remain employed by the Trust on the date the new pay rise is announced are entitled to claim backdated pay. Any claim for backdated pay would need to be submitted before the end of that financial year.
- ix. Any backdated pay claims would need prior approval from the Education and Skills Funding Agency (ESFA) Trust Handbook, as any such payments by the Trust to leavers constitute “ex-gratia” payments.
- x. Any submitted claims for backdated pay will be passed to the Chief Operating Officer (COO) to decide whether the claim is an ex-gratia payment and if so, will complete and submit an online form to the ESFA for approval.

## **PART 3 – Executive Leadership and Trust Central Core Team**

### **1. Appointment**

- vii. The Trust employs Executive Leaders (Directors and COO) / Trust Core Team members on central contracts to support in the execution of Trust strategy and specific duties.
- viii. The Trust will determine the pay range for a vacancy prior to advertising the role. On appointment, the starting salary will be within the agreed range to be offered to the successful candidate. The starting salary will take into consideration previous experience etc.
- ix. Trust Executive Leadership team are those employees with a Director or COO title e.g. Director of School Improvement. These roles could be combined with another role e.g., Headteacher. All Trust Directors are directly line managed by the CEO. Trust Core team members are directly managed by the appropriate member of ELT.
- x. Those whose previous role was subject to STPCD will retain those conditions. This includes employees redeployed or promoted from within the Trust and external hires.
- xi. Directors employed from a non-teacher role will have bespoke terms and conditions via negotiation or as per the job advertisement and contract.

## **2. Pay Progression**

- xiii. All performance management targets and appraisal's will be completed by the CEO or ELT member in line with the appropriate terms and conditions for the employee and at a minimum on an annual basis.
- xiv. All pay progressions will be ratified by the Performance Management and Pay Committee.
- xv. Unless staff are appointed on the top spinal point of their grade, staff are entitled to incremental progression to the top of their grade, subject to satisfactory annual assessment under the Trust's appraisal scheme, as set out above.

## **PART 4 – Trust CEO**

- xiv. The Trust CEO is the highest-level executive within the Trust. The CEO serves as the face of the company, executing on the Trust Board strategy and direction the Trust should take in order to achieve its vision.

### **1. Appointment**

- xv. The Trust CEO can only be appointed by the Chair of the Trust Board.
- xvi. The Trust Board will determine the pay range for a vacancy prior to advertising the role.
- xvii. If the CEOs' previous role was subject to STPCD, they will retain those conditions. This includes employees redeployed or promoted from within the Trust and external hires.
- xviii. A CEO employed from a non-teacher role will have bespoke terms and conditions via negotiation or as per the job advertisement and contract.

### **2. Pay Progression**

- xviii. All performance management targets and appraisal's will be completed by the Performance Management and Pay Committee and an external independent expert in line with the appropriate terms and conditions for the employee and at a minimum on an annual basis.
- xix. Any pay progression will be determined solely by the Performance Management and Pay Committee.

## **PART 5 – Review of Pay Decisions and Appeal Arrangements**

### **1. Review**

- xx. Where a member of staff is not satisfied with a pay recommendation, they should seek to resolve this informally with the appropriate manager (e.g. Headteacher, COO) within 10 days of receiving the decision.

- xxi. Where this is not possible, the member of staff may request a formal pay review. This should be made in writing to the Headteacher. A formal hearing will be arranged and the panel will normally consist of senior leadership of the Academy, including the Headteacher, who has not been involved in the pay decision. Where this is not possible, it may be necessary for an independent member of Trust ELT to sit on the panel.
- xxii. The outcome of the meeting will be conveyed to the member of staff in writing within 5 working days.
- xxiii. There is a right to appeal against the decision.

## **2. Grounds for Appeal**

- xxiv. An appeal against a pay decision can be lodged within 10 working days of the date when the member of staff receives written confirmation of their pay decision or of the date when the teacher receives the outcome of the pay review. It must clearly state the grounds for the appeal.
- xxv. The only grounds which will be accepted as the basis of an appeal are that the person by whom the decision was made are claimed to have:
  - Incorrectly applied any provision in the STPCD
  - Failed to have proper regard to statutory guidance
  - Failed to take account of relevant evidence
  - Taken account of irrelevant or inaccurate evidence
  - Been biased and/or unlawfully discriminated against the teacher
- xxvi. The appeal will be heard by the Trust Performance Management and Pay Committee and their decision will be final.
- xxvii. The outcome of the appeal will be conveyed to the staff member within 10 working days of the hearing.
- xxviii. The staff member has the right to be accompanied by a work-based colleague or a trade union representative at the pay review hearing and the appeal hearing. If the employee's representative is not available at the time fixed for the meeting, it must be rescheduled to accommodate the availability of the companion, so long as a reasonable alternative date is proposed which is within 5 working days of the original proposed date.
- xxix. This process performs the function of the grievance procedure on pay matters and decisions cannot therefore be reopened under general grievance procedures.

Signed by



Gurinder Singh Josan

Chair of Performance Management and Pay Committee

15 November 2024

## Appendix 1 – Teachers Payscale Review Process

The below process flow shows the process that is followed to determine the teachers paycales

Month	Process	Outputs
<b>July</b>	<ul style="list-style-type: none"> <li>The DfE publishes their recommended teachers pay rise for the upcoming academic year</li> <li>The STPCD is updated and published to reflect the DfE mandated payscale changes</li> <li>Teachers performance management completed</li> </ul>	<ul style="list-style-type: none"> <li>Updated STPCD Published</li> <li>Teachers Performance</li> <li>Management Completed</li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>Academy budgets are revised and completed for the upcoming academic year</li> <li>Potential payscale changes are costed</li> </ul>	<ul style="list-style-type: none"> <li>Trust Budgets</li> <li>Payscale changes are costed</li> </ul>
<b>September / October</b>	<ul style="list-style-type: none"> <li>Performance Management and Pay (PMAP) meets to approve proposed increments for teaching staff</li> <li>CEO confirms outcomes of PMAP to ELT</li> <li>ELT advises Head of Finance, Head of HR, Headteachers of approved pay scales and increments</li> <li>COO to circulate new pay scales and update payroll (if approved in September PMAP)</li> <li>Headteacher informs BSO of new pay scales and agreed increments</li> <li>Headteacher completes bulk variation form on Approval Max</li> <li>Director of Schools (DOS) approves bulk variation on Approval Max and Head of Finance (HOF) also approves variation form</li> <li>Headteacher provides audit trail and confirmation of variation approval for BSO to action.</li> <li>BSO will upload the bulk changes on Every HR to payroll provider Dataplan to action</li> <li>BSO to upload payscale changes to HR provider via portal to check increments are in line with existing contracts</li> <li>HR provider to notify payroll of changes and backdate to 1 September</li> <li>Teacher appraisal targets are set for the current year</li> </ul>	<ul style="list-style-type: none"> <li>Teacher increments processed</li> <li>Appraisal targets set</li> <li>Headteacher ELT payscale proposal</li> <li>Updated teachers pay (if all agreed in September PMAP)</li> </ul>

	<ul style="list-style-type: none"> <li>• Headteachers and Executive Leadership meet to agree a payscale proposal to be presented to PMAP (if agreed at November PMAP)</li> <li>• Payscale changes are communicated to each teacher via letter (no later than 4 weeks following the decision at PMAP) – if all agreed at September PMAP</li> </ul>	
<b>October / November</b>	<p>PMAP meets to agree teachers payscales for the next academic year and outstanding UPS requests COO to circulate new pay scales and update payroll (if agreed at November PMAP)</p> <ul style="list-style-type: none"> <li>• Payscale changes are communicated to each teacher via letter (no later than 4 weeks following the decision at PMAP)</li> </ul>	<ul style="list-style-type: none"> <li>• Approved payscales and UPS decisions</li> <li>• Updated teachers pay</li> </ul>



**Appendix 2 – Teachers Payscales 2024/2025 Academic Year**
***Unqualified Teachers Pay Range***

<b>Pay Grade</b>	<b>Pay Amount</b>
Unqualified Teachers 1	£21,731
Unqualified Teachers 2	£24,224
Unqualified Teachers 3	£26,716
Unqualified Teachers 4	£28,914
Unqualified Teachers 5	£31,410
Unqualified Teachers 6	£33,902

***Main scale Teachers Pay Range***

<b>Pay Grade</b>	<b>Pay Amount</b>
Main Scale 1	£31,650
Main Scale 2	£33,483
Main Scale 3	£35,674
Main Scale 4	£38,034
Main Scale 5	£40,439
Main Scale 6	£43,607

***Upper Payscale Teachers Pay Range***

<b>Pay Grade</b>	<b>Pay Amount</b>
Upper Payscale 1	£45,646
Upper Payscale 2	£47,338
Upper Payscale 3	£49,084

***Teachers Leadership Pay Range***

<b>Pay Grade</b>	<b>Pay Amount</b>
Leadership 1	£49,781
Leadership 2	£51,027
Leadership 3	£52,301

Leadership 4	£53,602
Leadership 5	£54,939
Leadership 6	£56,316
Leadership 7	£57,831
Leadership 8	£59,167
Leadership 9	£60,644
Leadership 10	£62,202
Leadership 11	£63,815
Leadership 12	£65,286
Leadership 13	£66,919
Leadership 14	£68,586
Leadership 15	£70,293
Leadership 16	£72,162
Leadership 17	£73,819
Leadership 18	£75,675
Leadership 19	£77,552
Leadership 20	£79,475
Leadership 21	£81,441
Leadership 22	£83,464
Leadership 23	£85,529
Leadership 24	£87,651
Leadership 25	£89,830
Leadership 26	£92,052
Leadership 27	£94,332
Leadership 28	£96,673
Leadership 29	£99,067
Leadership 30	£101,533
Leadership 31	£104,040
Leadership 32	£106,626
Leadership 33	£109,275
Leadership 34	£111,976

Leadership 35	£114,759
Leadership 36	£117,601
Leadership 37	£120,524
Leadership 38	£123,506
Leadership 39	£126,517
Leadership 40	£129,673
Leadership 41	£132,913
Leadership 42	£136,243
Leadership 43	£138,265

### **Teaching and Learning Responsibility (TLR) Payments**

<b>Pay Grade</b>	<b>Annual FTE Payment</b>
TLR 1 no less than	£9,782
TLR 1 no greater than	£16,553
TLR 2 no less than	£3,391
TLR 2 no greater than	£8,279
TLR 3 no less than	£675
TLR 3 no greater than	£3,344

### **SEN Allowances**

<b>Pay Grade</b>	<b>Annual FTE Payment</b>
SEN Teachers Allowance 1	£2,679
SEN Teachers Allowance 2	£5,285

*SEN allowances can only be awarded to teachers working in a SEN school or a dedicated SEN class, within an Alternative Provision.*

**Appendix 3- Support Staff paycales 2024**

<b>Grade</b>	<b>SCP</b>	<b>Value</b>
<b>Grade A</b>	2	£23,656
	3	£24,027
<b>Grade B</b>	3	£24,027
	4	£24,404
<b>Grade C</b>	5	£24,790
	6	£25,183
	7	£25,584
	8	£25,992
<b>Grade D</b>	9	£26,409
	10	£26,835
	11	£27,269
	12	£27,711
	13	£28,163
	14	£28,624
	15	£29,093
	16	£29,572
	17	£30,060
<b>Grade E</b>	18	£30,559
	19	£31,067
	20	£31,586
	21	£32,115
	22	£32,654
	23	£33,366
	24	£34,314
	25	£35,235
<b>Grade F</b>	26	£36,124
	27	£37,035
	28	£37,938
	29	£38,626
	30	£39,513
	31	£40,476
<b>Grade G</b>	32	£41,511
	33	£42,708
	34	£43,693
	35	£44,711
	36	£45,718
	37	£46,731
<b>Grade H</b>	38	£47,754
	39	£48,710
	40	£49,764
	41	£50,788
	42	£51,802

	43	£52,805
<b>Grade I</b>	43	£52,805
	44	£53,886
	45	£54,971
	46	£56,073
<b>Grade J</b>	46	£56,073
	47	£57,183
	48	£58,341
	49	£59,524
	50	£60,694
	51	£61,858

**First Aid Allowance**

£133.25 per annum

**SEN Allowance**

£1,491 per annum