



INSPIRING EXCELLENCE TOGETHER

The Children First Learning Partnership

Pay Policy

2023-2024

(Version 3)

The Pay Policy in respect of the Children First Learning Partnership has been discussed and adopted by the Directors Board after consultation with Unions

Chair of

Mrs N Chell

Responsible

CEO – Mrs A Rourke

Agreed and ratified by the Directors

11th December 2023

To be reviewed:

Autumn 2024

Contents

1. Policy Statement	3
2. Policy Principles	3
3. Roles and Responsibilities	4
4. Teachers Annual Pay Award	4
4.1 Approach to Teachers Pay	4
4.2 Changes to the Model Pay Policy	4
4.3 Annual Pay Review	5
5. Leadership Group Pay	5
5.1 Three Stage Process to Determine Leadership Pay.....	5
5.2 Headteachers / Principals Pay (including Heads of School)	6
5.3 Executive Heads.....	7
5.4 Wider Leadership Pay (Assistant / Deputy)	7
5.5 Pay Progression for Leadership Group	7
6. Teachers Pay	8
6.1 Determining Teachers Pay on Appointment	8
6.2 Pay Progression for Teachers	8
6.3 Teachers on Main Pay Range	9
6.4 Early Career Teachers	9
6.5 Unqualified Teachers.....	10
6.6 Teachers on Upper Pay Range	10
7. Progression to the Upper Pay Range	10
7.1 The Application.....	11
7.2 The Assessment.....	11
7.3 The Outcome.....	12
7.4 Appeals Process.....	12
8. Allowances and Other Payments	12
8.1 Special Educational Needs (SEN) Allowance.....	12
8.2 Teaching and Learning Responsibility (TLR) Payments.....	12
8.2.2 TLR1 and TLR2.....	13
8.2.3 TLR1 Only	13
8.2.4 TLR3 (time limited)	13
8.2.5 TLRs and Safeguarding	14
8.3 Recruitment & Retention Payments.....	14
8.4 Additional Payments.....	14
8.5 Acting Allowance	14
8.6 Unqualified Teachers Allowance	15
9. Safeguarding of Salary (pay protection)	15
10. Working Arrangements	16

10.1	Part- time employees.....	16
10.2	Supply teachers.....	16
11.	Salary Sacrifice Arrangements	16
12.	Appeals regarding pay decisions (Teachers).....	16
12.1	The Appeals Procedure	16
12.2	The Appeals Committee	17
13.	Support Staff	17
13.1	Support Staff Framework.....	18
13.2	Determining support staff pay on appointment	18
13.3	Pay Progression for Support Staff	18
13.4	Regrades and Regrade Appeal Process	19
13.5	Staffing structure changes.....	19
13.6	Honoraria.....	19
14.	Apprentices	19
15.	Monitoring the policy	19
16.	Further Information	19
17.	Appendices	20
17.	Version Control	31

1. Policy Statement

The purpose the Children First Learning Partnership Pay Policy is to set out the framework for making decisions on pay for teachers and support staff including the procedures for determining appeals.

It has been developed to comply with current legislation; the statutory requirements of the School Teachers Pay and Conditions Document ([STPCD](#)) and the Conditions of Service for School Teachers in England and Wales (the Burgundy Book); the Department for Education guidance '[Implementing your school's approach to pay](#)'; the NJC Green Book and the locally agreed 'Framework for Support Staff Profiles' and is compliant with:

- the Employment Relations Act 1999(47),
- the Equality Act 2010(48),
- the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000(49) and;
- the Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002(50).

This policy is reviewed annually and has been developed in consultation with the relevant trade unions and professional associations.

2. Policy Principles

The aim of this pay policy is to:

- Support the recruitment and retention of a high-quality workforce.
- Enable schools within the Children First Learning Partnership to recognise and reward employees appropriately for their contribution.
- Ensure pay decisions and pay progression are compliant with the national pay framework as specified in the annually published School Teachers Pay & Conditions Document ([STPCD](#)), the Burgundy Book and NJC Green Book.
- Ensure that pay decisions are made using objective criteria so that there is no discriminatory effect on any group of employees with a protected characteristic under the Equality Act 2010.
- Ensure that the health, safety and wellbeing of employees is considered, and that the policy has a minimum impact on their workload.
- Ensure that implementation of the pay award complies with the National Minimum and Living Wage.

3. Roles and Responsibilities

Pay decisions are made by the Director Board which may delegate pay responsibilities to the Finance Audit Resource and Risk Committee (FARRC). The Finance Audit Resource and Risk Committee shall establish and review the pay policy, subject to the approval of the Directors Board and have the authority to take pay decisions on behalf of the Board of Directors in line with the policy. The role and responsibilities of the Finance Audit Resource and Risk Committee are outlined at **Appendix 2**. When taking pay decisions, the Finance Audit Resource and Risk Committee must have regard to both the pay policy and the staffing structure. The Pay Policy and staffing structure should be made available to all employees.

It is acknowledged that staff who have TUPE transferred into the Trust will be paid in line with transferred terms and conditions until such time as alternative terms are consulted upon and agreed with recognised unions.

4. Teachers Annual Pay Award

September 2023

As per the School Teachers Pay and Conditions Document 2023 ([STPCD](#)) the following has been agreed:

- A minimum of 6.5% increase will be applied to all pay and allowance ranges and advisory points, apart from a higher uplift for M1 of 7.1%
- Any payments as a result of this year's pay award or due to annual pay progression decisions for all eligible teachers following appraisal will be back dated to 1 September 2023.

The statutory pay ranges including the STPCD advisory pay points for main pay, upper pay and the unqualified teachers' pay range (UTPR) from 1 September 2023 can be found in **Appendix 1(a)**

4.1 Approach to Teachers Pay

The Local Government Association (LGA) circular detailing the STPCD advisory pay points for main, upper and unqualified teachers' pay ranges and model pay points for all other pay ranges can be found in **Appendix 1(b)**.

Annual pay progression for teachers should be based on performance determined during the annual appraisal. As per the [STPCD](#) the expectation is that good classroom teachers should normally reach the maximum of the main pay range within five years.

4.2 Changes to the Model Pay Policy

The Children First Learning Partnership will consult trade unions/professional associations and staff with regard to the local provisions of their pay policy.

Consultation must take place with a representative who is authorised to negotiate on behalf of the trade unions / professional associations.

The Children First Learning Partnership will discuss any changes they may be considering with their HR provider in the first instance.

4.3 Annual Pay Review

The Finance Audit Risk and Resource Committee (FARRC) will ensure that every teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October. In the case of headteachers, the deadline is 31 December. All teachers must be given a written statement setting out their salary and any other financial benefits to which they are entitled.

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 employee's pay.

Where a pay review leads to a period of safeguarding (pay protection) the Children First Learning Partnership must inform the employee as soon as possible but no later than one month after the date of the decision.

5. Leadership Group Pay

The determination of leadership group pay introduced in the STPCD 2014 should only be applied to individuals appointed to a leadership post on or after 1 September 2014, or whose responsibilities have significantly changed on or after that date.

5.1 Three Stage Process to Determine Leadership Pay

A three-stage process should be adopted by Finance Audit Resource and Risk Committee (FARRC) determine leadership pay. This provides greater flexibility to make pay decisions to attract a CEO, headteachers and other members of the leadership team.

The three stages are detailed below, and further guidance can be found in the [DfE Guide 'Implementing your school's approach to pay'](#).

1. Define the role and determine the headteacher group (calculate the total unit score for the school in accordance with part 2 of the [STPCD](#)).
2. Set the indicative pay range (consider the complexities of the school's internal and external factors).
3. Decide the starting salary within the individual pay range (taking into consideration relevant skills and attributes, ensuring room for performance related progression as additional allowances are now restricted).

Adopting this approach will ensure that pay is reflective of the complexities of the school and use of allowances to enhance pay should not apply in most cases as these determinations should now be made from the outset.

5.2 Headteachers / Principals Pay (including Heads of School)

Within the Trust the CEO, Headteachers and Heads of School must be paid within the current statutory pay range detailed in **Appendix 1(a)**.

Within the Trust, the headteachers pay ranges are:

	England and Wales	
	Min	Max
Group 1	£53,380	£71,019
Group 2	£56,082	£76,430
Group 3	£60,488	£82,258
Group 4	£65,010	£88,530
Group 5	£71,729	£97,639
Group 6	£77,195	£107,700
Group 7	£83,081	£118,732
Group 8	£91,633	£131,056

The [STPCD](#) describes how headteachers pay is calculated within a school using the school unit total (modified unit total in the case of special schools) which identifies the headteacher group.

Individual pay ranges for headteachers may be whatever length the Finance Audit Resource and Risk Committee (FARRC) deems appropriate (within the nationally agreed pay ranges), as per 6.2 and may or may not include fixed scale points.

Pay ranges for headteachers should be no less than the group minimum and should not normally exceed the maximum of the headteacher group. However, the headteacher's pay range may exceed the maximum where the relevant body determines that circumstances specific to the role or candidate warrant a higher than normal payment. However, this would be in agreement with the CEO and Board of Directors.

The Board of Directors must ensure that the maximum of the CEO and headteacher's pay range and any additional payments does not exceed the maximum of the headteacher group by more than 25% other than in exceptional circumstances; in such circumstances, the governing body must seek external independent advice before providing such agreement and support its decision with a written business case.

Should there be a requirement to make temporary payments to headteachers for undertaking additional responsibilities further advice can be found in the [STPCD](#).

5.3 Executive Heads

Pay determination for executive heads (a headteacher responsible and accountable for more than one school) should be based on the calculation of the total number of pupil units across all schools, see 5.1. The Finance Audit Resource and Risk Committee (FARRC) should then determine the headteacher's starting point in that range. There is an expectation that temporary arrangements will be time-limited and subject to regular review and the maximum duration should be no longer than two years.

Consideration needs to be given to the remuneration of deputy and assistant heads who, as a result of the headteacher's role, take on additional responsibilities. An increase in remuneration should only be agreed where the post accrues additional extra responsibilities as a result of the headteacher's enlarged role, it is not automatic.

5.4 Wider Leadership Pay (Assistant / Deputy)

Wider leadership roles must be paid within the current statutory pay range detailed in **Appendix 1(a)**.

Within the Children First Learning Partnership, the Wider Leadership posts of Assistant Heads are linked to the group size of each school.

For wider leadership posts, the Finance Audit Resource and Risk Committee (FARRC) should consider how the role fits within the leadership structure of the school. The pay range for a deputy or assistant headteacher should only overlap the headteacher's pay range in exceptional circumstances. Individual pay ranges for deputy and assistant headteachers may be of whatever length the Finance Audit Resource and Risk Committee (FARRC) deems appropriate (within the nationally agreed Leadership pay range), allowing room for progression, and may or may not include the model pay points.

5.5 Pay Progression for Leadership Group

The CEO will be appraised annually by the Board of Directors supported by a suitably skilled and experienced external adviser or an internal board member who has been appointed by or given responsibility by the Board of Directors for that purpose.

The Headteachers and Heads of School will be appraised by the CEO.

Wider leadership group pay will be reviewed annually taking into account the performance objectives set in line with the Children First Learning Partnership's Appraisal Policy. The headteacher will propose a pay progression decision to the Finance Audit Resource and Risk Committee (FARRC) following appraisal for all wider leadership roles.

As per the [STPCD](#) the Finance Audit Resource and Risk Committee (FARRC) must decide how pay progression will be determined within the agreed pay range, subject to the following:

- any agreed pay progression must be related to the individual's performance, as assessed through the Children First Learning Partnership's appraisal arrangements;
- sustained high quality of performance having regard to the results of the most recent appraisal;
- a recommendation on pay must be made in writing as part of the individual's appraisal report, and in making its decision the Finance Audit Resource and Risk Committee (FARRC) must have regard to this recommendation;
- the pay decision must be confirmed to the leadership member in writing along with the reasons for the pay decision and provide the right of appeal against the pay decision.

This pay policy determines that members of the leadership group will receive a pay award in line with local pay progression arrangements following a successful appraisal, which may include enhanced progression where appropriate.

6. Teachers Pay

Teachers must be paid within the current statutory pay ranges detailed in **Appendix 1(a)**.

6.1 Determining Teachers Pay on Appointment

On appointment the Finance Audit Resource and Risk Committee (FARRC) will determine the starting salary to be offered to the successful candidate within the appropriate pay range.

In making such determinations, the Finance Audit Resource and Risk Committee (FARRC) will consider a range of factors including:

- the nature of the post
- the nature of the qualifications, skills and number of years' experience required
- the wider school structure
- current salary (consider the principles of pay portability as detailed in the [DfE Guidance 'Implementing your school's approach to pay'](#))

6.2 Pay Progression for Teachers

Teachers pay will be reviewed annually taking account the performance objectives set in line with the Children First Learning Partnership's Appraisal Policy. The Finance Audit Resource and Risk Committee (FARRC) must decide how pay progression will be determined within the relevant pay range, subject to the following:

- any agreed pay progression must be related to the individual's performance, as assessed and recorded via the school's appraisal arrangements;
- that they meet the Teacher Standards ([see STPCD – Annex. 1](#)), a recommendation on pay must be made as part of the individual's appraisal

report, and in making its decision the Finance Audit Resource and Risk Committee (FARRC) must have regard to this recommendation;

- the pay decision must be confirmed to the teacher in writing along with the reasons for the pay decision and provide the right of appeal against the pay decision;
- all pay decisions must be objectively justified and based on evidence documented in the annual appraisal.

This pay policy determines that a teacher will receive pay progression in line with local pay progression arrangements (which may include enhanced progression where appropriate) following a successful appraisal. As per the [STPCD](#) the expectation is that good classroom teachers should normally reach the maximum of the main pay range within five years.

Where the appraisal objectives have not been met as defined in the Children First Learning Partnership's Appraisal Policy, there may be no recommendation to progress pay. If a teacher is unlikely to meet their objectives, this should be discussed with them in a timely manner and well in advance of the final appraisal meeting. A teacher does not have to be engaged in performance improvement measures before pay progression can be paused.

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 consideration will be given where staff have been absent for long periods e.g. due to sickness or maternity leave. Schools should consider an employee's performance either before or after a period of absence and consideration must be given on a case-by-case basis. When a teacher returns to work from maternity leave, the school must give the employee any pay increase that they would have received, following the appraisal, had they not been on maternity leave. Schools should refer to their HR provider for further advice.

6.3 Teachers on Main Pay Range

Within the Children First Learning Partnership the teachers main pay range is:

Main Pay Range	£30,000	£41,333
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Pay progression for teachers on the Main Pay Range will be subject to performance as described in 6.2.

6.4 Early Career Teachers

In the case of ECTs, whose appraisal arrangements are different, pay decisions will be made by means of the [statutory induction process](#) set out in the Education (Induction Arrangements for School Teachers) England (Regs 2012).

ECTs should not be negatively affected by the extension of the induction period from one to two years. This change does not prevent awarding pay progression to ECTs at the end of the first year.

6.5 Unqualified Teachers

Within the Children First Learning Partnership the teachers Unqualified Pay Range is:

Unqualified Range	£20,598	£32,134
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Unqualified teachers' pay progression will be subject to performance and as described in 6.2.

Upon obtaining qualified teacher status (QTS) an unqualified teacher must be transferred to a salary within the main pay range for teachers. The teacher must then be paid a salary which is the same as, or higher than, the sum of the salary in the unqualified pay range (including any safeguarded sum payable) as the Finance Audit Resource and Risk Committee (FARRC) considers to be appropriate.

6.6 Teachers on Upper Pay Range

Within the Children First Learning Partnership the Upper Pay Range is:

Upper Pay Range	£43,266	£46,525
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Pay progression for teachers on the Upper Pay Range will be subject to performance and as described in 6.2.

7. Progression to the Upper Pay Range

Qualified teachers may apply to progress to the Upper Pay Range once a year in line with the assessment criteria set out below. It is the responsibility of the teacher to decide whether they wish to apply to be paid on the Upper Pay Range.

If a teacher is simultaneously employed at another school, they may submit separate applications if they wish to apply to be paid on the Upper Pay Range. Schools are not bound by any pay decision made by another school.

Schools should avoid confusing or conflating the criteria and factors for the award of TLR payments with the criteria for movement to the upper pay range, both within the context of additional responsibilities, objective-setting and when making pay decisions.

7.1 The Application

A template 'Upper Pay Range Application Form' is provided in **Appendix 3**.

A teacher wishing to apply to progress to the Upper Pay Range should submit their application no later than **31 October** each year.

All applications should include the results of the most recent appraisal, including any recommendation on pay. Evidence should be proportionate and readily available from day to day practice in school. When such information isn't available e.g. those returning from maternity leave or sickness absence, a written statement and summary of evidence designed to demonstrate the applicant has met the assessment criteria can be submitted by the applicant providing evidence from previous appraisals.

Applications should be submitted to the Executive Head or Headteacher (as applicable).

7.2 The Assessment

The assessor must be qualified to undertake the assessment. Within the Children First Learning Partnership the assessment will be undertaken by Executive Head or Headteacher (as applicable) via consultation with the CEO.

The assessor will then submit their recommendation to the Finance Audit Resource and Risk Committee regarding the outcome of the application along with the reasons for their recommendation.

An application from a qualified teacher will be successful where the Finance Audit Resource and Risk Committee (FARRC) is satisfied that:

- (a) the teacher is highly competent in all elements of the relevant standards; and
- (b) the teacher's achievements and contribution are substantial and sustained.

For the purposes of this pay policy:

- **'highly competent'** may mean

Performance which is not only good enough to provide coaching or mentoring to other teachers but give advice to them 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 to meet the relevant standards and develop their teaching practice.

- **'substantial'** may mean

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 pupils' standards, take advantage of appropriate opportunities for professional development and use outcomes effectively to improve pupils' learning.

- **‘sustained’** may mean

Maintained continuously over a significant period of time which would normally be no more than two years. Within this Trust the period considered is 2 years for both full time and part time employees.

7.3 The Outcome

The assessment should be made within 10 working days of the receipt of the application or the conclusion of the appraisal process, whichever is later.

If successful, a teacher will move to the Upper Pay Range from the previous 1 September and will normally be placed on the bottom of the range.

If unsuccessful, face to face supportive and developmental feedback will be provided then followed up in writing by the headteacher as soon as possible and at least within 5 working days of the decision.

7.4 Appeals Process

Any appeal against a decision not to move a teacher to the Upper Pay Range will be heard under the general appeals arrangements set out in Section 12.

8. Allowances and Other Payments

Allowance ranges prescribed annually within the [STPCD](#) are detailed within **Appendix 1(a)**

8.1 Special Educational Needs (SEN) Allowance

There are no current SEN Allowances within our pay structure.

8.2 Teaching and Learning Responsibility (TLR) Payments

The values of the TLRs to be awarded within the Trust are:

	England and Wales	
	Min	Max
TLR 2	£3,214	£7,847

The Finance Audit Resource and Risk Committee (FARRC) should award a TLR payment to a classroom teacher for undertaking 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.

8.2.1 Eligibility Criteria

A TLR 1 and 2 will be paid while a teacher remains in the same post or occupies another post temporarily in the absence of a post-holder who is eligible for a TLR. Unqualified teachers may not be awarded TLRs. Teachers cannot hold a TLR1 and TLR2 concurrently but a teacher in receipt of either a TLR1 or TLR2 may also hold a concurrent TLR3.

8.2.2 TLR1 and TLR2

Before awarding a TLR, the Finance Audit Resource and Risk Committee must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers, and that it-

- 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 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.

Both TLR 1 and 2 are pro rata'd for part time workers.

8.2.3 TLR1 Only

Before awarding a TLR 1, the Finance Audit Resource and Risk Committee (FARRC) must be satisfied that the significant responsibility referred to in the previous paragraph includes in addition, line management responsibility for a significant number of people.

8.2.4 TLR3 (time limited)

Before awarding a TLR 3, the Finance Audit Resource and Risk Committee (FARRC) must be satisfied that the significant responsibility referred to in the previous paragraphs apply, except:

- c) requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum; and
- e) involves leading, developing and enhancing the teaching practice of other staff.

The Finance Audit Resource and Risk Committee (FARRC) will ensure that the use of TLR3 applies only to clearly time limited school improvement projects or one-off externally driven responsibilities and where there is a genuine development or operational need. TLR3's should not be awarded consecutively for the same responsibility unless that responsibility relates to tutoring to deliver catch-up support to pupils on learning lost during the pandemic.

TLR3 payments will not be used to replace or otherwise limit teachers' pay progression on the Main, Upper or Leading Practitioner Pay Ranges. A TLR3 is not pro rata'd for part time staff.

8.2.5 TLRs and Safeguarding

If, as a result of a change in the school's staffing structure, the Finance Audit Resource and Risk Committee (FARRC) determines that a teacher's duties will no longer attract a TLR 1 or TLR 2, safeguarding principles will apply as outlined in the [STPCD](#).

Teachers in receipt of a safeguarding payment who are temporarily paid a TLR sum to cover the responsibilities of a permanent post-holder will revert to their safeguarded allowance when the period of temporary cover finishes.

TLR3 payments are not subject to safeguarding.

8.3 Recruitment & Retention Payments

The Finance Audit Resource and Risk Committee (FARRC) may make such payments or provide such other financial assistance, support or benefits to a teacher as it considers to be necessary as an incentive for the recruitment of new teachers and the retention of existing teachers.

The Finance Audit Resource and Risk Committee (FARRC) should make clear at the outset the value, expected duration of any incentive and benefits and the review date after which they may be withdrawn.

The Board of Directors will conduct annual review of all incentives, support or benefits.

The CEO, Headteachers, deputy headteachers and assistant headteachers may not be awarded recruitment and retention payments other than as reimbursement of reasonably incurred housing or relocation costs.

For further guidance on recruitment and retention payments please refer to the [STPCD](#).

8.4 Additional Payments

The Finance Audit Resource and Risk Committee may agree additional payments to a teacher, other than the CEO or 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.

As per the [STPCD](#) teachers are not eligible for honoraria payments. Within the Children First Learning Partnership additional payments are not made, however the criteria above may be used by our schools to identify potential instances that they see fit in consultation with the CEO.

8.5 Acting Allowance

Where a teacher temporarily carries out duties of a headteacher, deputy headteacher or assistant headteacher, the Finance Audit Resource and Risk Committee (FARRC),

within the period of four weeks beginning on the day on which such duties are first assigned, will determine whether or not an ‘acting allowance’ should be paid.

Where agreed, the acting allowance should be paid from the day the duties commence and ensure that the teacher’s total remuneration is not lower than the minimum of the respective pay range for the period of the acting up.

8.6 Unqualified Teachers Allowance

The Finance Audit Resource and Risk Committee (FARRC), may determine that it is appropriate to pay an additional allowance to an unqualified teacher where it considers, in the context of its staffing structure and pay policy, that the teacher has:

- A. taken on a sustained additional responsibility which:
 - i. is focused on teaching and learning; and
 - ii. requires the exercise of a teacher’s professional skills and judgment; or
- B. qualifications or experience which bring added value to the role being undertaken.

9. Safeguarding of Salary (pay protection)

Where pay decisions are taken which lead to a teacher receiving safeguarding, they will be given written notification as soon as possible and no later than one month after the decision.

Circumstances which may lead to safeguarding are;

- Where the school staffing structure has changed.
- Where the duties and responsibilities which have led to the payment of a TLR 1 or 2 are no longer required.
- Where the governing body agrees to reduce the number of teachers within the leadership or leading practitioner ranges.
- Where the governing body lower a pay range applicable to teachers within the leadership leading practitioner group.

A safeguarded sum will not be increased during the safeguarding period. The safeguarded sum will be payable for a maximum period of three years from the relevant date as per the [STPCD](#).

Teachers entitled to safeguarding in excess of £500 may be required to undertake additional responsibilities commensurate with the safeguarded sum for the period of safeguarding.

There is provision for teachers who occupy another post on a temporary basis to have their safeguarding restored on return to their original post (unless it would otherwise have ceased).

For more information, please refer to the [STPCD](#).

10. Working Arrangements

10.1 Part-time employees

The Children First Learning Partnership will apply the provisions of the [STPCD](#) in relation to part-time teachers' pay and working time and ensure that no employee receives less favourable treatment by virtue of the fact that they work part-time.

10.2 Supply teachers

Supply teachers hired directly will be paid in accordance with the [STPCD](#). The pay of supply teachers employed via agencies is determined via the agency concerned.

11. Salary Sacrifice Arrangements

A salary sacrifice arrangement refers to any arrangement under which an employee gives up the right to receive part of their gross salary in return for the employer's agreement to provide them with a benefit-in-kind.

12. Appeals regarding pay decisions (Teachers)

A teacher may request a review of any decision taken in relation to their pay due to one or more reasons specified in the list below, which is not exhaustive.

- a) Incorrectly applied any provision of the relevant conditions of service or pay policy.
- b) Failed to have proper regard for statutory guidance.
- c) Failed to take proper account of relevant evidence.
- d) Took account of irrelevant or inaccurate evidence.
- e) Was biased or otherwise unlawfully discriminated against the employee.

12.1 The Appeals Procedure

It is recommended that a teacher is informed of a pay recommendation before it is ratified by the Finance Audit Resource and Risk Committee (FARRC). The opportunity to discuss a pay decision before it is made may also mitigate the need for a formal appeal. The recommended order of proceedings is as follows:

1	The teacher is informed of the pay recommendation and the basis on which the recommendation has been made.
2	If the teacher is not satisfied, he/she should seek to resolve this by discussing the matter informally (normally with the headteacher).
3	Following the discussion, the pay recommendation will be submitted to the Finance Audit Resource and Risk Committee (FARRC) and their decision will be communicated to the teacher in writing.
4	Where the teacher continues to be dissatisfied, he/she may follow a formal appeal process.

5	The teacher should set down in writing the reason(s) for questioning the pay decision as defined in point 12. Above and send it to the chair of the appeal committee normally within 10 working days of receiving the outcome. This time limit may be extended by either side if sufficient reason is given.
6	The teacher should be invited to an appeal meeting where they and the appeal committee can discuss the original pay decision, ask questions and provide further information relevant to the decision.
7	Following the appeal, the committee must reach a decision and relay this to the teacher in writing as soon as possible, normally no later than 5 working days, including their rationale for reaching the decision

12.2 The Appeals Committee

Any appeal should be heard by a panel of three Directors who were not involved in the original determination. The teacher will be given the opportunity to make representations in person or may wish to delegate this to their representative.

For any formal hearing or appeal the teacher is entitled to be accompanied by a work colleague or union representative. Each step and action of this process must be taken without unreasonable delay. The timing and location of the formal meeting must be reasonable and there should be opportunity to re-schedule if necessary. The formal meeting must allow both parties to explain their cases.

The process is consistent with the provisions of employment law. The appeal committee's decision is final and, as per the [STPCD](#), there is no recourse to the general staff grievance procedure.

Further guidance on the appeals procedure and the appeal hearing can be found in the [DfE Guidance 'Implementing your school's approach to pay'](#). Schools may also wish to obtain further advice regarding appeals from their HR provider.

13. Support Staff

The Children First Learning Partnership current pay structure for support staff is detailed in **Appendix 1** based on the SCC Pay Structure.

All support staff employed within the Children First Learning Partnership will be paid in accordance with the conditions of service agreed by the National Joint Council (NJC) for Local Government Services (referred to as the "Green Book" in this policy).

The [Framework of Support Staff Profiles](#) and Pay and Grading Structure form part of this Pay Policy. The Children First Learning Partnership pay structure consists of sixteen grades which incorporate the nationally agreed NJC pay spine.

13.1 Support Staff Framework

The Children First Learning Partnership has adopted Staffordshire Council's Framework of Support Staff Profiles to ensure that the requirements of the Single Status Agreement 1997 are met. The Board of Directors has the power to determine the job description and person specifications within the Framework that match the duties and responsibilities covered by positions within the support staffing structure for the school.

The pay and grading of support staff, attached to the framework, is determined by the single status pay and grading structure agreed by the County Council and the recognised Green Book trade unions from 1 April 2019. In adopting the Single Status Pay and Grading Structure and Framework the Governing Body is assured that all decisions will be based on a fair and objective approach to pay and grading according to criteria laid down in the relevant national agreements.

The pay structure is based on a 'points to pay' relationship, determined through a job evaluation process therefore ensuring equal pay for work considered of equal value.

13.2 Determining support staff pay on appointment

All support staff will be appointed to a profile within the [Framework of Support Staff Profiles](#).

As the Children First Learning Partnership's pay structure reflects a points-to-pay relationship the points attached to each post within the Framework determine the salary (grade) that will be paid.

Each grade has a number of spinal column points (SCPs) within it. New employees will normally start at the bottom of the grade unless there is a market forces issue which requires consideration to appoint further up the grade.

Support staff increment annually to the next SCP on 1 April until they reach the maximum of the assigned grade. If an employee commences in role between 1 October and 31 March, they increment on the 6-month anniversary of their start date and then 1 April thereafter until the maximum of the grade is reached.

Where an employee moves from one post to another of the same grade, they should be appointed to the same spine reached. If an employee is promoted from one grade to the next and the grades overlap, where the employee is on the maximum of the old grade, they should be appointed to the second spine in the new grade.

13.3 Pay Progression for Support Staff

In April of each year employees will automatically move to the next SCP within the grade until they reach the maximum of the grade. In addition, employees will receive any nationally agreed cost of living pay increase.

Support staff will receive an annual appraisal in line with the Schools Appraisal Policy however there should be no link between performance and pay progression as

incremental progression is based on time in post including the maximum spine within each grade.

13.4 Regrades and Regrade Appeal Process

The Grading Policy which outlines the regrade process and appeal mechanism for support staff can be found on the Children First Learning Partnership website.

13.5 Staffing structure changes

The staffing structure is normally reviewed annually. When this review covers the support staff structure the Board of Directors (through the Finance Audit Resource and Risk Committee) will use the Framework of Support Staff Profiles to determine the positions within the support staff structure and the pay grade applicable to the post.

Where applicable, pay protection for support staff is three years for employees on grades 1 to 11 and one year for employees on grade 12 upwards, or until their salary exceeds the protected pay value, whichever falls sooner. During this time no pay awards are payable and once the protected value is reached employees will be paid at the top of the grade of the post they have been redeployed into. For further guidance governing bodies should refer to their HR provider.

13.6 Honoraria

The NJC “Green Book” requires that there should be arrangements for recognising temporary additional duties where an employee ‘acts up’ in the absence of a more senior employee or assumes additional responsibilities. The higher salary should be backdated to the first day the acting up or additional duties commenced. This does not apply, however, if the absence is due to annual leave. Governing bodies should refer to their HR Provider for guidance on honoraria.

14. Apprentices

Apprentices must be paid at least the Government’s National Minimum Wage rates. Those on a post-graduate teaching apprenticeship must be paid in accordance with the minimum of the unqualified teachers’ pay range for the training period.

15. Monitoring the policy

The Board of Directors will monitor the outcomes and impact of this policy annually, including trends in progression across specific groups of teachers, to assess its effect and the Trust’s continued compliance with equalities legislation.

16. Further Information

- [Equality Act 2010: advice for schools](#)
- [School Teachers’ Review Body 32nd report: 2022](#)
- [School Teachers Pay and Conditions Document 2023](#)
- [DfE Guidance ‘Implementing your school’s approach to pay’](#)

Appendix 1a Statutory Pay Ranges & Advisory Pay Points - 1 September 2023

The statutory pay ranges as specified in the School Teachers Pay and Conditions Document 2023 are:

Headteacher Pay Ranges

	England and Wales	
	Min	Max
Group 1	£53,380	£71,019
Group 2	£56,082	£76,430
Group 3	£60,488	£82,258
Group 4	£65,010	£88,530
Group 5	£71,729	£97,639
Group 6	£77,195	£107,700
Group 7	£83,081	£118,732
Group 8	£91,633	£131,056

Main Pay & Upper Pay Ranges including Advisory Pay points

Main Pay Range	Advisory Pay Points
M1 (MPR Minimum)	£30,000
M2	£31,737
M3	£33,814
M4	£36,051
M5	£38,330
M6 (MPR Maximum)	£41,333
Upper Pay Range (UPR)	Advisory Pay Points
U1 (UPR Minimum)	£43,266
U2	£44,870
U3 (UPR Maximum)	£46,525

Unqualified Pay Range including Advisory Pay Points

Unqualified Pay Range	Advisory Pay Points
U1 (UTPR Minimum)	£20,598
U2	£22,961
U3	£25,323
U4	£27,406
U5	£29,772
U6 (UTPR Maximum)	£32,134

Other Teachers Pay Ranges

	England and Wales	
	Min	Max
Leadership	£47,185	£131,056
Leading Practitioner	£47,417	£72,085

Allowances Ranges

	England and Wales	
	Min	Max
TLR 1	£9,272	£15,690
TLR 2	£3,214	£7,847
TLR 3	£639	£3,169
SEN	£2,539	£5,009

Appendix 1b LGA Pay Reference Circular - School Teachers' Pay 2023/24

14 August 2023



Dear colleague

LGA Pay Reference Circular - School Teachers' Pay 2023/24

Introduction

The Department for Education (DfE) is expected to publish the final, updated School Teachers' Pay and Conditions Document (STPCD) 2023 early in November (backdated to 1 September 2023). Local authorities and other school employers have continued to request that we publish this circular early so that they can plan in anticipation of the proposed pay uplifts being agreed as detailed in the **current draft STPCD 2023**, but **please remember that this is being published while the official consultation period is still running.**

Process and timeline for completion of the 2023 pay cycle

The Government's deadline for statutory consultee's (including **NEOST**) to respond to the proposed pay award (draft STPCD 2023) is 21 September 2023. Once the Government has had time to consider the consultation responses, the final STPCD 2023 will be laid in parliament for a 21-calendar day 'praying period' to enable Members of Parliament (MPs) to raise any objections. The DfE have estimated this will take place around mid-October 2023. This is the statutory process and while in theory this means an MP could submit changes to the STPCD, this has never happened in practice (hence the requests for us to publish this circular as early as possible, which we are doing but also reminding colleagues of that important detail).

Headlines on teachers' pay 2023

The Government has accepted the School Teachers' Review Body's (STRB's) recommendations in full for 2023. Headlines include:

- 6.5 per cent uplift to all pay points and allowances for both teachers and leaders, apart from;
- higher uplift for M1 of 7.1 per cent for England and 6.8 per cent for the Fringe.

Pay reference points

Greater flexibility was introduced into the pay arrangements for schoolteachers in 2014. It has become increasingly difficult since then to issue joint national guidance that is straightforward for the remaining leadership pay ranges that do not have advisory pay points within the STPCD. The last time we issued joint guidance with the teaching unions on reference points was in 2014. From 2015 onwards our aim has been to set out within this circular, issues that will influence local decision-making and then to calculate what we think are likely to be the most common models.

It is recognised that some authorities and schools will have local pay structures, which have not followed the STPCD advisory pay points. You will note that the STPCD Advisory Main Pay Range pay points do not include points 6a and 6b, which have been used by some local authorities and schools and have been a past feature of the LGA modelled pay scales, up to 2019. The STPCD does not contain guidance on how assimilation onto the proposed advisory pay points should be managed in these cases, and local authorities and schools will need to determine (in consultation with their unions and staff representative bodies) an appropriate methodology and timescale where they choose to move to the published advisory pay points.

The **NEOST** view based on feedback from our stakeholders is that the majority of schools still welcome the clarity of a consistent pay spine, produced and shared by the LGA, across all the pay ranges. This can then be used locally to manage the required performance-related progression at school-level. School pay policies for 2022/23 will have set out the basis for determining the level of any pay progression for the school's teachers and leaders from 1 September 2023. There remains broad support within the sector for not conflating the STRB recommended award and performance awards.

For the avoidance of doubt, we are not recommending any particular approach be taken.

The **appendix** contains, the **proposed** STPCD 2023 advisory pay spine for the Unqualified Teachers, Main and Upper Pay Ranges.

Please note, points 18*, 21*, 24*, 27*, 31*, 35*, 39* and 43 on the Leadership Pay Range are the proposed salary figures for head teachers at, or moving to, the top of the school group ranges only. These different figures are a legacy of the 2015 STPCD which provided for no uplift to the maxima of the eight head teacher group ranges.

All the **information relating to 2023 Teachers’ pay and the STRB process, including the tracked changed draft STPCD 2023** can be found on the LGA website.

Yours faithfully,

Selena Lansley
Senior Adviser (Workforce and Negotiations)

Proposed unqualified
teacher pay range

Proposed STPCD Unqualified teachers’ pay range - advisory reference points 2023/24		England	Fringe area	Outer London	Inner London
Minimum	U1	20,598	21,933	24,415	25,831
	U2	22,961	24,293	26,779	28,194
	U3	25,323	26,656	29,141	30,557
	U4	27,406	28,738	31,229	32,640
	U5	29,772	31,102	33,590	35,000
Maximum	U6	32,134	33,464	35,954	37,362

Proposed main pay range

Proposed STPCD Main Pay Range - advisory reference points 2023/24		England	Fringe Area	Outer London	Inner London
Minimum	M1	30,000	31,350	34,514	36,745
	M2	31,737	33,150	36,320	38,491
	M3	33,814	35,204	38,219	40,318
	M4	36,051	37,436	40,218	42,233
	M5	38,330	39,687	42,654	44,615
Maximum	M6	41,333	42,689	46,001	47,666

Proposed upper pay range

Proposed STPCD Upper Pay Range - advisory reference points 2023/24		England	Fringe Area	Outer London	Inner London
Minimum	U1	43,266	44,579	47,592	52,526
	U2	44,870	46,179	49,353	55,107
Maximum	U3	46,525	47,839	51,179	56,959

gap

Proposed leading practitioners' pay range

Proposed STPCD Leading Practitioners pay range – min. and max. pay range 2023/24		England	Fringe Area	Outer London	Inner London

Minimum	47,417	48,723	51,179	56,377
Maximum	72,085	73,393	75,850	81,051

Proposed discretionary leadership reference points 2023/24

	England	Fringe Area	Outer London	Inner London
1	47,185	48,484	50,929	56,100
2	48,366	49,668	52,113	57,288
3	49,574	50,876	53,314	58,500
4	50,807	52,116	54,555	59,731
5	52,074	53,383	55,822	61,004
6	53,380	54,685	57,124	62,304
7	54,816	56,126	58,565	63,745
8	56,082	57,383	59,826	65,007
9	57,482	58,785	61,225	66,402
10	58,959	60,261	62,703	67,880
11	60,488	61,789	64,229	69,407
12	61,882	63,189	65,629	70,807
13	63,430	64,737	67,178	72,351
14	65,010	66,316	68,749	73,933
15	66,628	67,928	70,368	75,545
16	68,400	69,705	72,144	77,324
17	69,970	71,285	73,718	78,896
18*	71,019	72,311	74,730	79,856

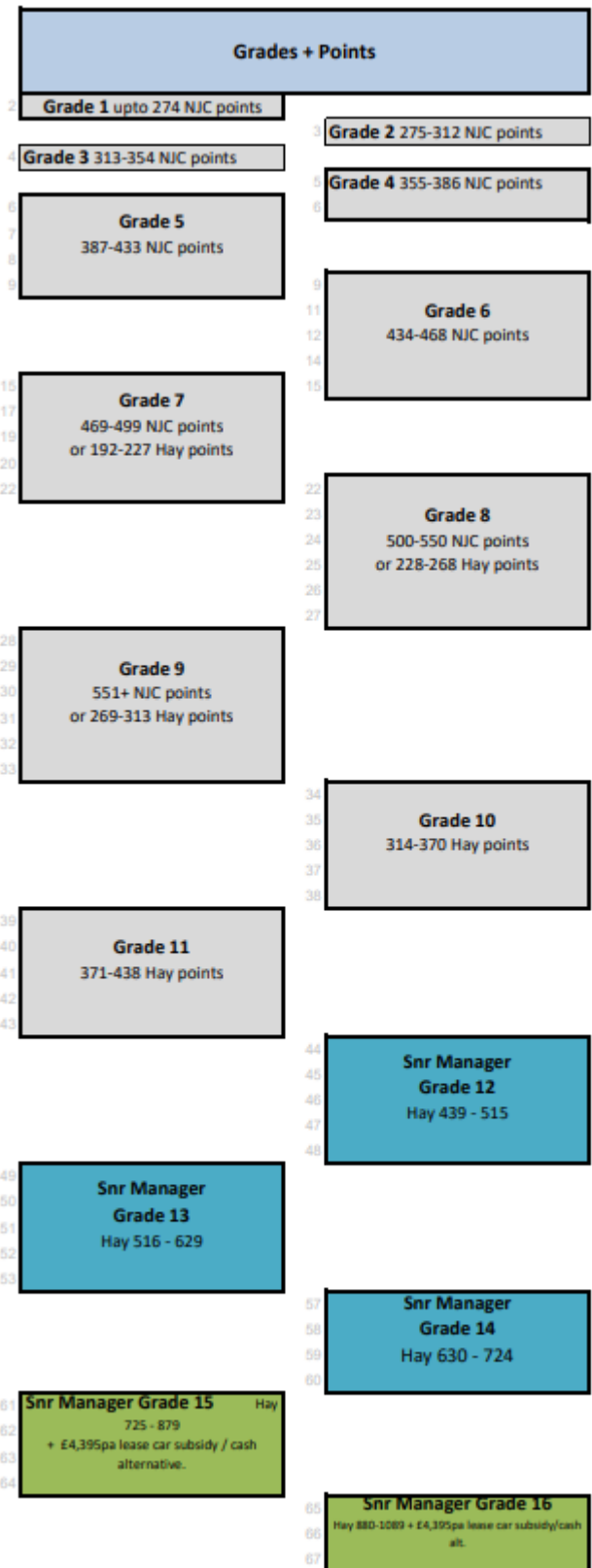
18	71,729	73,034	75,478	80,655
19	73,509	74,811	77,258	82,433
20	75,331	76,641	79,076	84,256
21*	76,430	77,730	80,142	85,267
21	77,195	78,507	80,944	86,119
22	79,112	80,419	82,852	88,036
23	81,070	82,373	84,812	89,989
24*	82,258	83,554	85,965	91,095
24	83,081	84,391	86,826	92,007
25	85,146	86,450	88,890	94,067
26	87,253	88,561	90,995	96,172
27*	88,530	89,818	92,234	97,359
27	89,414	90,718	93,157	98,332
28	91,633	92,933	95,377	100,552
29	93,902	95,207	97,642	102,827
30	96,239	97,536	99,980	105,160
31*	97,639	98,935	101,350	106,476
31	98,616	99,924	102,364	107,541
32	101,067	102,376	104,808	109,986
33	103,578	104,887	107,325	112,502
34	106,138	107,446	109,884	115,062
35*	107,700	108,995	111,406	116,535
35	108,776	110,085	112,519	117,700
36	111,470	112,774	115,210	120,389
37	114,240	115,547	117,987	123,168

38	117,067	118,373	120,813	125,988
39*	118,732	120,021	122,437	127,564
39	119,921	121,222	123,662	128,840
40	122,912	124,223	126,661	131,840
41	125,983	127,289	129,729	134,913
42	129,140	130,448	132,881	138,062
43*	131,056	132,352	134,765	139,891

*These points are the maximum salaries for the eight head teacher group ranges

Appendix 1c SCC Pay Structure 01.04.2023

SCP	Salary at 01/04/2023	Monthly Salary	Hourly Rate (37 Hrs)	Hourly Rate (32.5 Hrs)
2	£22,366	£1,863.83	£11.59	£13.20
3	£22,737	£1,894.75	£11.79	£13.42
4	£23,114	£1,926.17	£11.98	£13.64
5	£23,500	£1,958.33	£12.18	£13.87
6	£23,893	£1,991.08	£12.38	£14.10
7	£24,294	£2,024.50	£12.59	£14.34
8	£24,702	£2,058.50	£12.80	£14.58
9	£25,119	£2,093.25	£13.02	£14.82
11	£25,979	£2,164.92	£13.47	£15.33
12	£26,421	£2,201.75	£13.69	£15.59
14	£27,334	£2,277.83	£14.17	£16.13
15	£27,803	£2,316.92	£14.41	£16.41
17	£28,770	£2,397.50	£14.91	£16.98
19	£29,777	£2,481.42	£15.43	£17.57
20	£30,296	£2,524.67	£15.70	£17.88
22	£31,364	£2,613.67	£16.26	£18.51
23	£32,076	£2,673.00	£16.63	£18.93
24	£33,024	£2,752.00	£17.12	£19.49
25	£33,945	£2,828.75	£17.59	£20.03
26	£34,834	£2,902.83	£18.06	£20.56
27	£35,745	£2,978.75	£18.53	£21.09
28	£36,648	£3,054.00	£19.00	£21.63
29	£37,336	£3,111.33	£19.35	£22.03
30	£38,223	£3,185.25	£19.81	£22.56
31	£39,186	£3,265.50	£20.31	£23.12
32	£40,221	£3,351.75	£20.85	£23.73
33	£41,418	£3,451.50	£21.47	£24.44
34	£42,403	£3,533.58	£21.98	£25.02
35	£43,421	£3,618.42	£22.51	£25.62
36	£44,428	£3,702.33	£23.03	£26.22
37	£45,441	£3,786.75	£23.55	£26.81
38	£46,464	£3,872.00	£24.08	£27.42
39	£47,420	£3,951.67	£24.58	£27.98
40	£48,474	£4,039.50	£25.13	£28.60
41	£49,498	£4,124.83	£25.66	£29.21
42	£50,512	£4,209.33	£26.18	£29.81
43	£51,515	£4,292.92	£26.70	£30.40
44	£52,571	£4,380.92	£27.25	£31.02
45	£53,627	£4,468.92	£27.80	£31.65
46	£54,706	£4,558.83	£28.36	£32.28
47	£55,669	£4,639.08	£28.85	£32.85
48	£56,766	£4,730.50	£29.42	£33.50
49	£57,872	£4,822.67	£30.00	£34.15
50	£58,985	£4,915.42	£30.57	£34.81
51	£60,094	£5,007.83	£31.15	£35.46
52	£61,194	£5,099.50	£31.72	£36.11
53	£62,306	£5,192.17	£32.29	£36.77
57	£66,225	£5,518.75	£34.33	£39.08
58	£67,831	£5,652.58	£35.16	£40.03
59	£69,438	£5,786.50	£35.99	£40.98
60	£71,041	£5,920.08	£36.82	£41.92
61	£78,275	£6,522.92	£40.57	£46.19
62	£80,179	£6,681.58	£41.56	£47.31
63	£82,088	£6,840.67	£42.55	£48.44
64	£83,995	£6,999.58	£43.54	£49.57
65	£92,764	£7,730.33	£48.08	£54.74
66	£95,033	£7,919.42	£49.26	£56.08
67	£97,302	£8,108.50	£50.43	£57.42



Appendix 2

Roles and Responsibilities

Role and responsibility of the Finance Audit Resource and Risk Committee (FARRC) of the Board of Directors

The **Finance Audit Resource and Risk Committee (FARRC)** will comprise at least three Directors (in line with CFLP's formal meeting/hearing procedure guidelines).

Establishment of the policy

The Children First Learning Partnership is responsible for:

- Establishing the policy, in consultation with the head teacher, staff and trade union representatives.

The **Board of Directors** is responsible for:

- Formal approval of the policy. Monitoring and review of the policy
- Reviewing the policy annually, in consultation with the head teacher, staff and trade union representatives.

The **Finance Audit Resource and Risk Committee (FARRC)** is responsible for:

- considering an annual report, including statistical information, on decisions taken in accordance with the terms of the policy.

Application of the policy

The head teacher is responsible for:

- ensuring that pay recommendations for the deputy and assistant head teacher(s), classroom teachers and support staff are made and submitted to the **Finance Audit Resource and Risk Committee (FARRC)** in accordance with the terms of the policy.
- advising the **Finance Audit Resource and Risk Committee (FARRC)** on its decisions; and
- ensuring that staff are informed of the outcome of decisions of the **Finance Audit Resource and Risk Committee (FARRC)** on and of the right of appeal.

The **Finance Audit Resource and Risk Committee (FARRC)** is responsible for:

- taking decisions regarding the pay of the deputy and assistant head teacher(s), classroom teachers and support staff following consideration of the recommendations of pay reviewers and the advice of the head teacher.
- taking decisions regarding the pay of the head teacher following consideration of the recommendations of the Directors responsible for the head teacher's performance review.
- taking decisions regarding Central Team pay
- submitting reports of these decisions to the Board of Directors and
- ensuring that the head teacher is informed of the outcome of the decision of the **Finance Audit Resource and Risk Committee (FARRC)** on and of the right of appeal.

The Appeals Pay Committee of the Directors is responsible for:

- taking decisions on appeals against the decisions of the **Finance Audit Resource and Risk Committee (FARRC)** in accordance with the terms of the appeals procedure of the policy.

Appendix 3 Upper pay Range Application/ Form

UPPER PAY RANGE APPLICATION/ FORM

(can be made once a year by 31 October)

Teacher's Details:

Name _____

Post _____

PM/Appraisal Details (INSERT):

Years covered by planning/review statements

Schools covered by planning/review statements

Evidence to be provided:

(Evidence should be proportionate and readily available from day to day practice in school).

- Evidence that you are highly competent in all elements of the relevant standards.
- That your achievements and contribution to the school have been substantial and sustained over the relevant period of your application.

Declaration:

I confirm that at the date of this application for assessment to cross the threshold I meet the eligibility criteria and I submit performance management/appraisal planning and review statements and any other supporting information covering the relevant period.

Date _____

Applicants Signature $\frac{X}{x}$ _____

The signed proforma should be appended to the Teacher's appraisal planning record statement.

Document and Version Control

Version	Date	Amendment	By
V2	03.11.21	4. Introduction of advisory pay points for the unqualified teacher pay range.	CEO
V2	03.11.21	<ul style="list-style-type: none"> 4. A consolidated award for teachers whose full-time equivalent basic earnings are less than £24,000 	CEO
V2	03.11.21	<ul style="list-style-type: none"> 6.4 Amendment to reflect change from NQT to ECT 	CEO
V3	Sep 2023	<ul style="list-style-type: none"> STPCD a minimum of 6.5% uplift to all pay ranges and allowances. apart from a higher uplift for M1 of 7.1% 	People Services, Pay & Reward
V3	09.11.2023	<ul style="list-style-type: none"> Added section about TUPE staff (section 3) 	COO
V3	09.11.2023	<ul style="list-style-type: none"> Removed part of section 4.1 about Covid 	COO
V3	09.11.2023	<ul style="list-style-type: none"> Removed lead practitioners as not applicable 	COO
V3	09.11.2023	<ul style="list-style-type: none"> Removed 8.7 Teachers in residential units as not applicable Added new link for School Teachers Pay and Conditions Document 2023 	COO
V3	09.11.2023	<ul style="list-style-type: none"> Added appendices: <ul style="list-style-type: none"> 1a Statutory Pay Ranges & Advisory Pay Points – 1 September 2023 1b LGA Pay Reference Circular - School Teachers' Pay 2023/24 1c SCC Pay Structure 01.04.2023 2 Roles and Responsibilities 3 Upper pay Range Application/ Form 	COO