**Data Protection**

We will use the information you provide to meet our contractual obligations under your employment contract.

As part of this we will share your personal information with internal service areas and

external organisations who provide services on our behalf. More information on how we handle personal information and your rights under the data protection Law can be found in our Privacy Notice [[link to full version](https://www.coventry.gov.uk/HRtradedservicesprivacynotice)].

**Appendix 3**

**Leadership Salary Assessment**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **School Name:** |  | | | | | | | | | | | | | | |
| **Employee’s Name:** |  | | | | | | | | | | | | | | |
| **Post Title:** |  | | | | | | | | | | | | | | |
| **Pay Range:** | From: | | L | | | | | | To: | | | L | | or | |
|  | | £ | | | | | | To: | | | £ | |  | |
|  | | | | | |  | | | | | | | | |
| **Group Size**  (Please reference the unit totals and headteacher groups for the school type in the [STPCD](https://www.gov.uk/government/publications/school-teachers-pay-and-conditions-2013)) | School Group: | | | | | |  | | | | | | | | |
| Salary Range: | | | | | | L | | | | To: | | L | |  |
|  | | | | | | | | | | | | | | |
| **Revised Pay Range** | L | | |  | | | | | | | | | | | |
| **Salary** | £ | | | | |  | |  | | | |  | | | |
| Does this exceed the max salary for school group range? |  | | | | | | | | | | | | | | |
| Yes |  | | | No | | | |  |  | | | | | |
|  | | | | | | | | | | | | | | |
| **Effective Date** | Click or tap to enter a date. | | | | | | | | | | | | | | |

**For Head Teachers Only:**

|  |  |  |
| --- | --- | --- |
| **Discretionary Payment** |  | |
| **Reason** |  | |
| **Amount** |  | |
| **Temporary payment end date** |  |

**The pay information provided has been agreed and ratified by the full Board of Governors and there is a clear audit trail for all decisions taken.**

|  |  |
| --- | --- |
| **Date approved by Chair/Board Governors** | Click or tap to enter a date. |

(If the progression is for a Head Teacher the form should be authorised by the Board of Governors)

|  |  |
| --- | --- |
| **Signature of member of Board of Governors** |  |

**Please attach this completed form to the online Teachers Variation form.**

You should keep a copy of this form for your records.

N.B please note that where (a) and (b) are applied together, they should not exceed 25% above the maximum school group size calculation.