



Extend Learning
Academies Network

Pay Policy

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6.0	December 2023	HR Lead	Updated ECT so receive an automatic update (as long as meeting ECT standards) on their one year anniversary to S2. After which fall into regular teacher cycle. Updated pay scales to include 2023 teacher and support staff pay awards.
7.0	July 2024	HR Lead	Updated pay scales to include support staff 2024 pay scales (Appendix 3). No other changes made at this stage. Further updates will be needed in the Fall to also update teacher pay scales in line with the teaching pay award.

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1. Principles

Extend Learning Academies Network (ELAN) aspires to be an employer of choice who will always strive to pay its workforce fairly, equitably and competitively.

The Trustees seek to ensure that all staff are valued and receive proper recognition for their work and contribution to the Trust.

This Policy applies to all current employees of Extend Learning Academy Trust. It does not apply to staff who may be working within the Trust, but who are not directly employed by the Trust.

Where pay rises are announced nationally for both teachers and support staff, the Trustees undertake where possible, to pass on pay rises where they are funded and affordable.

There is no desire to migrate from national pay scales, however the Trustees reserve the right to do so in the future should the fiscal conditions necessitate such a move.

2. Introduction

The statutory pay arrangements for teachers give significant discretion to Trustees to set the pay in academies. The School Teachers' Pay and Conditions Document (STPCD) has placed a statutory duty on Trusts to have a Pay Policy in place which sets out the basis on which they determine teachers' pay and to establish procedures for dealing with appeals. ELAN's teacher pay and conditions broadly mirror the pay structure set out in the School Teachers' Pay and Conditions Document (STPCD) but introduce variations designed to recognise flexible working practices, reward the contribution of teachers to school improvement and to deliver our focus on achieving the best outcomes for the children within our schools.

The pay for support staff is arranged in accordance with the principles set out in local government pay scales (determined locally) and the applicable conditions of service. The Trust has delegated powers to determine the pay of all associate staff (School Standards and Framework Act 1998). ELAN's support staff are currently paid on scales derived from the national agreement on pay and conditions for local government (the 'Green Book'). Grades are determined on the basis of relevant internal and external benchmarks.

This policy will be applied to the pay of all staff employed to work in the Trust, excluding any staff whose pay is not determined by the Trust, whether they are based within the schools or centrally. Where aspects of this policy apply to certain groups of staff it will be made clear who the policy is referring to.

Trade unions are consulted on the pay policy and any proposed changes to ensure that it continues to reflect best practice and meet all statutory obligations.

3. Aims

In providing a clear framework in relation to the pay of employees and in particular the use of discretionary pay elements, ELAN aims to:

- support the recruitment and retention of a high quality workforce
- enable each school to recognise and reward staff for their contribution to their school
- ensure that pay decisions are managed in a fair, consistent and transparent manner
- maximise the quality of teaching and learning within ELAN Schools
- provide a structure for determining salaries on appointment and during the annual appraisal process

- outline the principles that will apply to all salary decisions and establish pay review as a whole Trust consideration.
- provide a framework to appeal about any aspect of pay or pay progression.

4. Equal opportunities

It is expected that this policy will be applied fairly and equitably in line with both employment law and ELAN's Equality and Equal Opportunities Policy.

No discrimination will be made on the grounds of age, disability, gender history or gender reassignment, marriage and civil partnership, pregnancy and maternity, colour race nationality, ethnic or national origin, religion or belief, sex, sexual orientation, part-time working, social class, medical status, transgender/transsexual or faith when operating this policy, and careful consideration of employee's individual circumstances will be taken into account when implementing such.

5. Responsibilities

ELAN is responsible for maintaining fair, consistent and objective procedures for matters relating to pay, making these accessible and communicating this clearly and appropriately to its workforce.

Leaders have responsibility delegated from the Board for the internal organisation and management of their area in relation to managing pay e.g. headteachers for their individual schools and central team leads for their departments within the agreed pay parity guidelines and in collaboration with Finance and HR.

School and central team staff, whether teachers or support staff, are responsible for complying with the Appraisal, Capability and Pay Policies and actively participating in the arrangements for their own appraisal, including the collation of relevant records and evidence of achievement against targets.

6. Timing

All matters relating to pay should normally be carried out within the timescales laid down in this policy. However, subject to the provision of a valid reason, for example in the case of maternity leave or sickness absence, the timescales may be varied.

7. Staffing structure

Headteachers are responsible for ensuring their school has a staffing structure in place for both teaching and support staff so that they are able to achieve the strategic objective of providing an extraordinary education for the children and remain within the financial budget notified to them by the Chief Financial Officer (CFO).

Central team leaders are responsible for ensuring their department has a costed staffing structure in place to deliver the service level agreement to the schools and support the achievement of the strategic plan which must be in line with financial budgets.

The structures will show the pay range for each role and for teaching roles, any associated allowances and should be costed for budgeting purposes.

8. New appointments

Upon appointment, each employee will be placed on the grade and scale appropriate to their role and this should be in line with the details contained on their contract of employment.

In establishing the grade of support roles, relevant model job descriptions, the existing staffing structure and market forces will be taken into account. Consideration will be given to the need

to appoint the best person for the post and for the current salary levels of other staff within the school who may have been working there for some time.

The salary point of any teacher on joining the school will generally be matched (commonly referred to as pay portability), unless the anticipated salary is clearly specified at the advertising stage.

In making such pay determinations, a range of factors may be taken into account including but not limited to:

- the nature and responsibilities of the post
- the level of qualifications, skills and experience required
- the wider school context
- the scale of the challenges to be overcome and the demands of the post
- the nature of the work to be undertaken, including any work with other schools within ELAN or externally or outside agencies
- the professional competencies required of the post holder
- the anticipated impact on the quality of teaching and on pupil outcomes

These options are for guidance only, are not intended to provide an exhaustive list and may not apply to all appointments.

HR must agree all appointments, **before** they are made.

Thereafter, as changes to pay take place, the change will be confirmed in writing to the individual and these confirmations constitute amendments to their contract. New contracts will not be reissued each time there is a change to pay.

If an employee moves to a different role or takes on an additional role, they will receive a new contract for that post.

9. Working time

9.1 Support Staff

Support staff are appointed on a range of contracts with hours agreed to suit the post they are appointed to.

Some work all year round, the majority work term time only and some work a combination of the two e.g. term time plus an additional number of weeks to be worked at other times of the year or during the holidays. The salary paid will be prorated accordingly from the full time equivalent.

In order to ensure that support staff are paid each calendar month, regardless of their contractual arrangements, their total number of working weeks must first be calculated. Paid holiday entitlement is then added to this figure along with any adjustments for working inset days or additional weeks. This is known as their **factor** and directly determines their pay, which is then divided equally into 12 monthly payments.

For Support Staff, any one working **regular overtime** i.e. a consistent or definite pattern, recurring at uniform intervals .e.g. regularly covering lunchtimes or breakfast/after school clubs, should be provided with an ELAN permanent or fixed-term contract for this work rather than being paid overtime.

Overtime can still be paid for **irregular overtime** i.e. work on an ad hoc, as needed basis e.g. to cover short term absence. Please submit an overtime claim form for any irregular overtime. Overtime must be submitted a maximum of two months after it was done.

9.2 Teachers

Those employees appointed on a teacher grade, are paid all year round and their hours are made up of directed and non-directed time.

Annually, at the start of the academic year, teachers should receive, from their headteachers, a breakdown of their hours called a directed time menu, which takes into account their individual role, hours of work and the expectations.

In addition to the directed time, a teacher may work such reasonable additional hours as necessary. This can include time for such things as planning and preparing lessons and assessing pupils' work and is referred to as non-directed time.

9.3 Leaders

The provisions of directed time do not apply to headteachers, deputy headteachers, assistant headteachers or teachers on the pay range for leading practitioners.

10. National annual pay increases

National annual pay awards often referred to as 'cost of living' awards are usually agreed in line with the following time scales:

- 1 April for support staff
- 1 September for teachers

If these timescales cannot be met for any reason, awards are usually backdated to these dates. Pay awards will only be applied to existing staff employed by Extend Learning Academies Network at the time a pay award is agreed and will not apply to former staff.

Where the pay rises announced nationally for both teachers and support staff are funded and affordable, the Trustees undertake where possible, to support these, although they reserve the right not to do so in the future should the fiscal conditions necessitate such a move.

11. Appraisal

Appraisals take place from 1 September each year, and leaders should aim to have these completed in their entirety, by no later than 31 October each year.

All staff not currently under probation should have an annual appraisal.

Appraisals will usually be carried out by an employee's line manager, although where this is not possible, another manager may be appointed to do this.

For all teachers and any support staff on a management pay grade, pay awards will take account of the outcome of appraisal reviews.

Following the appraisal, where the recommendation is a proposed change to pay, this must be approved prior to communicating this to individual employees.

Any proposed changes will be reviewed and agreed with HR and Finance.

Pay awards for headteachers and leaders within the central team will be agreed by the Chief Executive Officer (CEO), who will notify the Trustees of any proposed changes.

The appraisal for the CEO will be carried out by the Chair of Trustees along with another Trustee who will agree any pay recommendation for consideration and final approval by the wider Board of Trustees.

12. Pay progression

In all cases where employees are subject to capability proceedings, they will not be eligible for pay progression

12.1 Support staff

There will be no movement up the pay scale unless a performance review has been undertaken with the employee and there has been a demonstrable and sustained high level of performance. In practice, this will normally mean that they will need to have at least met all of their objectives.

Support staff will increase annually one scale point within their pay grade until they reach the top of that grade at which point they will become fixed unless they transfer to an alternative role with a new pay grade. Employees transferring roles will be appointed at the bottom of any new pay grade.

12.2 Unqualified teachers

In order to progress through the unqualified teachers' pay range, the employee will have to show that they have made good progress towards their objectives. Judgements will be properly rooted in evidence. As unqualified teachers move up the scale, this evidence should show:

- an improvement in teaching skills
- an increasing impact on pupil progress
- an increasing impact on wider outcomes for children
- improvements in specific elements of practice identified to the teacher
- an increasing contribution to the work of the school

12.3 Main scale teachers (TMS)

All decisions about pay progression other than those relating to early career teachers (ECTs), are based on performance recorded through the annual appraisal process and an annual pay award is not an automatic entitlement

For staff eligible for pay progression, including teachers wanting to move onto the upper pay scale, the assessment of performance throughout the appraisal cycle against will be the basis on which the decision is made.

There will be no movement up the pay scale unless a performance review has been undertaken with the employee and there has been a demonstrable and sustained high level of performance. Unless there are exceptional circumstances, the teachers will need to have at least met all of their objectives, have demonstrated that they are competent in all elements of Teachers' Standards and their teaching should be at least good

Performance will be assessed against such things as:

- performance targets, success measures and evidence indicators as specified clearly in the objectives and performance review form
- relevant evidence of compliance with the appropriate professional standards

although this is by no means exhaustive.

Progression for employees who meet the required standard of performance is usually by one point until the top of the pay scale or range is reached.

In exceptional circumstances, progression may be increased to two points to reward outstanding performance.

A decision may be made not to award pay progression, whether or not the individual is subject to capability.

12.4 Upper pay scale teachers (UPS)

There will not be any movement up the pay spine unless there has been a performance review for the individual and they are able to demonstrate a high level of competence **and** substantial and sustained high quality teaching, measured over a minimum of two consecutive years and taking into account any performance objectives agreed or set.

Teachers wishing to apply for progression onto UPS or to move within the UPS, should make an application to their headteacher at the beginning of the academic year and by no later than 1st October. This deadline will be extended where particular circumstances may warrant, such as in the case of teachers on long term sickness or maternity leave. It is the responsibility of the individual teacher to request an extension which will not be unreasonably refused. Any applications not subject to a time extension but received after the deadline date has passed will be deferred until the following year.

An application to move onto the UPS will be successful when the headteacher is satisfied that:

- the teacher is highly competent in all elements of the relevant standards (see [appendix 1](#) for definitions of competence)
- the teacher's achievements and contribution to the school are substantial and sustained

Applications from part-time and fixed term contract teachers will be treated on the same basis as those from permanent full-time teachers.

All applications should be made in writing and should contain evidence from the previous two consecutive academic years unless the teacher has had a break in service, in which case the application should contain evidence from the most recent last two academic years in which the teacher has service.

If the teacher has been on maternity, adoption or sickness leave in either or both of those years, or has only worked part of the previous two years, the application can contain evidence from the last three academic years

Applications from teachers who have:

- no service prior to the last two academic years (that can be used to provide evidence)
- only worked part of the previous two academic years
- spent part of the previous two academic years at another school or schools

will only be considered if sufficient evidence is available and provided for assessment.

The headteacher will make an assessment of the application and the applicant will be notified of the outcome and given feedback within 15 working days.

12.5 Leading practitioners

Leading practitioners must demonstrate substantial and sustained high quality performance against their agreed performance objectives and will be subject to a performance review before any performance points will be awarded. This will include a review of any work undertaken at other settings.

Annually they will take part in a performance appraisal and they will need to demonstrate that there has been a high level of sustained performance against all objectives and professional standards, unless there are exceptional circumstances.

Progression for employees who meet the required standard of performance is usually by one point until the top of the pay scale or range is reached.

12.6 Leaders

Leaders whether teaching or non-teaching, will be monitored annually through the appraisal and pay awards will be made subject to satisfactory performance in role, assessed against performance targets, success measures and evidence indicators that are specified clearly in the objectives and performance review form along with demonstration of compliance with the appropriate professional standards.

All members of the leadership group must demonstrate substantial and sustained high quality performance against their agreed performance objectives and will be subject to a performance review before any performance points will be awarded

Objectives for all leaders across ELAN whether teaching or non-teaching, will be linked to the strategic plan with allowances for personal development and achievement of specific school or department aims.

Outside of these parameters, changes will only be made to grades and scales to reflect significant change in responsibility or job role, and the need to maintain appropriate differentials will always be taken into account.

12.7 Chief Executive Officer

The Trust Board will be responsible for determining the pay range and starting salary of the CEO using guidance set out by the Education & Skills Funding Agency (ESFA) along with any other related guidance such as ASCLs Setting Pay for Executive Heads/ Principals and Chief Executive Officers, as well as external benchmarks.

Objectives for the CEO will be linked to the strategic plan with allowances for personal development and achievement of specific department aims which will be agreed and reviewed by the Board of Trustees.

The CEO will be monitored annually through appraisal, and pay awards will be made subject to satisfactory performance in role. This will be assessed against performance targets, success measures and evidence indicators that are specified clearly in the objectives and performance review form along with demonstration of compliance with the appropriate professional standards.

An annual 'cost of living' pay uplift will be awarded in line with the national agreements for teacher leadership pay scales as published in School Teachers' Pay and Conditions Document (STPCD).

Outside of these parameters, changes will only be made to grades and scales to reflect significant change in responsibility or job role, and the need to maintain appropriate differentials will always be taken into account.

13. Long service increases

Support staff who complete 5 or 10 years' service with ELAN will receive an increase in salary. This is done by increasing their factor (the number of weeks they are paid for in any one year).

Teachers with long service have the option to apply to move onto the Upper Pay Scale (UPS), subject to meeting the qualifications for doing so.

14. Pay scales and ranges

14.1 Support staff

The appropriate grade of support roles will be established by reference to relevant model job descriptions and the existing staffing structure. The starting salary for a new appointment will normally be the minimum of the appropriate scale, although consideration will be given to the need to appoint the best person for the post and for the current salary levels of other staff within the school who may have been working there for some time. (see [appendix 2](#))

14.2 Unqualified teachers

Will be paid on the appropriate ranges (see [appendix 2](#))

14.3 Teachers

Will either be paid on ELAN teachers main scale (TMS) or ELANs upper pay scale (UPS) as appropriate. (see [appendix 2](#))

Teachers in regular part-time employment will be paid a portion of the salary that would be appropriate if they were employed as full time teachers.

14.4 Leading practitioners

All employees paid on a leadership scale will be paid on a consecutive 5-point range as determined by ELAN. New appointments will generally be made on the lowest point of the 5-point range. (see [appendix 2](#))

Where there is a need for more than one leading practitioner role, the individual ranges should be determined separately for each post and need not be identical. Salaries will be for specific posts.

14.5 Leadership

All employees paid on a leadership scale will be paid on a consecutive 5-point range as determined by ELAN. New appointments will generally be made on the lowest point of the 5-point range. (see [appendix 2](#))

15. Discretionary allowances and payments

15.1 Acting allowance

Should an individual be required to act up and cover the role or responsibilities of another employee for a period of four weeks or more, ELAN will, for the period of time acting up, pay the appropriate rate for that role.

This will not necessarily be at the same rate as the incumbent post holder but should be within the appropriate range and will usually be the minimum point for the post. Salary will be negotiated and agreed prior to start date and confirmed in writing. Where a change of terms and conditions applies, the colleague will be given a new contract to reflect this along with an indication of timescales.

15.2 Teaching and learning responsibility payments (TLRs)

A TLR may be awarded to teachers on either the TMS or UPS for undertaking a sustained additional responsibility in the context of the school's staffing structure.

The headteacher in partnership with HR, will determine the appropriate level of TLR within the range set out by ELAN. The TLR range is TLR2A – TLR2D.

The TLR awarded will reflect the post and its responsibilities, with consideration given to the following, although this is not exhaustive. Does the role:

- focus on leading teaching and learning
- require the management of colleagues to support this
- require the exercise of a teacher's professional skills and judgement
- require the teacher to lead, manage and develop a subject or curriculum area, or to lead and manage pupil development across the curriculum
- have an impact on the educational progress of pupils other than teachers assigned classes or groups of pupils
- involve leading, developing and enhancing the teaching practice of others

TLR1 and TLR2 payments may be awarded on a short term, temporary basis where a teacher is covering for a colleague's absence e.g. sickness, maternity leave, secondment, or pending a permanent appointment and will be prorated accordingly.

TLR payments will be reviewed annually as a minimum, to ensure that the responsibilities that they were awarded for are still being undertaken.

15.3 SEN allowance

Where an SEN allowance is to be paid, the headteacher in partnership with HR, will determine the spot value of the allowance within the range determined by ELAN, taking into account the structure of the school's SEN provision and the following factors:

- whether any mandatory qualifications are required for the post
- the qualifications or expertise of the teacher relevant to the post
- the relative demands of the post

The headteacher in partnership with HR, will determine the appropriate level of SEN allowance within the range set out by ELAN i.e. SEN1 or SEN2. SEN allowance will be prorated for any part-time teachers.

SEN post holders are deemed to be middle management within ELAN schools.

15.4 Unqualified teacher allowance

Any unqualified teacher will be paid on the unqualified teachers scale with one point being awarded for a good honours degree and up to four points for previous experience on the same basis as would apply to a qualified teacher.

15.5 Recruitment and retention incentives

ELAN may make such payments or provide other financial assistance, support or benefits to a teacher or other senior manager as considered necessary as an incentive for the recruitment of new and the retention of existing colleagues.

Recruitment and retention incentives and benefits will only be paid in exceptional circumstances and it must be made clear from the outset the expected duration of such incentives, the benefits and the review date after which they may cease.

15.6 Additional payments

Leaders, after consultation with the chief executive officer (CEO) may, in exceptional circumstances, award additional payments in exceptional circumstances for specific items of work carried out that are not included in the post holder's job description or in recognition of the completion of a major project or some other exceptional contribution to the success of the school and its children.

16. Annual benefit statements

Employees will receive an annual written statement setting out their salary and any other financial benefits or entitlements.

17. Record keeping

Records of supervision, appraisals and the associated decisions and recommendations will be kept. These records should demonstrate the objectiveness and fairness of the decisions that are made or proposed. Employees should keep records of their objectives and review them throughout the appraisal cycle. Employees will have reasonable access to their own employment records.

18. Appeals

Employees may appeal against any determination in relation to their pay or any other decision taken that affects their pay.

To make an appeal, the colleague should seek to resolve this by discussing the matter informally with their manager within 10 working days of the decision.

Where this is not possible or where the employee continues to be dissatisfied, they may follow a formal process by writing to the headteacher or central team lead within 10 working days of notification of the decision being appealed against or the outcome of the discussion with their line manager referred to above, outlining in full the reasons for the appeal.

19. Overpayments

ELAN will always seek to recover any monies overpaid to employees at the earliest opportunity following discovery of the overpayment.

The full amount of any overpayment will be deducted from the employee's next salary, or at the discretion of ELAN, and in consideration of individual circumstances, this may be recovered over a maximum of 4 months.

Should a colleague leave ELAN before all outstanding monies have been recovered, the remaining balance will be deducted in full from their final salary.

The colleague will be informed of the recovery, prior to any monies being deducted from their salary.

Appendix 1 - Progression to UPS

For the purposes of progression onto UPS, the following definitions apply:

Highly competent	The teacher's performance is assessed as having excellent depth and breadth of knowledge, skills and understanding of the Teachers' Standards in the particular role they are fulfilling and the context within which they are working – their performance is not only good but also good enough to provide coaching and mentoring to other teachers, 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 meet the relevant standards and develop their teaching practice
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 but also in making a significant wider contribution to school improvement which impacts on pupil progress and the effectiveness of staff and colleagues - of real importance, validity or value to the school, playing a critical role in the life of the school, provide a role model for teaching and learning, making a distinctive contribution to the raising of pupil standards, taking advantage of appropriate opportunities for professional development and using the outcomes effectively to improve pupils' learning
Sustained	The teacher must have had two successful, consecutive successful appraisal reports and have made good progress towards their objectives. They will have been expected to have shown that their teaching expertise has grown over their relevant period and is consistently good to outstanding as defined by Ofsted

Appendix 2 – Pay scales and ranges - ELAN FTE Teacher Pay Scales 2023/24

Grade	SCP	Salary		Grade	SCP	Salary
		£				£
Unqualified pay scale	UNQ1	£20,598		Leadership pay scale	LD1	£47,417
	UNQ2	£22,961			LD2	£48,366
	UNQ3	£25,323			LD3	£49,574
	UNQ4	£27,406			LD4	£50,807
	UNQ5	£29,772			LD5	£52,073
	UNQ6	£32,134			LD6	£53,380
					LD7	£54,816
Main pay scale	MS1	£30,000			LD8	£56,082
	MS2	£31,737			LD9	£57,481
	MS3	£33,814			LD10	£58,958
	MS4	£36,051			LD11	£60,488
	MS5	£38,330			LD12	£61,882
	MS6	£41,333			LD13	£63,429
					LD14	£65,010
Upper pay scale	UPS1	£43,266			LD15	£66,627
	UPS2	£44,870			LD16	£68,400
	UPS3	£46,525			LD17	£69,969
					LD18	£71,729
					LD19	£73,508
					LD20	£75,331
					LD21	£77,194
					LD22	£79,111
					LD23	£81,070
					LD24	£83,081
					LD25	£85,146
					LD26	£87,252
					LD27	£89,413
					LD28	£91,633
					LD29	£93,901
					LD30	£96,239

Appendix 3 – Pay scales and ranges - ELAN Support Staff Pay Scales 2024/25

ELAN Grade	Scale Point	All year round Salary FTE	ELAN Grade	Scale Point	Salary FTE
E1B	1	£23,487	EM1	28	£37,938
	E1C	2		£23,656	29
E2	3	£24,027		30	£39,513
	4	£24,404		31	£40,476
E3	5	£24,790	EM2	32	£41,511
	6	£25,183		33	£42,708
E4	7	£25,584		34	£43,693
	8	£25,992		35	£44,711
	9	£26,409	36	£45,718	
	10	£26,835	EM3	37	£46,731
	11	£27,269		38	£47,754
E5	12	£27,711		39	£48,710
	13	£28,163		40	£49,764
	14	£28,624	41	£50,788	
	15	£29,093	EM4	42	£51,802
	16	£29,572		43	£52,805
	17	£30,061		44	£53,886
	18	£30,559		45	£54,971
	19	31,067			
			46	£56,073	
E6	19	£31,067	EM5	47	£58,063
	20	£31,586		48	£59,383
	21	£32,115		49	£60,083
	22	£32,654			
	23	£33,366			
E7	24	£34,314			
	25	£35,235			
	26	£36,124			
	27	£37,035			

All of the above figures are based on all year round, 37 hours per week contracts.