



# SENDAT Pay Policy

## 2023 / 2024

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## POLICY FOR ALL STAFF

### 1. STATEMENT OF INTENT

- 1.1. The prime statutory duty of governing bodies in England, as set out in paragraph 21(2) of the Education Act 2002 is to “...conduct the school with a view to promoting high standards of educational achievement at the school.” The SENDAT Pay Policy is intended to support that statutory duty.
- 1.2. The SENDAT Board of Trustees will act with integrity, confidentiality, objectivity and honesty in the best interests of the Trust and all its constituent Schools / Alternative Provisions (APs); will be open about decisions made and actions taken, and will be prepared to explain decisions and actions to interested persons. Its procedures for determining pay will be consistent with the principles of public life: objectivity, openness and accountability.
- 1.3. This policy applies to all SENDAT staff. (Where different arrangements apply to different groups of staff by virtue of their terms and conditions of employment, this is clearly stated.)
- 1.4. For all staff, pay progression will be clearly attributable to the individual’s performance and the SENDAT Board of Trustees and/or delegated Pay Committee will be able to objectively justify its decisions and/or recommendations.

### 2. EQUALITIES LEGISLATION

- 2.1. The SENDAT Board will comply with relevant equality and other relevant legislation, including (but not limited to) the following legislation, as amended:
  - Employment Relations Act 1999
  - Equality Act 2010
  - Employment Rights Act 1996
  - The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 • The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002
  - The Agency Workers Regulations 2010.
- 2.2. The Board will promote equality in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development. See ‘Board obligations’ in relation to monitoring the impact of this policy.



### **3. EQUALITIES AND PERFORMANCE RELATED PAY**

3.1. The SENDAT Board of Trustees will ensure that its processes are open, transparent and fair. All decisions will be objectively justified. Adjustments will be made to take account of special circumstances, e.g. absence on maternity, other parental leave, long-term sick leave, or extended leave for some other exceptional reason such as a requirement for self-isolation. The exact adjustments will be made on a case-by-case basis, using a consistent approach across the Trust which takes account of the individual employee's circumstances and the circumstances of the School/AP and the Trust as a whole.

### **4. LINKED POLICIES THAT SHOULD BE READ IN CONJUNCTION:**

- Discretionary Leave of Absence policy
- Wellbeing Day Policy
- Appraisal policy

### **5. JOB DESCRIPTIONS**

5.1. The CEO / Executive Head of School / Head of School/AP will ensure that each member of staff is provided with a job description in accordance with the staffing structure agreed by the SENDAT Board of Trustees.

5.2. Job descriptions will identify the main purpose of the role, key areas of responsibility and how the role interfaces with other roles both within the Trust and with external organisations (as applicable). All job descriptions will normally be reviewed at least annually as part of the appraisal process.

### **6. ACCESS TO RECORDS**

6.1. The CEO / Executive Head of School / Head of School/AP will ensure reasonable access for individual members of staff to their own employment records. All staff records are stored and retained in accordance with current Data Protection regulations (see SENDAT Data Protection policy).

### **7. APPRAISAL**

7.1. Assessment will be based on evidence from a range of sources, as described in the SENDAT Appraisal Policy. The Trust will establish a firm evidence base in relation to the performance of all employees and there is a responsibility on the individual and their appraiser to work together. Employees should gather any evidence that they deem is appropriate in relation to their objectives and other relevant criteria e.g. any relevant national or local professional standards so that such evidence can be taken into account as part of their annual Appraisal.

7.2. Appraisal objectives will become more challenging as staff colleagues progress up their pay range/grade.



**7.3.** Where not already directly responsible for objective setting and pay recommendations, the CEO will oversee moderation to ensure consistency and fairness.

## **8. SENDAT BOARD OBLIGATIONS**

8.1. The SENDAT Board of Trustees will fulfil its obligations to:

- Teachers: as set out in the School Teachers' Pay and Conditions Document ('the Document') and the Conditions of Service for School Teachers in England and Wales (commonly known as the 'Burgundy Book'). The Board will also comply with The Education (School Teachers' Appraisal) (England) Regulations 2012 concerning the appraisal of teachers;
- Support staff: as set out in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book).

**8.2.** The Board will consider any updated policies to ensure that the appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that their pay decisions are properly documented and can be objectively justified. It will at all times assure itself that public money is being used effectively and with propriety, as necessary, seeking appropriate independent advice and complying with audit requirements.

**8.3.** The Board will ensure that it makes funds available to support pay decisions, in accordance with this Pay Policy (see paragraph 13. Procedures) and the SENDAT spending plan.

**8.4.** The Board will monitor the outcomes of pay decisions, including the extent to which different groups of staff may progress at different rates, ensuring the Trust's continued compliance with equalities legislation.

## **9. CEO OBLIGATIONS**

9.1. The CEO will:

- a) Develop clear arrangements for linking appraisal to pay progression and consult with staff and Trust recognised trade union representatives on the appraisal and pay policies;
- b) Submit any updated appraisal and pay policies to the Full Board for approval;
- c) Ensure that effective appraisal arrangements are in place and that any appraisers have the knowledge and skills to apply procedures fairly;
- d) Submit pay recommendations to the Pay Committee and ensure the Pay Committee has sufficient information upon which to make pay decisions.
- e) Ensure that all staff are informed about decisions reached; and that records are kept of recommendations and decisions made.

## **10. EXECUTIVE HEAD OF SCHOOL / HEAD OF SCHOOL/AP OBLIGATIONS**

10.1. Heads of School/APs will:



- a) Ensure that the annual appraisal of all Trust employees in their particular School/AP takes place in accordance with the SENDAT Appraisal policy;
- b) Ensure that where pay progression is recommended, the CEO is provided with recommendations and the required supporting documentation in accordance with published deadlines.

## **11. EMPLOYEE OBLIGATIONS**

### **11.1. Employees will:**

- a) Engage with appraisal - this includes working with their appraiser to ensure that there is a secure evidence base in order for an annual pay determination to be made;
- b) Keep records of their objectives and review them throughout the appraisal process;
- c) Share any evidence they consider relevant with their appraiser;
- d) Take reasonable action where necessary to ensure they have, as a minimum, an annual review of their performance.

## **12. DIFFERENTIALS**

- 12.1. The need to create or maintain appropriate differentials between posts within Schools/APs across the Trust will be considered, recognising: accountability and job weight and the Trust's need to recruit, retain and motivate sufficient employees of the required quality at all levels.

## **13. DISCRETIONARY PAY AWARDS**

- 13.1. Criteria for the use of pay discretions are set out in this policy and discretionary awards of additional pay will only be made in accordance with these criteria.

## **14. SAFEGUARDING OF PAY**

- 14.1 Where a pay determination leads or may lead to the start of a period of safeguarding, the SENDAT Board will comply with the relevant provisions of the Document or support staff terms and conditions of employment and will give the required notification as soon as possible and no later than one month after the determination.

## **15. PROCEDURES**

- 15.1 The "relevant Pay Committee" is a specially convened meeting of the SENDAT Board's Finance & Audit Committee.
- 15.2 The SENDAT Board of Trustees will determine the annual pay budget on the recommendation(s) of the Chief Finance and Operations Officer (CFOO) in conjunction with the relevant Pay Committee.



- 15.3 The SENDAT Board of Trustees has delegated its pay powers to the Pay Committee. Any person employed to work as part of the Central Trust team, or at the School/AP, other than the CEO, must withdraw from a meeting at which the pay or appraisal of any other employee of the Central Trust team or their School/AP (as relevant) is under consideration. The CEO must withdraw from that part of the meeting where the subject of consideration is his/her own pay. A relevant person must withdraw where there is a conflict of interest or any doubt about their ability to act impartially.
- 15.4 The Pay Committee will be attended by the SENDAT CEO in an advisory capacity. Where the relevant Pay Committee has invited an external adviser to attend and offer advice on the determination of the CEO, that person will withdraw at the same time as the CEO while the Committee reaches its decision. Any member of the Committee required to withdraw will do so.
- 15.5 The terms of reference for the relevant Pay Committee will be determined from time to time by the SENDAT Board of Trustees. The current terms of reference, relevant to this policy, are to:
- a) Monitor and oversee the administration and review of the SENDAT Pay Policy;
  - b) Ensure that the criteria set by the SENDAT Pay Policy has been applied in determining the pay of each member of staff following their annual review;
  - c) Keep under review the Central Trust / Schools/APs staffing structures, in consultation with the CEO;
  - d) Oversee the appointment procedure for all staff;
  - e) Review the Appraisal Policy for all staff;
  - f) Make recommendations for personnel related expenditure, including recommending to the SENDAT Board of Trustees the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of pay discretion;
  - g) Provide, as appropriate, a response under the informal stages of the appeals procedure for any appeal against a decision on pay grading or pay awards.
- 15.6 Reports of the relevant Pay Committee will be placed in the confidential section of the SENDAT Full Board's agenda and will either be received or referred back. Reference back may occur only if the relevant Pay Committee has exceeded its powers under the SENDAT Pay Policy.

## **16. ANNUAL DETERMINATION OF PAY**

- 16.1 All staff salaries, including those of the CEO, Executive Head of Schools / Heads of Schools/APs, Leadership Teams and other teaching and support staff will be reviewed annually to take effect, where scope for progression is available, from 1<sup>st</sup> September each year.





16.2 The Pay Committee will endeavour to complete staff annual pay reviews and forward to the SENDAT Board of Trustees for approval between 1 June and the end of the summer term each year. Annual pay progression is not automatic. It will only be considered where staff have met the expectations described in this policy, the SENDAT Appraisal Policy and through their appraisal process, and will be subject to the maximums of the employee's relevant pay range/grade/grade mid-point and the Board's annual decision making processes.

16.3 Pay progression for all staff will not normally be considered during any probationary period. Normal appraisal and pay review arrangements will apply following the successful completion of a probationary period, as described in the Trust's Appraisal Policy and applied to dates as set out at point 26 of this policy.

## **17. ABSENCE AND/OR PARTIAL ACHIEVEMENT OF OBJECTIVES**

17.1 Where any member of staff has been absent for some or all of the appraisal period, for example, as a result of long-term sickness absence, maternity/adoption or parental leave, or extended leave for some other exceptional reason such as a requirement for self-isolation, the assessment in relation to pay progression will be based on performance during any period of attendance and/or prior performance.

17.2 Where the length of absence for one of these reasons means the individual has missed the majority or all of the year under review a review of pay will be postponed until the next available review period and may be backdated where appropriate.

17.3 Where a member of staff starts their employment, transfers to a new post within the Trust, or completes a period of induction part way through a performance management cycle, performance management objectives will be set in accordance with the Trust's Appraisal policy. Assessment in relation to pay progression will be based on any period of attendance and/or prior performance. In the case of new members of staff who are external appointments, information relating to prior performance will be sought by way of normal pre-employment checks.

17.4 In exceptional circumstances, for example, where objectives have not been fully met due to factors entirely outside the control of the reviewee, the reviewer may apply discretion in recommending pay progression. Such discretion will normally only be applied where:

- For teachers: competency in all elements of the Teachers' Standards and overall 'good' teaching have been demonstrated, as described below
- For support staff: all requirements of the job description and/or relevant standards have been met and the standard of work has generally been of a high level.



## 18. NOTIFICATION OF PAY DETERMINATIONS

- 18.1 Decisions will be communicated to each member of staff by the Trust, in writing, at the earliest opportunity and normally not later than the **15<sup>th</sup> of September** each year. Decisions on the pay of the CEO will be communicated in writing by the relevant Pay Committee. All communication regarding pay determinations will set out the reasons why decisions have been taken. An instruction to amend pay from the relevant date will be issued as soon as practicable after the pay decision has been made.
- 18.2 Pay statements given to employees as part of the regular review process or when other pay decisions are taken, will state all remuneration, including any allowances, any payments or other financial benefits, any safeguarded sums and any fixed term arrangements, as well as where a copy of the SENDAT Pay Policy and relevant staffing structure can be inspected.

## 19. PART-TIME EMPLOYEES

- 19.1 The Board of Trustees and Trust Leadership Group (TLG) members will ensure that part-time employees are treated no less favourably than a full-time comparator. For teaching staff, this will include the Board ensuring that the provisions of the Document in relation to part-time teachers' pay and working time are consistently applied.

## 20. RESIDENTIAL DUTIES

- 20.1 The Pay Committee will take account of agreements reached in the National Joint Council for Teachers in Residential Establishments in determining payments for residential duties. This is the "Orange Book"
- 20.2 The allowances are in two parts:
- Non-residential allowance paid for the extra responsibility of leading residential school.
  - The sleep-in' payment will be payable to any member of staff undertaking overnight duties, including during residential trips.
- 20.3 In the case of those paid on the SENDAT Leadership pay range, such payments will only be granted where the Board has not already taken account of residential duties when determining base pay. The Board has taken this into account when setting the CEO, overall remuneration.
- 20.4 The CEO, Executive Head of School, Head of School/AP, Schools' Leadership team members or any other member of staff fulfilling that role, can claim "sleep-ins" for residential trips as these are seen as over and above their normal contractual responsibilities.
- 20.5 Rates of annual SENDAT Leadership residential allowances for 2023/2024 can be found at **Appendix 5.**



## **21. CASUAL ADDITIONAL HOURS**

- 21.1 Paid casual additional hours may only be worked with prior agreement from the CEO / Executive Head of School, Head of School/AP or Chief Finance & Operations Officer (CFOO).
- 21.2 SENDAT wishes to minimise the amount of casual additional hours worked but recognises that there are times when additional hours cannot be avoided to cover colleagues' absence, or a vacant post pending permanent appointment. When casual additional hours are worked SENDAT will pay the rate applicable to the tasks and responsibilities being covered.

## **22. SALARY SACRIFICE ARRANGEMENTS**

- 22.1 The Board operates a salary sacrifice scheme in relation to Childcare Vouchers (closed to new applicants) and the Cycle2Work scheme. Staffing choosing to participate in this scheme will have their gross pay reduced according to the terms of the scheme for the duration of their participation.

## **23. APPLICATION OF ANNUAL UPLIFT TO SALARIES AND ALLOWANCES**

- 23.1 Any agreed uplift to the national pay framework (teachers) or Local Government Association pay scales (support staff) will be applied to all pay ranges, salaries and allowances in payment on 1<sup>st</sup> September each year.

## **24. APPEALS PROCEDURE**

- 24.1 The appeals procedure in relation to pay decisions for all staff is set out in Appendix 1 of this policy.
- 24.2 The following sections of the policy cover further pay arrangements as they apply to, firstly, support Staff and, secondly, teaching Staff.
- Pay decisions relating to performance in any academic year will be made in accordance with the Trust's Pay and Appraisal Policies for that year.

## **25. NEW STARTERS:**

To ensure that an employee who is new in post is able to benefit from, where available, incremental progression when performance supports this, the School / AP will ensure forward objectives are set as soon as possible set upon completion of the Trust's probationary period and that an appraisal review is completed within four to six months of that date.

Provided that this is done, an increment (where applicable) will normally be paid to new starters from the 1<sup>st</sup> September in the calendar year following their start date e.g.

Starters in the autumn term 2023:

Increment payable from September 2024



Starters after 28<sup>th</sup> February 2024:  
September 2025.

Increment payable from

Staff transferring from another school can apply for an incremental point providing that they can fulfil **ALL** of these points:

- Their range at SENDAT allows for an incremental point.
- demonstrate continuous service
- Where appraisal targets were on course to be met at the leaving school
- Probation targets at the SENDAT School have been met

## 26. ACTING-UP PAYMENTS AND HONORARIA

26.1. The Board may determine (upon the recommendation of the Pay Committee) to approve an acting-up payment or an honorarium.

26.2. **An acting-up payment** may be appropriate where an employee takes on the full duties of a more senior post for a substantial period (usually four weeks or more) in the absence of the post-holder or where there is a vacancy pending recruitment to a vacant post. Where an acting up payment is agreed, the employee will receive a salary which is not less than the minimum point of the salary range for the “acting-up” post, and at least one incremental point higher than their substantive salary.

26.3. **An honorarium** may be appropriate where an employee takes on additional duties of a higher paid post for a temporary period (for whatever reason), but not the full duties. Where an honorarium payment is agreed, the CEO / Executive Head of School / Head of School AP will estimate the proportion of the duties at the higher level which the employee has undertaken, the period over which the duties have been undertaken and calculate a payment. Honoraria will normally be paid as a lump sum retrospectively. Where additional duties are those of an Instructor (for example, cover duties in the absence of the class teacher), the payment will be calculated by reference to the Unqualified Teacher Pay Range and positioned at an appropriate equivalent point on the scale.



## 27. SUPPORT STAFF PAY

### Salary on appointment

- 27.1. The Pay Committee will recommend the pay of support staff in accordance with the DfE's current 'Staffing and Employment Advice for Schools' and any relevant legislation. The Pay Committee will determine the pay grade of support staff on appointment, taking account of the SENDAT support staff pay scale. **The SENDAT Support staff pay scale can be found at Appendix 7.**
- 27.2. Support staff colleagues who are appointed to the Trust's Central Leadership team will be positioned on The SENDAT Support staff pay scale can be found at Appendix 6.
- 27.3. The CEO / CFOO/HR Manager will determine the pay range to be advertised, taking account of the full responsibilities of the post.
- 27.4. Appointment in each case will normally be at the lowest point in the pay range for the post, unless the post is specifically designated as appropriately placed at a higher point. Where the Trust is satisfied that it is necessary to pay a higher starting salary in order to attract the best candidate, the appointment may be made at a higher point, as deemed appropriate.

### Serving support staff

- 27.5. In any year in which the Board agrees to award incremental progression to SENDAT support staff, progression within the relevant pay range will be by a single increment, which is dependent on successful performance in post, as assessed through the appraisal process. Further information is contained in the SENDAT Appraisal Policy.
- 27.6. Where performance has been assessed by the relevant Pay Committee as exceptional, the SENDAT Board of Trustees may apply its discretion and approve enhanced progression of an additional point, where there is scope for this within the relevant part of the pay grade.



## 28. PAY RANGE FOR LEADERSHIP POSTS

- 28.1. Leadership post holders will be paid in accordance with the SENDAT Leadership pay scale, which mirrors the pay reference points and pay ranges for school leaders as detailed in the Document. In any determination or re-determination of leadership pay, the pay range for the CEO / Executive Head of School / Head of School/AP will start no lower than the lowest point on the SENDAT Leadership scale. **See full Leadership Scale at Appendix 5.**
- 28.2. The Board may seek independent advice and/or benchmarking data, as appropriate, when determining leadership pay.
- 28.3. The Board will record the rationale for leadership pay determinations and the reasons for any re-determination of pay.

**CEO / Executive Head of School / Head of School/AP / other Leadership posts - pay on appointment, or following a significant change in responsibilities, or following an associated review of leadership pay**

In accordance with the SENDAT Leadership pay scale, the Board will determine leadership pay on appointment and may re-determine leadership pay following any significant change in responsibilities. The Board may also determine that it is necessary to review the pay of all leadership posts to maintain consistency with pay arrangements for new appointments to the leadership group.

The Board has determined that the pay reference points will apply to all leadership posts across the Trust, subject to the individual Leadership Pay Range determined for each post.

- 28.4. When determining the Leadership Pay Range, the Board will take into account:
- All the permanent responsibilities of the role, such as any permanent responsibility as the CEO / Executive Head of more than one School/AP.
  - Any challenges that are specific to the role;
  - All other relevant considerations, for example, any recruitment and retention difficulties, the requirement for a fixed-term appointment or candidate specific factors, including how well the appointee meets the requirements of the post and how much room is appropriate for progression for the individual.
- 28.5. The SENDAT Board of Trustees may use its discretion to set a leadership pay range which is appropriate to the full scope of the post, taking into account the factors listed above and any other relevant circumstances.
- 28.6. When determining the Leadership Pay Range to advertise, the Board will consider whether or not it would pay above the advertised pay range for an exceptional candidate. If the Board considers that it would, this information will be clearly stated in the advertisement and/or recruitment pack.



## **Serving CEO, Head of School / AP and other SLT / EMT members on the Leadership scale**

- 28.7. The Pay Committee will review the CEO, Head of School/AP and other SLT / EMT members of staff on the Leadership scale in accordance with the SENDAT Appraisal policy and this policy, having regard to the most recent appraisal report and the recommendation on pay that it contains. It will recommend the award of one point progression where there has been a sustained high quality of performance, with particular regard to leadership, management and student progress at the School /AP. The Board may consider approving two-point progression where performance is assessed as having significantly exceeded the sustained and high quality of performance that must be demonstrated for one point progression.
- 28.8. All pay decisions (i.e. no movement, one point, more than one point) will be clearly attributable to the performance of the post holder. The Pay Committee will be able to justify its recommendations to the SENDAT Board of Trustees.
- 28.9. The Pay Committee may re-determine its recommendation for the pay range for a serving CEO, Head of School/AP and other SLT/EMT members on the Leadership scale in accordance with the above arrangements with effect from 1 September or at any time if they consider it is necessary, to reflect a significant change in responsibilities attached to the post.

### **Temporary Payments to the CEO / Executive Head of School / Head of School/AP**

- 28.10. An additional temporary payment will only be considered for additional responsibilities that are undertaken on a temporary basis, and which have not already been taken account of when setting base pay, for example, any temporary responsibility for additional schools. No additional payment will be considered for local collaboration as this forms part of the role of all CEOs and other Executive Head of School / Head of School / AP posts.
- 28.11. In circumstances where an exceptional and substantial additional temporary payment is being considered, the SENDAT Full Board will seek external independent advice before giving final approval.
- 28.12. The SENDAT Board may appoint a CEO / Executive Head of School / Head of School/AP on a fixed-term contract where it determines that the circumstances of the Trust / School / AP requires it. In establishing such a contract the relevant body will consider how remuneration should be structured and whether achievement of objectives should be assessed over a shorter or longer timescale that would normally be the case.

## **29. ACTING ALLOWANCES**

- 29.1 The SENDAT Board may determine to approve an acting allowance to any teacher who is assigned and carries out the duties of CEO, Head of School/AP or other member of the SLT / EMT. The Pay Committee will, within a four week period of the commencement of acting duties, determine whether or not to recommend that the acting post-holder will be paid an allowance. In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and paid from the first day of absence.



28.2 Any teacher, who carries out the duties of CEO, Head of School/AP or other member of the

SLT / EMT for a period of four weeks or more, may be paid at an appropriate point of the Leadership pay range, as recommended by the Pay Committee and approved by the SENDAT Board. Payment may be backdated to the commencement of the duties. Where a pay range has been determined for the post for which an acting payment is being made, the 'appropriate salary' should not be lower than the minimum of that range.

## 30. OTHER TEACHERS

### 30.1 Pay on appointment (Unqualified, Main and Upper pay scales)

The Pay committee will recommend for Full Board approval the starting salary of any teaching post on the Unqualified, Main and Upper pay ranges, having regard to:

- The requirements of the post;
- Any specialist knowledge required for the post;
- The experience required to undertake the specific duties of the post;
- The wider Trust / School/AP context.

The Board will, if necessary, use its discretion to approve a recommendation by the Pay Committee to award a recruitment incentive benefit to secure the candidate of its choice.

## 31. PAY PROGRESSION FOR EXISTING MAIN PAY SCALE TEACHERS

31.1 The Main Pay scale for SENDAT Teachers can be found at **Appendix 5**.

31.2 To move up the Main Pay Scale (MPS), one annual point at a time, teachers must have fully met their objectives, shown that they are competent in all elements of the Teachers' Standards and teaching should be meeting standards overall (based on successful appraisal and meeting ALL relevant Professional Teaching Standards).

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/665522/Teachers\\_standard\\_information.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/665522/Teachers_standard_information.pdf)

31.3 If the evidence shows that a teacher has exceptional performance, including teaching being consistently outstanding, the SENDAT Board will consider the use of its flexibilities to approve a recommendation by the Pay Committee for enhanced pay progression, up to the maximum of one additional point. If a teacher has been in-post at SENDAT for less than one full academic year, the teacher will be required to submit appraisal information from his/her previous school.

31.4 Judgments will be properly rooted in evidence. As a teacher moves up the main pay range, this evidence should show:





- a) An increasing positive impact on student progress;
- b) An increasing impact on wider outcomes for students;
- c) Improvements in specific elements of practice identified to the teacher, e.g., behaviour management or lesson planning;
- d) An increasing contribution to the work of the School / Specialism;
- e) An increasing impact on the effectiveness of staff and colleagues.

Further information, including sources of evidence is contained in the SENDAT Appraisal Policy.

31.5 The Pay Committee will be advised by the CEO in making all such recommendations. Any increase (i.e., no movement, one point, more than one point) will be clearly attributable to the performance of the individual. The Pay Committee will be able to justify its recommendations.

## **32. APPLICATIONS TO BE PAID ON THE UPPER PAY SCALE**

- 32.1. Any qualified teacher can apply to be paid on the Upper Pay Scale (UPS). In order to demonstrate that they meet the assessment criteria set out in the Document (see below), particularly around the teacher's achievements and contribution to the School/AP being substantial and sustained, applications will normally be submitted by teachers with a minimum of three years' post-qualification experience and often significantly more. It is the responsibility of the teacher to decide whether or not they wish/when to apply to be paid on the Upper Pay Scale.
- 32.2. If a teacher is simultaneously employed at another Trust, they may submit a separate application if they wish to apply to be paid on the UPS by SENDAT. SENDAT will not be bound by any pay decision made by another employer.
- 32.3. Applications will normally include the results of the two most recent appraisals within SENDAT, including any recommendation on pay. Where such information is not applicable or available, a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.
- 32.4. In order for the assessment to be robust and transparent, it will be an evidence-based process only. Teachers therefore should ensure that they build a mainly paper evidence base to support their application. Those teachers who have been absent through sickness, disability or maternity/paternity/adoption/shared parental leave, or for some other reason outside their control, such as self-isolation in response to a pandemic, may cite written evidence from a 3 year period before the date of application in support of their application.

## **33. Process:**



One application may be submitted annually (see application form in Appendix 2). The closing date for applications is normally 31<sup>st</sup> March each year; however, exceptions will be made in particular circumstances, e.g., those teachers who are on maternity/paternity/adoption/shared parental leave or who are currently on sick leave. The process for applications is:

The teacher must complete the SENDAT application form (Appendix 2); The teacher should submit the application form and supporting evidence to the CEO / Executive Head of School / Head of School/AP by the cut-off date of 31<sup>st</sup> March.

- a. The assessor will assess the application, which will include a recommendation to the relevant Pay Committee;
- b. The application, evidence and recommendation will be passed to the CEO / Executive Head of School / Head of School/AP for moderation purposes, if he/she is not the assessor;
- c. The relevant Pay Committee will make the final recommendation, advised by the CEO / Executive Head of School / Head of School/AP;
- d. Teachers will receive written notification of the outcome of their application after final approval has been given by the SENDAT Board. Where the application is unsuccessful, the written notification will include the areas where it was felt that the teacher's performance did not satisfy the relevant criteria set out in this policy (see 'Assessment' below);
- e. If requested, oral feedback which will be provided by the assessor. Oral feedback will be given within 10 school working days of the date of notification of the outcome of the application/request for feedback. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement in order to meet the relevant criteria;
- f. Successful applicants will move to the minimum of the UPR on 1 September following the application;
- g. Unsuccessful applicants can appeal the decision. The appeals process is set out in Appendix 1.

#### **34. Assessment:**

The teacher will be required to meet the relevant criteria, namely that:

- The teacher is highly competent in all elements of the relevant standards; and
- The teacher's achievements and contribution to the school are substantial and sustained.

In this Trust, this means:

“highly competent”: the teacher's performance is assessed as having exceptional depth and breadth of knowledge, skill and understanding of the Teachers' Standards in the particular role they are fulfilling and the context in which they are working.



“substantial”: the teacher’s achievements and contribution to the school are significant, not just in raising standards of teaching and learning in their own classroom, or with their own groups of children, but also in making a significant wider contribution to school improvement, which impacts on student progress and the effectiveness of staff and colleagues.

“sustained”: typically, the teacher will have had two consecutive successful appraisal reports in this school and will have met their objectives during this period (see exceptions, e.g., maternity/sick leave, in the introduction to this section). They will be expected to show that their teaching expertise has grown over the relevant period and is consistently good to outstanding.

Further information, including information on sources of evidence is contained within the Trust’s appraisal policy.

### **35. PAY PROGRESSION FOR EXISTING UPPER PAY RANGE TEACHERS**

The Upper Pay Scale for SENDAT teachers can be found at **Appendix 5**.

35.1. To make an application to move up the Upper Pay Scale, one point biennially, UPS teachers will need to:

- a. Complete two successful performance reviews in which they have fully met their objectives;
- b. Maintained the criteria set out in paragraph 27 (namely that the teacher is highly competent in all elements of the relevant standards;
- c. Demonstrated that their achievements and contribution to the school are substantial and sustained, as defined above);
- d. Demonstrated that their overall teaching is meeting standards (based on successful Appraisal;
- e. Demonstrated that they meet ALL Professional Teaching Standards) and that their work performance is, increasingly, exceeding standards.

35.2. Teachers should submit a written application for UPR pay progression, referencing appropriate evidence in support of their application. Applications for UPS pay progression should be received by the CEO / Executive Head of School / Head of School/AP as appropriate by 31<sup>st</sup> March for pay progression effective the following September.

35.3. Where it is clear from the evidence that the teacher’s performance is exceptional in relation to the above criteria, teaching is consistently outstanding and the teacher has exceeded some or all of their objectives, the relevant Pay Committee may use its flexibility to recommend enhanced progression from the minimum to the maximum of Upper Pay Scale.

35.4. Further information, including sources of evidence is contained within the SENDAT Appraisal Policy.

35.5. The Pay Committee will be advised by the CEO / Executive Head of School / Head of School/AP in making all such decisions. Any increase (i.e., no movement, one point, more than



one point) will be clearly attributable to the performance of the teacher in question. The relevant Pay Committee will be able to justify its recommendations.

### **36. PAY ON APPOINTMENT AND PROGRESSION FOR UNQUALIFIED TEACHERS**

The pay scale for SENDAT Unqualified Teachers can be found at **Appendix 5**.

- 36.1. The funding agreement is the key document which all schools converting to academy status need to enter into with the Secretary of State. The master funding agreement is clear that it is still a requirement in a special academy that anyone under a contract to carry out specified work has qualified teacher status (QTS). Specified work is essentially the type of work teaching staff are employed to carry out.
- 36.2. Any appointment of an unqualified teacher to a teaching post in a SENDAT School/AP will be either temporary (pending a permanent appointment) or permanent, but conditional upon the individual achieving QTS and commencing an accredited Initial Teacher Training (ITT) programme within one year of appointment.
- 36.3. The Pay Committee will recommend payment to any unqualified teacher in accordance this policy and the Document. The Pay Committee will recommend where a newly appointed unqualified teacher will enter the scale, having regard to any qualifications or experience s/he may have, which they consider to be of value. The relevant Pay Committee will also consider whether it wishes to recommend payment of an additional allowance, in accordance with the provisions of the Document.
- 36.4. To move up the Unqualified Teacher Pay Scale, one annual point at a time, unqualified teachers must provide evidence to demonstrate:
- a. An increasing positive impact on student progress;
  - b. An increasing impact on wider outcomes for students;
  - c. Improvements in specific elements of practice identified to the teacher;
  - d. An increasing contribution to the work of the school and trust;
  - e. An increasing impact on the effectiveness of staff and colleagues.
- 36.5. If the evidence shows that an unqualified teacher has achieved exceptional performance, the Pay Committee may use its discretion to recommend enhanced pay progression of one additional point.
- 36.6. Information on sources of evidence is contained within the SENDAT Appraisal Policy.



36.7. The Pay Committee will be advised by the CEO / Executive Head of School / Head of School/AP in making all such recommendations. Any increase (i.e., no movement, one point, more than one point) will be clearly attributable to the performance of the teacher in question. The relevant Pay Committee will be able to justify its decisions.

### **37. TEACHING AND LEARNING RESPONSIBILITY (TLR) PAYMENTS**

- 37.1. The Pay Committee may, in exceptional circumstances, award a TLR to a classroom teacher in accordance with this policy. A TLR 1 or 2 will be for clearly defined and sustained additional responsibility in the context of the School/AP staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning. All job descriptions will be regularly reviewed and will make clear, if applicable, the responsibility or package of responsibilities for which a TLR is awarded, taking into account the criteria and factors set out in the Document.
- 37.2. The Pay Committee may award a TLR3 for clearly time-limited School/AP improvement projects, or one-off externally driven responsibilities. The Executive Head of School / Head of School/AP will set out in writing to the teacher the duration of the fixed term, and the amount of the award, which will be paid in monthly instalments. No safeguarding will apply in relation to an award of a TLR3. The SENDAT Board will not normally approve consecutive TLR3 payments for the same responsibility.
- 37.3. Rates of SENDAT TLR allowances for 2023/2024 can be found at **Appendix 5**.

### **38. SPECIAL EDUCATIONAL NEEDS (SEN) ALLOWANCES**

- 38.1. A spot value SEN1 allowance is automatically awarded to all SENDAT UQ/MPR/UPR teachers.
- This is in recognition that they are required to teach students with moderate, and sometimes severe and profound and multiple difficulties, and take on the full range of pastoral, organisational and curricular responsibilities necessary to provide effective education for these students.
- 38.2. Teachers with appropriate SEND qualifications and/or experience may be appointed at SEN2.
- 38.3. Teachers appointed on SEN 1 can apply to move to SEN 2 following the procedure outlined below. Although the timescales for this process are similar to MPR/UPR pay progression, this process is separate. (see application form at Appendix 3).

#### **Examples of appropriate qualifications for SEN2 are: (this is not an exhaustive list)**

- Masters degree in special education
- Doctorate in special education
- 1<sup>st</sup> degree in special education



- Specialist teacher qualification
- Qualification and experience in Autism approaches like Scerts.

**Examples of appropriate experience for SEN2 are:**

- Taught in special school for at least 2 full years AND
- Can demonstrate consistent outstanding differentiation for students with SEND
- Can demonstrate a child centred approach.

**Examples that do not qualify for SEN 2 are:**

- Planning – this is part of teachers responsibility
- Marking – this is part of teachers responsibility
- Preparing for and attending annual reviews – this is part of SEN 1

**Process for applying for SEN 2**

- Applications should be made to the SENDAT CEO by 31<sup>st</sup> March each year, for implementation the following September
- Applications should have the support of the Executive Head of School /Head of School/AP
- Applications will be reviewed by the CEO and all will be taken to the Pay committee In June.
- Applicants will be notified in writing by the end of the summer term.
- Successful applicants will start on SEN2 from the 1<sup>st</sup> September following approval of their application.

38.4. Rates of SENDAT SEN allowances for 2023/2024 can be found at **Appendix 5.**

**39. TEACHERS EMPLOYED ON A CASUAL SUPPLY BASIS**

- 39.1.** Teachers employed directly by SENDAT on a casual supply basis will be paid on a daily or hourly basis for the role they are performing.
- 39.2.** Teachers paid on a daily basis will have their salary paid at a daily or half-daily rate and will also be eligible to receive holiday pay.
- 39.3.** Entitlement to holiday pay each month will be calculated with reference to average pay over the previous 12 weeks worked (taking into account the last whole week in which the teacher was paid, ending on a Saturday as the most recent week). This reference period must include the last 12 weeks for which you was actually paid, so excludes any weeks where there was no work done.



**39.4.** Teachers should be paid for all the hours they are required to be on school premises, and consideration should be given to their entitlement to PPA time.

**39.5.** A casual supply teacher employed directly by an individual School/AP, or across a number of Trust Schools, throughout a 12-month period beginning in August or September must not be paid more in respect of that period than s/he would have received had s/he been in regular employment with the Trust throughout the period.

#### **40. ADDITIONAL PAYMENTS**

40.1. The Pay Committee may recommend payments as they see fit to a teacher, including a CEO, in respect of:

- Activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;
- Participation in out-of-school hours learning activity agreed between the teacher and the CEO / Executive Head of School / Head of School/AP or, in the case of the CEO, between the CEO and the Board;
- Participation in out-of-school hours CPD agreed between the teacher and the CEO / Executive Head of School / Head of School / AP. No such payments will be normally be made to the CEO.
- Additional responsibilities and activities due to, or in respect of, the provisions of services by the CEO / Executive Head of School / Head of School/AP relating to the raising of educational standards to one or more additional schools.

40.2. The Pay Committee will recommend making additional payments to teachers in accordance with this policy where advised by the CEO. Payment will be approved as the SENDAT Board see fit.

40.3. Recruitment and retention incentive benefits: The SENDAT Board may approve the award of lump sum payments, periodic payments, or provision of other financial assistance, support or benefits for a recruitment or retention incentive for teaching staff.

40.4. The Pay Committee will consider recommending such payments where they consider it is appropriate to do so in order to recruit or retain relevant staff. It will make clear at the outset, in writing, the expected duration of any such incentive or benefit, and the review date after which they may be withdrawn.

40.5. The SENDAT Board will conduct an annual review of all such awards.



40.6. In the case of the CEO, Executive Head of School / Head of School/AP or other SLT / EMT members, such payments will normally be limited to reasonably incurred housing/relocation costs.

#### **41. HONORARIA**

41.1. The Board will not normally approve payment of any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher,

### **APPENDIX 1 - APPEALS PROCEDURE**

#### **Introduction**

As part of the overall appraisal process, a pay recommendation is made by the appraiser (normally the line manager) and discussed with the employee at their review meeting prior to being submitted to the Pay Committee or other decision maker.

At this particular stage of the pay determination process, if the employee wishes to better understand the rationale for the pay recommendation or bring any further evidence to the attention of the appraiser/reviewer, they should be given the opportunity to do so before the final pay recommendation is drafted in the appraisal report. The nature of any subsequent appraisal and pay discussion will be informal and therefore representation (on either side) is not necessary nor would it be appropriate. At the conclusion of any further discussion, the pay recommendation may be adjusted or it may remain the same; the appraisal report will be updated to reflect the discussion.

If the employee believes that the final pay recommendation/decision falls short of their expectations and they wish to seek a further review of the information that affects their pay, they may wish to formally appeal against the decision, utilising the formal Appeal Hearing Procedure. Employees may be accompanied at a formal appeal hearing by a companion who may be either a work colleague or a trade union representative.

#### **Appeal Procedure Steps: Informal Stage**

An employee may seek informal review of the pay recommendation made by their appraiser, using the approach described above. There is no requirement to submit their concerns in writing under the informal stage of the appeal procedure, although doing so may help clarify the concerns/evidence in support of a review of the pay recommendation.

#### **Appeal Procedure Steps: Formal Stage**

If an employee wishes to exercise their right of appeal under formal procedures, they must write to the Clerk of the SENDAT Board at the earliest opportunity and normally within 10 school working days of the written advice of their pay determination, or the conclusion of discussions under the informal stage of





the procedure. Written notification of the appeal should include a statement of the grounds of the appeal and sufficient details of the facts on which they will rely.

On receipt of the written appeal, the Clerk to the Board will establish an Appeal Committee that should consist of three Trustees, none of whom are SENDAT employees or have been previously involved in the relevant pay determination process and convene a meeting of the Appeal Committee. The meeting will be convened at the earliest opportunity and normally no later than 20 school working days after the date on which the written appeal was received. Both “the recommendation provider” and “the decision maker” will be required to attend the meeting.

The Chair of the Appeal Committee will invite the employee to set out their case. Both “the recommendation maker” and “the decision maker” will also be asked to take the committee through the procedures that were observed in their part of the pay policy determination process.

Following the conclusion of representations and questions by all relevant parties, the Appeal Committee will then consider all the evidence in private and reach a decision. The Appeal Committee will write to the employee notifying them of their decision and the reasons for it. Other attendees at the meeting will also be notified of the decision. The decision of the Appeal Committee is final.

### **The Modified Procedure**

There will be no entitlement to invoke the appeal procedure in relation to a pay decision if the teacher has left the employment of the school.

Where an employee has, whilst employed at SENDAT, lodged an appeal against a pay decision but has then subsequently left the trust’s employment before any appeal hearing is held, the following steps will be observed:

1. The employee must have set out details of their appeal in writing;
2. The employee must have sent a copy of their appeal to the Chair of the Board;
3. The Chair of the SENDAT Board will consult with relevant Trust personnel and provide the employee with an appropriate written response on behalf of the Trust.

**APPENDIX 2 – APPLICATION FORM FOR UPPER PAY RANGE**

**Application to be paid on the  
Upper Pay Range**

- To be paid on the Upper Pay Range you must be assessed as meeting the expectations set out in the SENDAT Pay and Appraisal policies.
- Please enclose copies of Appraisal Reports to support your application. You may submit additional evidence if you wish to do so to support your application.
- Print, sign and date the form, keeping a copy and pass it to your Head of School / Specialism by **31<sup>st</sup> March**.

Examples of evidence that you may wish to include are:

- Most recent appraisal report(s)
- Classroom observations
- Reviews of assessment results
- Reviews of lesson planning records
- Reviews of children's work
- Internal tracking of student progress
- Moderation within and across schools
- Students' voice
- Parents' voice
- Subject leadership and evidence of impact
- Evidence supporting progress against Teachers' Standards including self-assessment
- Evidence matched to the criteria set out in Appendix 2b of this policy
- Records of CPD and evidence of impact.

**Name:** .....

I confirm that I am applying to be paid on the Upper Pay Range with effect from 1 September 20.....

I consider that I meet the criteria to be paid on the Upper Pay Range as set out in my trust's Pay Policy and enclose copies of my last three Appraisal Statements, and my portfolio of cross referenced evidence which support this.

Signed: .....

Date: .....

**[TO BE COMPLETED BY THE APPLICANT THE BOXES CAN BE EXPANDED AS NEEDED]**

1. Progression to the Upper Pay Range (UPR) requires evidence that the applicant is a "highly competent" in all elements of the relevant standards.

Please outline below how you meet this criteria, with reference to the Teachers' Standards (<https://www.gov.uk/government/publications/teachers-standards>), the Expectations for UPR Teachers (Appendix 2b) and the particular role that you are fulfilling/the context within which you are working:

**The Teaching Standards *have* been met throughout the assessment period**

Explanation/evidence (include assessment of quality of teaching overall during the assessment period and outcomes for students. Cross reference to pages in your portfolio)

**Performance Management objectives *have* been met through the assessment period**

Explanation/evidence (Cross reference to pages in your portfolio)

### **Evidence of contribution to the wider school development and ethos**

Progression to the UPR requires evidence that the applicant's achievements and contribution to the school are "substantial".

Please outline below how your contribution has raised standards of teaching and learning, not just in your own classroom but as a significant wider contribution to school improvement – this should show a clear impact on student progress across the school and on the effectiveness of colleagues

Explanation/evidence (Cross reference to pages in your portfolio)

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### **Evidence of personal responsibility for CPD and application and impact of this development**

Progression to the UPR requires evidence that the applicant's achievements and contribution to the school have been "sustained".

Please outline below how your teaching expertise has grown over a sustained period of time and is consistently good/developing outstanding professional practice:

Explanation/evidence (Cross reference to pages in your portfolio)

### **Other comments**

Explanation/evidence (Cross reference to pages in your portfolio)



**Evidence of contribution to the wider School / Specialism development and ethos**

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**Evidence of personal responsibility for CPD and application and impact of this development**

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**Other comments**

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## APPENDIX 2b – EXPECTATIONS FOR UPPER PAY RANGE TEACHERS

All teachers on Upper Pay Range (UPR) will be:

- Highly competent in all elements of the Teachers’ Standards and
- Their achievements and contribution to the school will be substantial and sustained.

This following table provides an overview of what post threshold teachers should aspire to at each pay level and to achieve the next level.

UPR 1	UPR 2	UPR 3
Accepted professional	Established professional	Senior and leading professional
<ul style="list-style-type: none"> <li>• Consistently meeting standards of teaching and developing outstanding professional practice</li> <li>• Will regularly support activities</li> <li>• Most students will make good progress</li> <li>• Will take an enthusiastic and proactive role in the school</li> <li>• Performance Management objectives met each year</li> <li>• Demonstrate and model good practice within own classes for other members of staff</li> <li>• Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice and providing advice and feedback especially with those new to the profession</li> <li>• Evaluate and develop the planning and delivery of the curriculum by contributing to schemes of work and developing resources</li> </ul>	<p>Over a sustained period:</p> <ul style="list-style-type: none"> <li>• Consistently meeting standards of teaching and increasingly outstanding professional practice</li> <li>• Will lead activities</li> <li>• Some students will exceed good progress</li> <li>• Will take an enthusiastic and proactive role in school</li> <li>• Performance Management objectives met each year</li> <li>• Will demonstrate and model good practice for other members of staff and contribute to policy and practice which has improved teaching and learning across the school</li> <li>• Contribute to the professional development of colleagues across the school through coaching and mentoring, demonstrating effective practice and providing advice and feedback enabling teachers to improve their teaching practice.</li> <li>• Evaluate and develop the planning and delivery of the curriculum across the school, taking the lead on schemes of work and developing resources</li> </ul>	<ul style="list-style-type: none"> <li>• Consistently meeting standards of teaching and regularly exceeding standards of teaching and professional practice</li> <li>• Will create, develop and lead activities</li> <li>• Over a sustained period, many students will exceed good progress</li> <li>• Will take an enthusiastic and proactive role within the school and with wider stakeholders</li> <li>• Challenging Performance Management objectives met each year</li> <li>• Will coach and mentor staff to excellence and/or lead on the development of policy and practice which will improve teaching and learning across the school</li> <li>• Contribute to the professional development of colleagues across the school through coaching and mentoring, demonstrating effective practice, and providing advice and feedback; moving teachers to meeting or exceeding teacher standards.</li> <li>• Evaluate and develop the planning and delivery of the curriculum across the school; taking the lead on schemes of work and developing resources, including cross-curricular themes</li> </ul>

## APPENDIX 3 – APPLICATION FOR PROGRESSION TO SEN2

### Application for progression to SEN2

- To be eligible to receive the SEN2 allowance, you must be assessed as meeting the expectations set out in the Pay and Appraisal policies.
- Please enclose copies of Appraisal Reports to support your application. You may submit additional evidence if you wish to do so to support your application.
- Print, sign and date the form, keeping a copy and pass it to your Executive Head of School / Head of School/AP by **31<sup>st</sup> March**.

Examples of appropriate qualifications that you may wish to include are:

- Masters degree in special education
- Doctorate in special education
- 1<sup>st</sup> degree in special education
- Specialist Teacher qualification
- Qualification and experience in Autism approaches e.g. Scerts

Examples of appropriate experience that you may wish to include are:

- Has taught in a special school/AP for at least two full years AND
- Has demonstrated consistent effective differentiation for students with SEND
- Has consistently demonstrated a child-centred approach to teaching.

Examples that **do not qualify** for SEN 2 are:

- Planning – this is part of teachers responsibility
- Marking – this is part of teachers responsibility
- Preparing for and attending annual reviews – this is part of SEN 1

Documents which you may wish to submit as evidence could include:

- Most recent appraisal report(s)
- Classroom observations
- Reviews of assessment results
- Reviews of lesson planning records
- Reviews of children's work
- Internal tracking of student progress
- Students' voice



- Parents' voice

**Name:** .....

I confirm that I am applying to progress to SEN2 with effect from 1 September 20.....

I consider that I meet the criteria to receive the SEN2 allowance as set out in the SENDAT Pay Policy and enclose my portfolio of cross referenced evidence which supports my application.

**Signed:** .....

**Date:** .....

**[To be completed by the Applicant *the boxes can be expanded as needed*]**

1. Eligibility to receive the SEN2 allowance requires evidence that the applicant has taught in a Special School / AP for at least two full years.

**Work history in Special School / AP**

Include start and finish dates and a brief summary of posts / responsibilities held:

**Evidence of consistent and effective differentiation for students with SEND**

Please outline below how your approach to differentiation has raised standards of teaching and learning, not just in your own classroom but as a significant wider contribution to your team and/or school improvement – this should show a clear impact on student progress across the school and on the effectiveness of colleagues

Explanation/evidence (Cross reference to pages in your portfolio)

**Evidence of a consistent child-centred approach to teaching**

Please outline below how your teaching approach has evolved and developed over a sustained period of time and how it has supported and improved learning outcomes for students:

Explanation/evidence (Cross reference to pages in your portfolio)

**Other comments / evidence**

Explanation/evidence (Cross reference to pages in your portfolio)

[TO BE COMPLETED BY THE EXEC HEAD OF SCHOOL / HEAD OF SCHOOL / AP]

Application for SEN allowance progression for

(Teacher's name)

The criteria for progression to SEN2 allowance *have / have not\* been met.* (\*delete as applicable)

Signed: .....

Date: .....

Relevant work experience in a Special School / AP for at least two full years evidenced:

Yes / No\*

Evidence of consistent and effective differentiation for students with SEND has / has not\* been evidenced:

Explanation/evidence

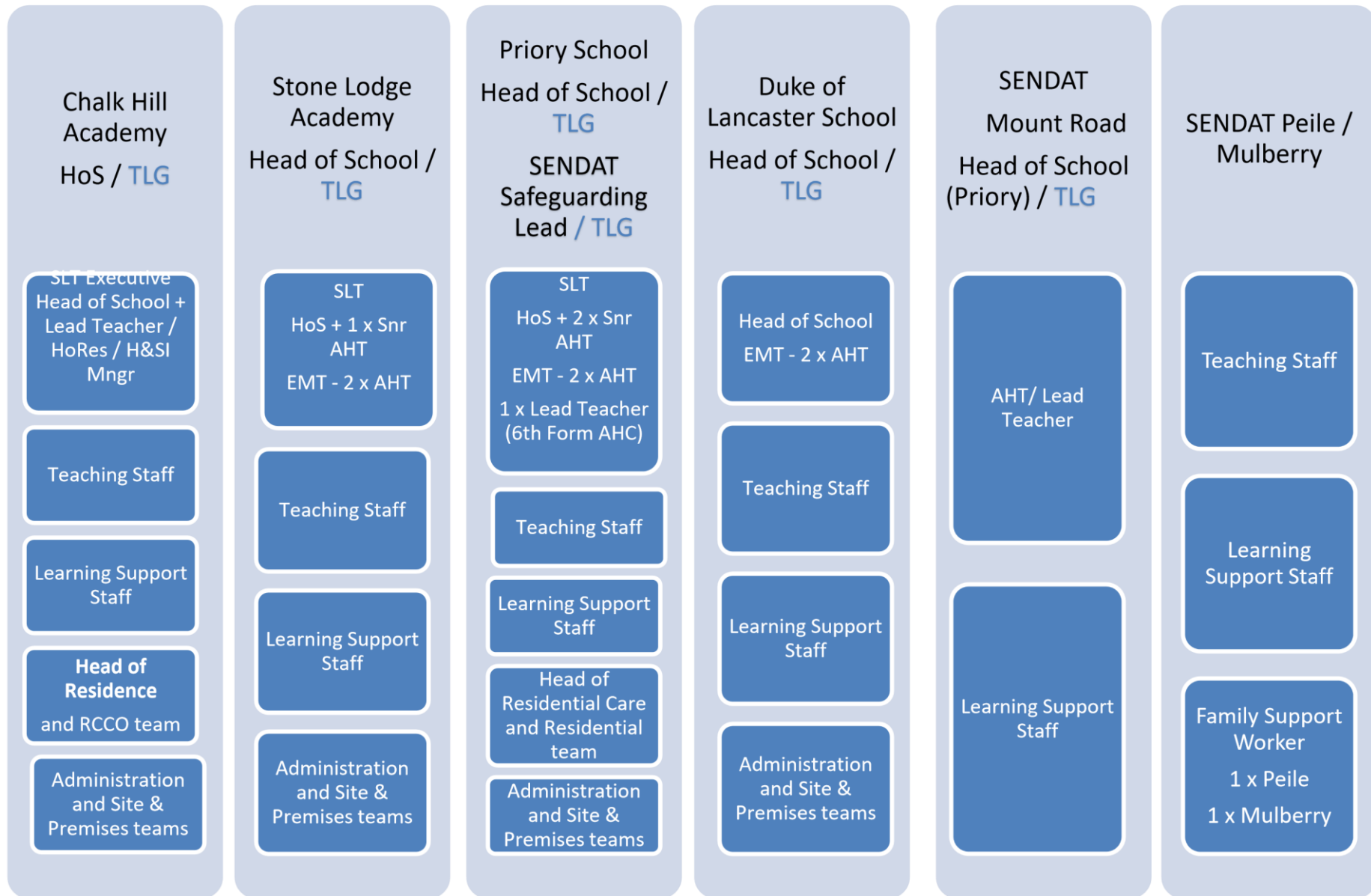
Evidence of a consistent child-centred approach to teaching has / has not\* been evidenced:

**\* Delete as applicable**

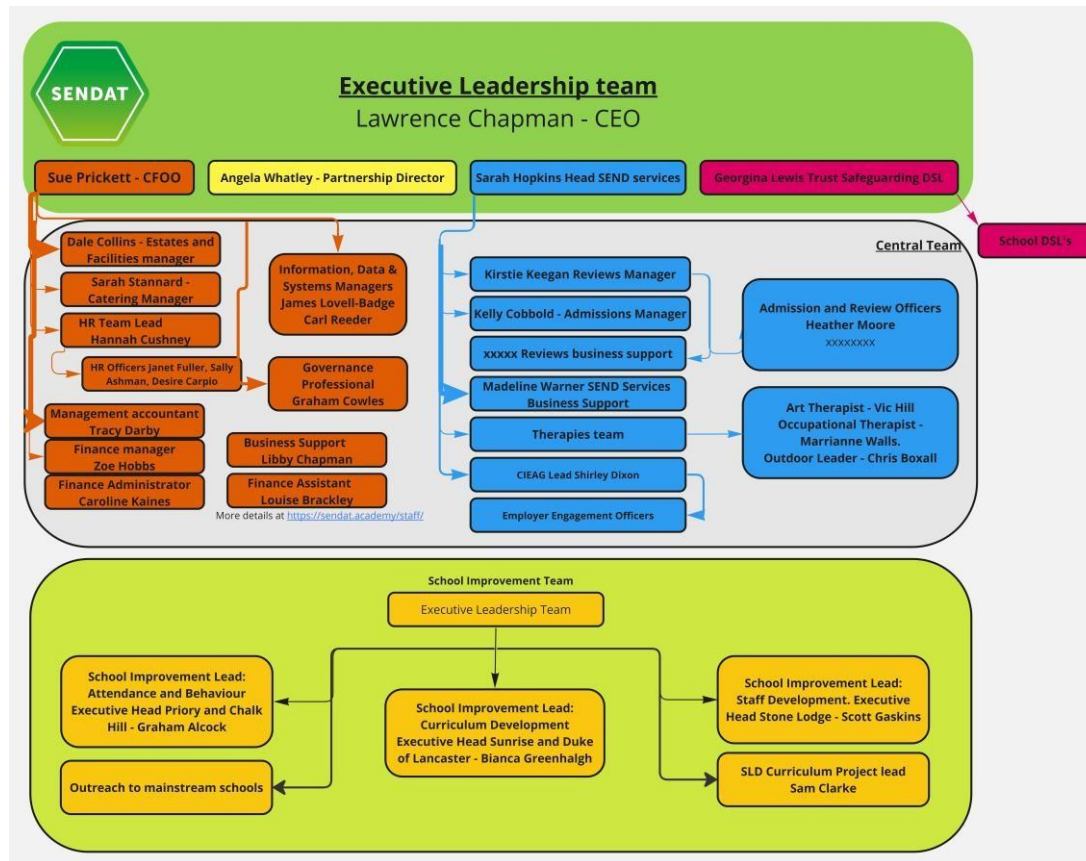
**Other comments**

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**APPENDIX 4 staff structures**



**APPENDIX 4 cont. SENDAT CENTRAL STAFFING STRUCTURE**



- KEY:
- Trust Leadership Group – TLG
  - Senior Leadership Team – SLT
  - Educational Management Team – EMT
  - Senior Assistant Executive Head of School – Snr AHT
  - Assistant Executive Head of School – AHT
  - Chief Finance & Operations Officer - CFOO

## APPENDIX 5 – SENDAT LEADERSHIP AND TEACHING SALARY SCALES, RANGES AND ALLOWANCES

### Residential allowances for Leadership staff

The “Orange Book” banding structure for heads/deputies provides for different allowances to be paid depending on whether the number of residential places represents 0-20 percent of the total number of residents and non-resident places, 21-40 percent of the total, 41-65 percent or over 65 percent.

	Band 1	Band 2	Band 3	Band 4
Residential places	0-20%	21-40%	41-65%	over 65%
as % of total places				
% of full allowances	37½%	55%	80%	100%

Priory has 23 residential places for 200 students 12% Band 1

Chalk Hill has 12 residential places for 24 students 50% Band 3

The full allowance for 2023-2024 are:

- Executive Head of School / Head of School is £8,454.60
- Senior Assistant Head is £7,180.95

If a member of the leadership team is not full time these will be Pro rated based on the time working in school.

	Priory Band 1 (37.5%)	Chalk Hill Band 3 (50%)
Executive Head of School / Head of School	£3,170.48	£6,763.68
Senior Assistant Head	£2,692.86	£5,744.76

**APPENDIX 6 - SENDAT TEACHER 2023/2024 PAY SCALES (in line with the STRB)**

<b>Unqualified Teacher Pay Range</b>	<b>£</b>
Minimum (UQ1)	£20,598
Reference point 2 (UQ2)	£22,961
Reference point 3 (UQ3)	£25,323
Reference point 4 (UQ4)	£27,406
Reference point 5 (UQ5)	£29,772
Maximum (UQ6)	£32,134

<b>Main Pay Range</b>	<b>£</b>
Minimum (M1)	£30,000
Reference point 2 (M2)	£31,737
Reference point 3 (M3)	£33,814
Reference point 4 (M4)	£36,051
Reference point 5 (M5)	£38,330
Maximum (M6)	£41,333

<b>Upper Pay Range</b>	<b>£</b>
Minimum (UPR1)	£43,266
Reference point 2 (UPR2)	£44,870
Maximum (UPR3)	£46,525

<b>TLR</b>	<b>£ Min</b>	<b>£ Max</b>
TLR 1	£9,272	£15,690
TLR 2	£3,214	£7,847
TLR 3	£639	£3,169

<b>Special Educational Needs Allowance (SEN)</b>	
SEN1	£2,539
SEN2	£5,009



<b>Leadership Range</b>	<b>£</b>
L1	£47,185
Lmax	£131,056

#### APPENDIX 7 – SENDAT Support Staff Pay Scale

SENDAT		SENDAT	
Scale Point	2023-2024	Scale Point	2023-2024
1	<b>£22,183</b>	26	<b>£42,156</b>
2	<b>£22,366</b>	27	<b>£44,305</b>
3	<b>£22,737</b>	28	<b>£45,380</b>
4	<b>£23,114</b>	29	<b>£46,446</b>
5	<b>£23,500</b>	30	<b>£47,523</b>
6	<b>£23,893</b>	31	<b>£48,597</b>
7	<b>£24,294</b>	32	<b>£49,664</b>
8	<b>£24,702</b>	33	<b>£50,830</b>
9	<b>£25,979</b>	34	<b>£51,994</b>
10	<b>£26,421</b>	35	<b>£53,162</b>
11	<b>£27,334</b>	36	<b>£55,481</b>
12	<b>£27,803</b>	37	<b>£56,651</b>
13	<b>£28,770</b>	38	<b>£57,814</b>
14	<b>£29,777</b>	39	<b>£58,975</b>
15	<b>£31,364</b>	40	<b>£60,137</b>
16	<b>£32,076</b>	41	<b>£61,289</b>
17	<b>£33,024</b>	42	<b>£62,458</b>
18	<b>£33,945</b>	43	<b>£63,624</b>
19	<b>£34,834</b>	44	<b>£64,785</b>
20	<b>£35,745</b>	45	<b>£67,116</b>
21	<b>£36,648</b>	46	<b>£59,525</b>

22	<b>£38,223</b>	47	<b>£60,671</b>
23	<b>£38,925</b>	48	<b>£61,812</b>
24	<b>£40,008</b>	49	<b>£62,959</b>
25	<b>£41,077</b>	50	<b>£64,103</b>
		51	<b>£65,968</b>

**Sleep in allowance for all staff £40.07 per night**