

## Pay Policy

### Policy Details

<b>Policy Level</b>	Trust
<b>Document Approver</b>	Trust Board
<b>Document Status</b>	Final
<b>Applicable to</b>	All Trust Employees
<b>Review Frequency</b>	Every Year

### Revision History

Revision	Date	Details	Approved by
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## **1. Introduction**

This policy sets out the framework for making pay decisions for all employees of the Trust up to headteachers. This policy does not form part of the terms and conditions of employees' employment within the Trust and is not intended to have contractual effect. The Trust reserves the right to amend or vary this policy at any time and will inform employees when the policy is updated.

The Trust will comply with current legislation and the requirements of TUPE.

The primary aims of this policy are to:

- Maximise the quality of teaching and learning at the school
- Support the recruitment and retention of a high-quality workforce
- Enable the Trust to recognise and reward employees appropriately for their contribution to the Trust
- Ensure that decisions on pay are managed in a fair and transparent way

Pay decisions are ultimately made by the Trust Board. However, the Trust Board delegates the determination of pay awards to the Headteacher within each school to make recommendations to the Trust Board. The CEO determines pay awards for centrally appointed employees.

## **2. Scope of Policy**

This policy applies to all employees within the Trust.

## **3. Responsibilities**

The Trust recognises it has a statutory obligation to adopt formal policies and establish workplace procedures for dealing with Pay. The Trust recognises that Pay rules and procedures promote good employment relations and is committed to dealing with matters in a fair and consistent way.

The HR Advisor is responsible for providing advice and guidance under this policy and reviewing and updating the policy as required.

The CEO takes overall responsibility for the implementation of policies and procedures and will provide appropriate reports to trustees.

The Headteachers are responsible for the implementation of and compliance with this policy within their school's ensuring competence in those staff who are responsible for and involved in the operation of this policy and guidance.

Line managers are responsible for applying this policy in their departments and area of work.

All employees have the responsibility to comply with this policy and to co-operate with the school's leadership and management on all matters relating to it.

## **4. Representation**

Employees have a statutory right to be accompanied at formal Pay meetings/hearings by their trade union representative or a workplace colleague. The Trust will extend this right and allow for employees to be accompanied at all informal meetings as part of the disciplinary procedure.

The employee is responsible for arranging their representation, including notifying the representative of the hearing date in good time and sending copies of all relevant documentation. Where the employee's trade union representative is not available at the time proposed for the meeting/hearing, the employee may propose an alternative date and time.

The Trust should try to agree a mutually convenient date for the meeting with the employee and their union representative in order to ensure that meetings do not have to be delayed or rescheduled.

The trade union representative may address a hearing/meeting to put the case for the employee and/or sum up the case, respond on behalf of the employee to any views expressed at the meeting/hearing and may confer with the employee. They may not, however, answer questions on their behalf.

The Trust will need to consider whether any additional support for the employee is required, for example to make reasonable adjustments where there is a physical disability or other special need.

## **5. Principles and Objectives**

This policy set out a clear framework for the management of pay and grading issues for all staff employed in the Trust. The Trust is committed to taking decisions in accordance with the 'key principles of public life': objectivity, openness and accountability. It recognises the requirement for a fair and transparent policy to determine the pay and grading for all staff employed in the school, which takes account of the conditions of service under which staff are employed and relevant statutory requirements.

The Trust recognises the need to manage pay equitably and will ensure through this policy that pay has a positive influence by undertaking to:

- Support the Trust's development including current priorities and targets
- Commit to being competitive within the industry in regard to pay and reward
- Demonstrate that all pay decisions are made consistently and fairly, in compliance with antidiscrimination legislation.
- Ensure that all pay decisions are scrutinised and ratified by a properly constituted pay committee of trustees or by the full board of trustees for senior executive positions
- Ensure that appropriate arrangements are made for staff to appeal against any pay decision affecting them personally, and for such appeals to be heard by a panel of Trustee's or Governors who have not been involved previously in the decision against which an appeal is made
- To ensure that all staff have confidence that they are receiving fair and equal

treatment

- To inform staff of changes to their pay
- To ensure that staff are aware of the procedures within which pay decisions are made and that any appeals arising from decisions on remuneration are addressed objectively, fairly and within agreed timescales

All appointed teachers are paid according to the Trust's pay structures taking into account recommendations from the School Teachers' Pay and Conditions Document (STPCD) as updated from time to time. A copy of the latest version may be found [here](#).

## 6. Equality

This policy will be applied fairly and consistently to all employees regardless of gender, gender reassignment, race, religion or belief, ethnicity, national origin, age, marital status or civil partnership, disability, sexual orientation, pregnancy or maternity, part-time or fixed-term status.

All pay related decisions are taken in compliance with current employment legislation.

The Trust will promote equality in all aspects of school life, particularly in relation to decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.

## 7. The Pay Committee

The Pay Committee will consist of the CEO and at least two Trustees supported by the CFO and senior Trust HR role.

To encourage transparency, all Headteachers will attend the pay committee to make representation of their recommendations.

The current terms of reference for the Pay Committee are:

- To implement the Pay Policy in a fair and objective manner and to consider any individual representations that may be made in respect of pay decisions
- To observe all statutory and contractual obligations, including making arrangements to notify pay decisions to individual members of staff within appropriate timescales
- To minute clearly the reasons for all decisions and report these decisions to the next meeting of the Trust Board (in summary form and having due regard for confidentiality)
- To recommend to the Trust CEO, CFO and Trust Board annual budget required for pay purposes, including provision for discretionary pay advancement arising from performance reviews
- To keep informed of relevant developments including legislation and statutory guidance affecting the Pay Policy and to review and to recommend changes or modification to the Trust Board

The Full Trust Board acts as the Pay Committee for the purpose of determining pay awards for Trust Executive roles including the CEO. This determination will take place no later than Cycle 2 of the governance calendar and decisions will be back-dated to September of that academic year. Final decisions about whether or not to accept a pay recommendation for headteacher and executive members of the Trust Central Team will be made by the Trust having regard to the performance management report and taking into account advice from the CEO.

## **8. Pay Ranges and Pay Scales**

For teaching staff, the Trust aims to mirror the grades as set out by the School Teachers Pay and Conditions Document which gives a national minimum and maximum for the pay ranges for Unqualified Teachers, Main Scale Teachers, Upper Pay Range Teachers, Leading Practitioners and the Leadership Groups (see Appendix A).

Trustees determine non-teaching staff pay scales through a Learning Today leading Tomorrow framework (B) The Framework is reviewed on an annual basis.

The Teachers leadership scale is utilised for all leadership roles (both teaching and non-teaching) across the Trust.

## **9. Leadership Pay**

Headteachers, Deputy Headteachers and Assistant Headteachers and executive members of the Trust Central Team will each be assigned a pay band which falls within the Trust's Leadership scale.

The Headteachers' pay bands will be set by the Trust after taking into account the needs of the Trust and can be changed in order to attract or retain a Headteacher or when there have been significant changes in the responsibilities of the Headteacher.

The pay band for Deputy and Assistant Headteachers will be set by the Trust after taking into account the Headteacher's pay band and can be changed in order to attract or retain a Deputy or Assistant Headteacher or when there have been significant changes in the responsibilities of a serving Deputy or Assistant Headteacher.

Pay bands for Executive members of the Trust Central Team will be benchmarked against similar roles in similar sized Trusts within the school system.

All members of the Trust/Schools Leadership Team must demonstrate a sustained high quality of performance with particular regard to leadership, management and pupil progress at the Trust. There will be no automatic pay progression for members of the Leadership Team: progression, within the Trust's leadership scale will depend on performance in relation to agreed objectives.

The Trust in its absolute discretion reserves the right to award bonus payments where there is evidence of exceptional achievement.

The CEO and Headteachers must follow the agreed process for the purposes of attraction and retention to offer exceptional pay for leadership roles across the Trust.

## 10. Teachers Pay

### Initial Determination

The Trust will determine the likely pay bands within the Trust's salary scale for a vacancy prior to advertising it. On appointment it will determine the starting salary within that band to be offered to the successful candidate.

In making such determinations, the Trust may take into account a range of factors, including but not limited to:

- The nature of the post
- The level of qualifications, skills and experience required
- The level of qualification, skills and experience had by the successful candidate
- The pay of current employees doing the same or a similar job
- Market conditions and the wider Trust context

There is no expectation that an employee should be paid the same salary that they received in a different school or Trust.

### Unqualified Teachers

The Trust will pay an unqualified teacher on one of the employment-based routes into teaching on the relevant band within the Trust's salary scale. The Trust may pay an additional allowance if it considers that the basic salary is not adequate, having regard to the unqualified teacher's responsibilities, qualifications and experience. Such an allowance may be awarded where the teacher has taken on a sustained additional responsibility which is:

- Focused on teaching and learning
- Requires the exercise of a teacher's professional skills and judgement
- Qualifications or experience which bring added value to the role undertaken

### Part Time Teachers

Teachers employed on an ongoing basis at the Trust but who work less than a full working week are deemed to be part-time. The Trust will provide them with 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 Trust's timetabled teaching week for a fulltime teacher in an equivalent post.

### Supply Teachers

Teachers employed on a day-to-day or other short notice basis will be paid based on the same terms as all other teachers and according to this policy. Pay will be calculated on a daily basis using the assumption that a full working year consists of 195 days, and periods of employment for less than a day will be calculated on a pro-rata basis.

### Additional Leadership Responsibilities (ALR)

ALRs will be awarded to posts at the discretion of the Trust. An ALR is attached to a specific post and therefore may be shared by two or more people if they are job-sharing that post. ALRs for part-time teachers may be paid on a pro rata basis or may be paid on a fulltime basis depending on the requirements of the ALR. ALRs are reviewed annually to ensure the post holder is still performing the specific post. If an employee relinquishes an additional post they will also relinquish the ALR attached to the specific post.

If an employee is paid on the Leadership scale then it is anticipated any Additional Leadership Responsibilities would be included within their salary meaning any previous ALR's would no longer form part of the individual's total pay.

### Safeguarding Pay

The Trust does not operate any system of "safeguarding" pay in respect of pay increases or allowances for teaching staff. The Trust reserves the right to remove ALRs at its discretion.

### Annual Reviews

The Trust will ensure that each teacher's salary is reviewed annually in line with the performance management procedure. The responsibility for reviews is delegated to headteachers who should ensure wherever possible that all teachers have a review, by no later than 31<sup>st</sup> of October each year, and any increment awarded will be backdated to take effect from 1<sup>st</sup> September each year.

Pay reviews may take place at other times of the year following changes in circumstances or job description that affect the basis for calculating an individual's pay. A written statement will be provided if pay is changed following such a review and no later than one month after the review. The statement will set out the employee's salary and any financial benefits to which they are entitled.

### Pay Progression Based on Performance

Teachers can expect to receive regular, constructive feedback on their performance through regular line management meetings and are subject to annual performance management that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangement for teachers' appraisal is set out in the Trust's performance management policy.

Subject to the Trust's performance management procedure, teachers will be eligible for pay progression (unless at the top of their band) if they meet all their objectives, have evidence of meeting the relevant career stage expectations, and all their teaching and learning is assessed as being at least good. The rate of progression may be differentiated according to individual teacher performance.

In the event that a teacher is unlikely to meet the criteria for pay progression they can expect to be alerted to this and given support to improve their performance.

Early career teachers will usually be appointed at the appropriate band of the Trust's salary scale and can be recommended for pay progression if they successfully complete their first induction year (as part of the statutory ECT programme). It will be possible for a 'no progression' determination to be made in the event that a teacher's does not meet the



expectations of the ECT programme or if it is extended in agreement with the Academy specific ECT assessment body.

To be fair and transparent, assessments of performance will be properly rooted in evidence whilst being proportionate to be able to support robust decisions. Objectives and performance management discussions will not be based on teacher generated data and predictions, or solely on the assessment data for a single group of pupils.

The evidence we will use will be proportionate and may include but is not limited to:

- Feedback from colleagues, parents, pupils, external agencies and leaders
- Observations and learning walks
- Pupil achievement
- Examples of undertaken and delivered CPD
- Support for colleagues across school and Trust
- Subject leadership monitoring and evaluation
- Wider school involvement

Where a teacher is absent due to long term sickness during the academic year or at the time of a salary review, decisions will be contingent upon individual circumstances and based on the employee's performance during relevant periods of attendance. Where a teacher is absent due to pregnancy or maternity or adoption or shared parental leave, decisions will be no less favourable than if the employee had not been absent due to such reasons.

Final decisions about whether or not to accept a pay recommendation will be made by the Trust through the Pay Committee, having regard to the performance management report and taking into account advice from the Headteacher.

### Discretionary Bonus

As a Trust that invests in people, we appreciate the importance of recognising contributions that are outstanding. Headteachers have discretion to make recommendations to the CEO for discretionary bonuses for individuals. Any discretionary bonuses received will be subject to Tax, National Insurance and Pension deductions.

### Movement to Upper Pay Scales

Any qualified teacher paid at least M6 (for a minimum of two years) may submit an application to progress to the Upper Pay Scales. 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 these higher pay ranges.

Applications may be made at least once a year and the employee should express their wish to progress, to their appraiser, at least one term in advance of their performance management review. The employee should bring a portfolio of evidence gathered over their previous two working years, relevant to the level they are applying for, as demonstrated in the Careers Expectations Document. For example, if they are currently on UPS1, they should bring evidence that they are ready and working at UPS2 level.

If it is deemed that further evidence is required, the employee will be allowed to submit this, to their appraiser, within two weeks of their performance management review prior to a decision being made.

It will be expected that a teacher, from becoming M6 upwards would work at each level for a minimum of two years to be able to provide the necessary evidence to progress.

#### Determination of Movement to Upper Pay Scales

All applications in a year will be submitted by the appraiser to the Headteacher for consideration. The Headteacher will then review all applications with the appraisers to ensure all applications are moderated fairly. The Headteacher will then make their recommendations to the Trust pay committee.

The assessment and determination of the pay committee will be made where possible by 30<sup>th</sup> November each year and applicants will receive a response within 10 working days of the date of the determination

If successful, applicants will move to the next pay range level with effect from the start of that academic year.

If unsuccessful, feedback will be provided by the Headteacher within 10 working days of the date of the determination and will be confirmed in writing.

Any appeal against a decision not to move the teacher to the upper pay range should be made through the appeals process below.

## **11. Non-teaching staff within Schools and the Trust Central Team**

### Initial Determination

All support staff at the Trust are paid on the appropriate band on the Trust's salary scale Support staff Framework (see Appendix C). The Trust's support staff includes but is not limited to employees performing the following roles:

- Classroom support staff such as teaching assistants
- Clerical, administrative, financial and operations managers
- Technical staff supporting science, design and technology, food, IT, art etc
- Pastoral staff including learning mentors and safeguarding personnel
- Facilities and site staff

The Trust may also employ casual staff on an hourly paid basis where the requirement for certain types of work is not predictable for example - bank staff covering support staff absences, exam invigilators, music or sports instructors. Hourly rates for casual staff will depend on the qualifications required for the post.

The Trust has full discretion to determine the bands of newly appointed support staff and the point of entry onto the band within the Trust's salary scale. The point of entry on the band will usually be at the minimum point but the Trust may pay at a higher incremental point if this is justified by a new employee's skills or experience.

The Trust has discretion to temporarily re-band staff who are covering for absent colleagues at a higher band. Consideration can be given to the payment of an additional allowance once a member of the support staff has been covering the duties of an absent colleague for more than four weeks and may be backdated to the start of the acting up period. If the relevant duties and responsibilities are being shared, then consideration may be given to paying an honorarium.

The Trust may consider payment of an honorarium in other situations, with the amount depending on the circumstances of each case. In general, this is likely to be considered when an employee performs duties beyond their normal role for a specific task or over an extended period or where the additional duties and responsibilities are exceptionally onerous and required by the Headteacher.

#### Additional Leadership Responsibilities (ALR)

ALRs will be awarded to posts at the discretion of the Trust. An ALR is attached to a specific post and therefore may be shared by two or more people if they are job-sharing that post. ALRs for part-time support staff must be paid on a pro rata basis. ALRs are reviewed annually to ensure the post holder is still performing the specific post. If an employee relinquishes an ALR they will also relinquish the additional allowance attached to the specific post.

#### Safeguarding Pay

The Trust does not operate any system of “safeguarding” pay in respect of pay increases or allowances for non-teaching staff. The Trust reserves the right to remove additional allowances at its discretion.

#### Appraisals and Pay Progression Based on Performance

The Trust will ensure that each non-teaching salary is reviewed annually in line with the performance management procedure. The responsibility for reviews is delegated to headteachers who should ensure wherever possible that all teachers have a review by no later than 31<sup>st</sup> of October each year, and any increment awarded will be backdated to take effect from 1<sup>st</sup> September each year.

Pay reviews may take place at other times of the year following changes in circumstances or job description that affect the basis for calculating an individual’s pay. A written statement will be provided if pay is changed following such a review and no later than one month after the review. The statement will set out the employee’s salary and any financial benefits to which they are entitled.

All members of support staff can expect to receive regular, constructive feedback on their performance and are subject to annual performance management that recognises their strengths and supports their future development. The Trust’s performance management procedure contains further information about the performance management process.

Non-teaching staff will be eligible for pay progression within their band if they meet all their performance objectives and relevant standards and have completed one full year’s employment at the time of the appraisal window (September to November each year). In exceptional circumstances, this can be reduced to ten months.

Where an employee is absent due to long term sickness during the academic year or at the time of a salary review, pay and performance management decisions will take into account individual circumstances and will be based on the employee's performance during relevant periods of attendance. Where an employee is absent due to pregnancy or maternity or adoption or shared parental leave, decisions will be no less favourable than if the employee had not been absent due to such reasons.

Final decisions about whether or not to accept a pay recommendation will be made by the Trust through the Pay Committee, having regard to the performance management report and taking into account advice from the Headteacher.

## **12. All Staff Appeals Procedure**

### **Principles**

An employee who wishes to appeal a decision in relation to their pay must comply with this procedure. The matter should not be raised or dealt with under the Trust's Grievance Policy and Procedure. The reasons for seeking a review may include the person or Committee who made the decision having:

- Incorrectly applied any provision of the pay policy
- Failed to have proper regard for statutory guidance
- Failed to take proper account of relevant evidence
- Took account of irrelevant or inaccurate evidence
- Being biased
- Unlawfully discriminated against the employee

The employee will receive written confirmation of the pay determination and where applicable the basis on which the decision was made.

### **Stage 1 – Informal Discussion with the Appraiser or Headteacher prior to Conformation of Pay Recommendation**

If the employee is not satisfied, they should seek to resolve this by raising the matter informally with the Headteacher within ten working days of the decision before the recommendation is actioned. The Headteacher will arrange a meeting without unreasonable delay.

If the employee is not satisfied with the outcome of the informal discussion with the Headteacher then they may follow Stage 2 – The Formal Appeal process.

### **Stage 2 – A Formal Representation to the Headteacher or the Pay Committee Making the Pay Determination**

If, having had an informal discussion with the person making the pay recommendation, the employee believes that an incorrect recommendation has been made, they may make representation to the person (or pay committee) making the decision.

To begin the process, the employee will provide a formal written statement setting down the specific grounds for questioning the pay decision together with evidence which they consider should be taken into account.

The letter must be sent to the person or committee who made the decision within ten working days of the pay determination or the informal discussion with the Headteacher.

The employee is given the opportunity to make representations, including presenting evidence, calling witnesses, and the opportunity to ask questions at a formal meeting with the person (or committee) who will make the pay determination.

Following this meeting the person (or committee) will make a pay determination that will be communicated to the teacher in writing within 7 days.

### Stage 3 – A Formal Appeal Hearing

Should the employee not agree with the pay determination, they may appeal the decision and have an appeal hearing before an appeals panel of three Trustees who were not party to the original decision.

An appeal against a pay decision can be lodged within 10 working days of the date when the teacher receives written confirmation of their pay decision or of the date when the teacher receives the outcome of the pay determination after the formal representation. It must clearly state the grounds for the appeal.

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 Trust Pay policy
- Failed to have proper regard to statutory guidance
- Failed to take proper account of relevant evidence
- Taken account of irrelevant or inaccurate evidence
- Been biased and/or unlawfully discriminated against the employee

The appeal hearing should be held without unreasonable delay following receipt of the letter of appeal.

The panel may invite the Headteacher to the hearing and they will provide the meeting with any relevant information required by the Trustees. No specific information concerning the remuneration of other members of staff shall be given in the presence of the employee for whom the appeal is being heard. Where the panel requests such pay information from the Headteacher, it will be conveyed confidentially to them alone.

The employee will be given the opportunity to make representations in person.

Both the employee and the Headteacher will have the opportunity to present their evidence and call witnesses; the parties will also be able to question each other. The panel is permitted to ask exploratory questions.

The panel will carefully consider all the evidence that is presented before making a decision. The outcome of the appeal will be communicated to the employee in writing within 7 working days and will include reasons for the decision.

The decision of the panel at the appeal hearing is final and there is no recourse to the general staff grievance procedure. This process performs the function of the grievance procedure on pay matters and decisions cannot therefore be reopened under general grievance procedures.

### **13.Appendices**

<b>Appendix 1</b>	LT2 Teacher Pay Scale (Mirrors STPCD pay Scales)
<b>Appendix 2</b>	LT2 Support Staff Framework and Pay

## Appendix 1 Teacher Pay Scale

<b>LT2 Teacher Pay Scale (Mirrors STPCD pay scales)</b>		
<b>Qualified Teachers</b>		
Spine Point	1 Sept 2022 to 31 Aug 2023	1 Sept 2023 to 31 Aug 2024
<b>Main Pay Range (MPR)</b>		
M1	£28,000	£30,000
M2	£29,800	£31,737
M3	£31,750	£33,814
M4	£33,990	£36,051
M5	£35,990	£38,330
M6	£38,810	£41,330
<b>Upper Pay Range</b>		
U1	£40,625	£43,266
U2	£42,131	£44,870
U3	£43,685	£46,525



<b>Lead Practitioners</b>		
<b>Spine Point</b>	<b>1 Sept 2022 to 31 Aug 2023</b>	<b>1 Sept 2023 to 31 Aug 2024</b>
1	£44,523	£47,417
2	£45,639	£48,606
3	£46,778	£49,819
4	£47,941	£51,058
5	£49,136	£52,330
6	£50,368	£53,642
7	£51,725	£55,088
8	£52,917	£56,357
9	£54,239	£57,765
10	£55,633	£59,250
11	£57,075	£60,785
12	£58,391	£62,187
13	£59,850	£63,741
14	£61,343	£65,331
15	£62,869	£66,956
16	£64,541	£68,737
17	£66,022	£70,314
18	£67,685	£72,085

<b>Unqualified Teachers</b>		
Scale Point	1 Sept 2022 to 31 Aug 2023	1 Sept 2023 to 31 Aug 2024
1	£19,340	£20,598
2	£21,559	£22,961
3	£23,777	£25,323
4	£25,733	£27,406
5	£27,954	£29,772
6	£30,172	£32,134.00

<b>Leadership Group</b>		
Spine Point	1 Sept 2022 to 31 Aug 2023	1 Sept 2023 to 31 Aug 2024
L1	£44,305	£47,185
L2	£45,414	£48,366
L3	£46,548	£49,574
L4	£47,706	£50,807
L5	£48,895	£52,074
L6	£50,122	£53,380
L7	£51,470	£54,816
L8	£52,659	£56,082
L9	£53,973	£57,482
L10	£55,360	£58,959
L11	£56,796	£60,488
L12	£58,105	£61,882
L13	£59,558	£63,430
L14	£61,042	£65,010
L15	£62,561	£66,628
L16	£64,225	£68,400
L17	£65,699	£69,970
L18	£67,351	£71,729
L19	£69,022	£73,509
L20	£70,733	£75,331
L21	£72,483	£77,195
L22	£74,283	£79,112
L23	£76,122	£81,070
L24	£78,010	£83,081

L25	£79,949	£85,146
L26	£81,927	£87,253
L27	£83,956	£89,414
L28	£86,040	£91,633
L29	£88,170	£93,902
L30	£90,365	£96,239
L31	£92,597	£98,616
L32	£94,898	£101,067
L33	£97,256	£103,578
L34	£99,660	£106,138
L35	£102,137	£108,776
L36	£104,666	£111,470
L37	£107,267	£114,240
L38	£109,922	£117,067
L39	£112,601	£119,921
L40	£115,410	£122,912
L41	£118,293	£125,983
L42	£121,258	£129,140
L43	£123,057	£131,056

## Appendix 2 – LT2 Support Staff Framework and Pay

April 2023 - August 2023		Non-Teaching Staff Framework									
Apprentice Band	FTE salaries										
Apprentice 1st Yr	£12,710 to £22,370										
Apprentice 2nd year (18 - 20 years)	£12,710										
Apprentice 2nd year (21+ years)	£16,817										
Core Band	£22,737 to £23,500										
Core 1	£22,737										
Core 2	£23,114	School Administrator	Learning Support / Teaching Assistant (Inexperienced)	Library and Learning Resource Support	Technician	Technician					
Core 3	£23,500										
Proficient Band	£23,500 to £25,119										
Proficient 1	£23,500										
Proficient 2	£24,294	Specialist Administrator (e.g. SEND, Sixth form)	Senior School Administrator	Marketing and Events Coordinator	Curriculum/ Teaching Assistant (Experienced)	SEMH Mentor (inexperienced)	Attendance / Lead First Aider	6th Form Mentor	Premises Officer (Sole) P3- E2	Facilities Officer (Team)	
Proficient 3	£24,702										
Proficient 4	£25,119										
Experienced Band	£25,119 to £27,334										
Experienced 1	£25,119										
Experienced 2	£25,979	Finance Officer	Higher Level Teaching Assistant	Classroom/ Cover Supervisor	EAL/ Inclusion Co-Ordinator	SEMH Mentor (experienced)	Access Arrangements Co-ordinator	IT Technician/ Senior Science Technician	Assistant Head of Year	Facilities Team Leader	
Experienced 3	£26,421										
Experienced 4	£27,334										
Experienced Plus Band	£27,334 to £29,777										
Experienced Plus 1	£27,334										
Experienced Plus 2	£27,803	Operations Manager (Primary)	Vocational Lead	Student Support Lead	EHCP Lead	Family Support Worker (Primary)					
Experienced Plus 3	£28,770										
Experienced Plus 4	£29,777										
Specialist Band	£29,777 to £33,024										
Specialist 1	£29,777										
Specialist 2	£30,296	Personal Assistant (Secondary)	Exams Officer	Senior IT Technician	Family Support and Welfare Officer (Secondary)						
Specialist 3	£31,364										
Specialist 4	£32,076										
Specialist 5	£33,024										
Specialist Plus Band	£33,945 to £37,336										
Specialist Plus 1	£33,945										
Specialist Plus 2	£34,834	Operations Manager (Secondary)	Therapist	Safeguarding Coordinator (Deputy DSL-Secondary)	Student Support and Welfare Officer						
Specialist Plus 3	£35,745										
Specialist Plus 4	£36,648										
Specialist Plus 5	£37,336										