

**Love Music
Make Music**



BEAT Pay Policy

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BARNET EDUCATION ARTS TRUST
BARNET MUSIC HUB

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1. PURPOSE OF THIS PAY POLICY

Barnet Education Arts Trust (BEAT) believes that a fair, transparent and consistent pay policy which recognises and rewards both teachers, managers and administrative staff as highly skilled professionals, is a key element in the effective delivery of high-quality music provision.

In adopting this pay policy, the aim is to assure the quality of teaching and learning of music, to support recruitment and retention by rewarding teachers appropriately and ensure accountability, transparency, objectivity and equality of opportunity.

2. REVIEWING THE POLICY

The Finance Committee trustees are responsible for reviewing the pay policy which shall later be ratified by the Board of Trustees, usually at their September board meeting. The Chief Executive Officer (CEO) shall be responsible for reporting to the Board of Trustees annually on decisions pertaining to teachers' pay. These reports will be anonymous and will provide the Board with a summary of number/percentage increases/changes across the staffing range to enable the Board to understand the changes.

A copy of this policy will be available on BEAT's website along with other staff policies.

3. DIVERSITY AND EQUALITY

The Trustees seek to ensure equal opportunities and respect the diversity of all staff regardless of gender, sexuality, race, religion or belief, disability or age.

The Trustees will abide by all relevant legislation and will not discriminate on grounds of age, disability, sex, sexuality, race, religion, or belief.

This policy will comply with the following legislation: the Employment Relations Act 1999, the Equality Act 2010, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 and the Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002. Procedures for determining pay will also be consistent with the principles of public life – objectivity, openness, and accountability.

4. CATEGORIES OF PAY

The current categories of pay are:

- Teachers on regular contracts and self-employed contracts
- Administrative staff who have a separate grade structure
- Senior Leadership Team (Chief Executive Officer and Directors)

5. TEACHERS' PAY

This policy sets out the framework for making decisions on teachers' pay.

BEAT has developed the BEAT pay grade structure to meet the needs of staff with a

wide range of qualifications and experience and is structured around teaching roles.

BEAT will establish an appropriate level of pay on the BEAT pay grade structure taking into account all qualifications, previous experience and current teaching roles.

Pay decisions for teachers are made by the CEO in consultation with the Senior Leadership Team.

6. PAY REVIEWS AND PAY DETERMINATION

BEAT teachers will be appointed on an appropriate BEAT pay grade.

Where appropriate, and in consultation with the Senior Leadership Team, the CEO will review pay points.

This may happen at any time of year to reflect any changes in circumstances or job description that leads to a change in the basis for calculating an individual's pay.

BEAT teachers are subject to annual performance management (appraisal) which seeks to recognise both strengths and professional practice.

Note: Following the June 2022 Pay Policy Consultation:

A three-year salary safeguarding term was introduced for those members of staff holding QTS whose salary could be reduced as a result of the pay review from September 2022 - September 2025. Any changes to pay will be implemented in September 2025 in consultation with line managers during the Summer Term 2025.

7. LEADERSHIP POSTS

The pay ranges for the CEO, and Senior Leaders are found in Appendix 6 and will ensure fair pay relativities.

Senior Leadership staff will adopt a performance management scheme linked to performance targets with a range of outcomes. Senior Leadership staff targets will be agreed using a range of documents and measures.

Chief Executive Officer.

Trustees will decide the pay of the CEO using the BEAT Leadership Pay Grade structure. (Appendix 6)

The CEO Appraisal Committee (appointed by the Board) is responsible for reviewing the pay of the CEO annually as part of the appraisal process and for recommending the level of pay to the Board for ratification. Pay reviews may be backdated to September. Changes to the CEO's salary will be actioned by the BEAT Finance Officer on receipt of written authorisation from the Chair of the Appraisal Committee.

Senior Leadership staff

Senior Leaders will be appointed on a five point pay range of the BEAT Leadership Pay Grade structure (Appendix 6). There will always be a minimum of five points between a Senior Leader's pay point and that of the CEO.

Other Senior Leaders

Other Senior leaders may be appointed on the leadership scale at a fixed point

commensurate with the senior role they are undertaking.

8. PAY PROGRESSION

With the exception of the pay of the CEO, decisions regarding pay progression will be made with reference to a teacher's current role and responsibilities.

Final decisions about pay will be made by the CEO in consultation with the Senior Leadership Team.

All decisions on pay will depend on appropriate funding being available at the time of review.

9. MOVEMENT WITHIN THE PAY RANGE

Any teacher may progress through to point 8 of the BEAT grade structure where the required standards are met. Movement above point 8 of the BEAT pay structure will be possible in exceptional circumstances where significant additional responsibilities are undertaken.

10. SELF-EMPLOYED TEACHERS

On appointment, a self-employed teacher must demonstrate that they have a self-employed Unique Taxpayer Reference (UTR) and public liability insurance. Their rate of pay will be agreed between BEAT and the teacher on appointment in line with their teaching roles. (See Appendix 7). The self-employed rate may be slightly higher than the employed rate as the self-employed teacher will be responsible for their own pension arrangements and NI contributions.

11. PAY AWARDS

The BEAT pay grade structure will be reviewed on an annual basis.

Increases in pay must be sustainable over time.

12. ACTING UP ALLOWANCES

Teachers required to undertake for more than four weeks the full duties and responsibilities of a post in a higher grade, either because of the absence of the holder of the post for any reason other than annual leave or because the post is temporarily vacant, may be paid a non-superannuable acting allowance. The payment of an acting allowance, normally equal to payment at the minimum of the higher grade (and normally one clear increment more than is currently being received) is on the recommendation of the CEO.

13. HOLIDAY PAY

All staff on regular contracts are entitled to the statutory minimum of 5.6 weeks per annum paid holiday in each holiday year which shall include the usual holidays in England and Wales. Teachers on regular contracts with fixed hours receive holiday pay as part of their annual full-time equivalent (FTE), and in compliance with existing regulations.

Holidays must be taken during school holidays unless prior consent is obtained from

the line manager.

14. ADDITIONAL PAYMENTS

The CEO in consultation with Senior Leaders will agree additional payments to teaching staff as required. Such additional payments will be paid as overtime at the next available pay run.

15. ADMINISTRATIVE AND OTHER STAFF

Administrative staff have a separate grade structure (Appendix 5) and have individual pay scales agreed with them on appointment. BEAT will take account of training undertaken and remunerate accordingly when extra duties are added to job descriptions, and these will be linked to annual performance management objectives. Targets are agreed using a range of documents and measures.

The BEAT pay grade structure will be reviewed on an annual basis.

Increases in pay must be sustainable over time.

16. APPEALS

The arrangements for considering appeals on pay determination are set out in Appendix 2 of this policy.

APPENDIX ONE:

Terms of Reference for The Trustees of The Pay Committee

The Pay Committee will be established under the aegis of the Finance Committee.

The Pay Committee will comprise of two trustees who will work in consultation with the CEO. All trustees will be eligible for membership of the Pay Committee.

Establishment of the Pay Policy.

The Pay Committee is responsible for:

- Establishing the policy in consultation with the CEO and submitting it annually to the Board of Trustees for approval
- Monitoring and reviewing the policy as per the policy review schedule

The Board of Trustees is responsible for; -

- Formal approval of the policy, usually at their September meeting
- Deciding how often the policy should be reviewed.

Application of the Policy:

The CEO is responsible for; -

- Ensuring that pay recommendations for all teaching and non-teaching staff are fully implemented.
- Making recommendations to the Board when senior posts are advertised.

The Pay Committee is responsible for taking decisions on pay ranges upon the appointment of senior managers.

The CEO Appraisal Committee (appointed by the Board) is responsible for reviewing the pay of the CEO annually as part of the appraisal process and for recommending the level of pay to the Board for ratification. Pay reviews may be backdated. Changes to the CEO's salary will be actioned by BEAT's Finance Officer on receipt of written authorisation from the Chair of the Appraisal Committee.

APPENDIX TWO: Pay Appeals Procedure

The trustees are committed to ensuring that appeals against pay decisions meet the requirements of the dispute resolution provisions of employment law.

The process set out below is consistent with the dispute resolution provisions of employment law and is adopted by BEAT as the means by which appeals against pay are considered.

Employees may seek a review of any determination in relation to their pay. The following list, which is not exhaustive, includes the usual reasons for seeking a review of pay determination.

That the person or committee by whom the decision was made;

- a) failed to have proper regard for statutory guidance
- b) failed to take proper account of relevant evidence
- c) took account of irrelevant or inaccurate evidence
- d) was biased; or
- e) otherwise unlawfully discriminated against the employee

The order of proceedings is as follows;

1. The employee receives written confirmation of the pay determination and, where applicable, the basis on which the decision was made.
2. If the employee is not satisfied, they will seek to resolve this by discussing the matter informally with the decision maker within ten working days of the decision.
3. Where resolution is not possible, or where the employee continues to be dissatisfied, they may follow the formal appeal process.
4. The employee will set down in writing the grounds for questioning the pay decision and send it to the person (or the committee) who made the determination within ten working days of the notification of the decision being appealed against, or of the outcome of the discussion referred to above.
5. The committee, or person who made the determination, will provide a hearing within ten working days of receipt of the written appeal, to consider the appeal and give the employee an opportunity to make representations in person.
6. Any appeal will be heard by at least two trustees who were not involved in the original determination, normally within 20 working days of the receipt of the written appeal determination. The employee will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing within ten working days and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.
7. At the formal appeal hearing the employee is entitled to be accompanied by a colleague or union representative. Each step and action of this process must be taken without unreasonable delay. The timing and location of formal meetings must be reasonable. Formal meetings must allow both parties to

explain their cases.

The procedure for the conduct of formal meetings shall be as follows

Introductions

The chair introduces everyone and clarifies their roles.

- Self as Chair
- Other panel member(s) (if applicable)
- Employee
- Employee representative
- Any witness for the employee side
- Management representative who will state the management case
- Any witness for the management side
- Person who will clerk the meeting

Goes over the order of hearing.

- Employee will state their case
- Chair asks questions of the employee/employee representative
- Chair invites panel member (s) to ask questions
- Management will state their case
- Chair asks questions of the management
- Chair invites panel member (s) to ask questions
- Chair to sum up both sides
- Chair to adjourn hearing to deliberate
- Chair to ensure employee is notified of the panel's decision, with reasons, in writing, within 10 working days.

The employee role

Employee/representative presents employee case

- What is the evidence that supports their case
- Introduces any relevant witnesses
- Chair asks questions
- Chair opens the discussion to the panel (if applicable)

The management role

Management representative presents management case :

- What is the evidence that supports the disputed pay decision
- Introduces any relevant witnesses
- Chair asks questions
- Chair opens the discussion to the panel (if applicable)

Summing up

If appropriate, the Chair can sum up the key points on both sides

End of hearing

The Chair ends the hearing and advises the employee that BEAT will let them have the panel's decision in writing within ten working days.

Chair advises the employee that the decision of the panel is final and that there is no further recourse to appeal against the panel's decision.

Decision making

HR clerk notes main points of panel discussion and their decision

Panel obtains HR advice, if required, to inform their decision making

Communication of decision

Employee is notified of the panel's decision, with reasons, in writing, within 10 working days.

APPENDIX THREE: TEACHERS ON A REGULAR CONTRACT.

Criteria for determining a teacher's point on the BEAT pay grade structure:

The CEO will determine the point on the BEAT pay grade structure on which each individual instrumental teacher shall be placed, based on the criteria in the paragraphs below.

1. Entry Level

1.1 Criteria for entry level points for newly appointed instrumental teachers.

- Entry Level 1: Proven musician without Qualified Teacher Status (QTS) or a degree/diploma
- Entry Level 2: Proven musician and with proven skills and ability in instrumental teaching
- Entry Level 3: Music graduate/teacher with relevant music degree/diploma but no QTS
- Entry Level 4: A Music graduate with QTS

1.2 BEAT may award one incremental point in September for each year of employment since commencing as an instrumental/vocal teacher with BEAT up to Point 6 on the scale, unless the instrumental/vocal teacher has been notified in writing that his/her service has not been satisfactory in respect of any such year. Satisfactory service shall be verified through performance management. In the case of an instrumental/vocal teacher who commences during the academic year, a minimum of 2 full terms shall count as a basis for awarding one incremental point in September.

2 Progression

2.1 To progress to point 8 on the BEAT pay grade structure, an instrumental/vocal teacher shall be required to be a Whole Class Lead Teacher or an Ensemble Leader. Such progression will be subject to sustained standards of excellence verified through performance management.

2.2 To progress to point 9 on the BEAT pay grade structure and beyond, an instrumental/vocal teacher shall be required to undertake additional responsibilities (see paragraph 4) and demonstrate that they are highly competent in all elements of their role; and that their achievements and contribution to BEAT are substantial and sustained.

3. Teaching and Learning Responsibility payment

3.1 An additional point for an identified responsibility may be added to the teacher's salary for clearly time-limited BEAT improvement projects or one-off responsibilities.

3.2 The point on the scale will be determined by BEAT, taking into account the number and weighting of the responsibilities that are assigned to the teacher. Each responsibility point awarded shall be reviewed on an annual basis and shall be subject to: -

- Sustained standards of excellence, verified through performance management
- The needs of BEAT
- Sufficient funding for the responsibility

3.3 The following responsibilities shall qualify for one additional point on the BEAT pay grade structure: -

- Undertaking performance management duties
- Leading regular Continuing Professional Development (CPD) sessions
- Undertaking regular Leadership Music Academy duties
- Providing a specialist leadership and management role
- Providing leadership and co-ordination for Whole Class Ensemble Teaching (WCET)

3.5 Subject to annual review and the level, responsibility and demands of the role, BEAT may allocate more than one responsibility to a teacher.

3.6 The remuneration rate for a responsibility payment allowance includes additional time for both planning and preparation.

4 Discretionary Allowances

4.1 BEAT may award a discretionary allowance, either as an additional point on the scale or in addition to a responsibility point in order to: -

- Recognise an additional skill, responsibility or aspect of leadership that supports other instrumental teachers
- Recruit or retain an instrumental/vocal teacher whose particular skills can be of benefit to others, including BEAT, schools, and students.

4.2 Responsibility payments, including additional scale points or allowances, shall apply only for the duration of the additional duty.

4.3 The remuneration rate for a discretionary allowance includes additional time for both planning and preparation.

5 Acting Allowances

Teachers required to undertake for more than four weeks the full duties and responsibilities of a post in a higher grade, either because of the absence of the holder of the post for any reason other than annual leave or because the post is temporarily vacant, may be paid a non-superannuable acting allowance. The payment of an acting allowance, normally equal to payment at the minimum of the higher grade (and normally one clear increment more than is currently being received) is on the recommendation of the CEO.

The remuneration rate for an acting allowance includes additional time for both planning and preparation.

**APPENDIX FOUR:
BEAT Teachers' Pay Grade structure
September 2024 Salary Levels**

Responsibility	BEAT NEW scale point	BEAT current rate £	Responsibility descriptors
Responsibility level 4	12	41,943	
Responsibility level 3	11	39,954	
Responsibility level 2	10	39,173	
Responsibility level 1	9	36,761	
Level 8	8	33,886	Top level for WCET Lead Teachers and Ensemble Leaders 5.5hrs plus
Level 7	7	31,911	Top level for WCET Lead Teachers and Ensemble Leaders
Level 6	6	31,227	Top level for teaching 1:1
Level 5	5	29,172	
Entry level 4	4	27,122	A Music Graduate with QTS
Entry level 3	3	25,066	Music Graduate/ Teacher with relevant music degree/diploma but no QTS Entry
Entry level 2	2	23,014	as below but with proven skills and ability
Entry level 1	1	20,959	Proven Musician without QTS/ or a degree/diploma

APPENDIX FIVE:
BEAT Administrative Staff Pay Grade Structure
September 2024 salary levels

Admin Pay Scale	FT Salary rate for 52 weeks SEPT 24	
Generic Job Title	Grade Min	Grade Max
Office Administration - Level 1	£22,067	£23,118
Office Administration - Level 2	£23,119	£25,219
Office Administrator – Level 3	£25,220	£27,321
Office Administration - Level 4	£27,322	£30,473
Office Administration - Level 5	£30,474	£33,626
Business Management - Level 1	£31,524	£33,626
Business Management - Level 2	£33,627	£35,727
Business Management - Level 3	£35,728	£42,032
Business Management - Level 4	£42,033	£45,185
Finance Level 1	£22,592	£24,168
Finance Level 2	£24,170	£26,270
Finance Level 3	£26,271	£30,473
Finance Level 4	£30,474	£33,626
ICT Support Level 1	£23,118	£25,219
ICT Support Level 2	£25,220	£27,321
ICT Support Level 3	£27,322	£30,473
ICT Support Level 4	£30,474	£33,626
ICT Support Level 5	£33,627	£35,727

Appendix 6BEAT Leadership Pay Grade StructureSeptember 2024 Salary Levels

BEAT scale point	BEAT current rate £
L1	45,104
L2	46,152
L3	47,218
L4	48,316
L5	49,438
L6	50,590
L7	51,867
L8	52,986
L9	54,223
L10	55,533
L11	56,883
L12	58,124
L13	59,497
L14	60,888
L15	62,320
L16	63,893
L17	65,288
L18	66,847
L19	68,422
L20	70,034
L21	71,686
L22	73,378
L23	75,114
L24	76,897
L25	78,725

APPENDIX SEVEN: PAY RATES for SELF-EMPLOYED TUTORS

Role	BEAT Current Pay £ Per Hour
Tuition in school and academies	30 to 31.50 (after 1st year)
Ensemble Tutor	31.5
Ensemble Lead	33
WCET Trainee	28
WCET Tutor	31.5
WCET Lead	33

Introduced in September 2024. Staff on a higher rate of pay will have that pay rate honoured.

Document History

Date	Reason for Change	Change Controller
11/09/2018	Revision	Phil Elgar
24/06/2019	Revision	Phil Elgar
09/12/2019	Update	Phil Elgar
14/10/2020	Update	Phil Elgar
25/09/2021	Revision	Phil Elgar
17/01/2023	Update	Phil Elgar
30/09/2023	Update	Phil Elgar
30/09/2024	Update	Phil Elgar

Signed



Chair of Trustees

Name: Martin Baker

Date: 02/10/2024

Signed 

Chief Executive

Name: Sharon Broughall

Date: 02/10/2024