# Pay Policy

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## Section A - General introduction

### 1 Introduction

1.1 This policy sets out the framework for making decisions on employees' pay. It has been developed to comply with current legislation[1], the requirements of the School Teachers' Pay and Conditions Document (STPCD), the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service ("Green Book") and in accordance with the principles of public life - objectivity, openness, and accountability.

1.2 As part of the application of this policy, the trust will collect, process, and store personal data in accordance with our data protection policy. We will comply with the requirements of data protection legislation (being the UK General Data Protection Regulation and Data Protection Act 2018) and any implementing laws, regulations, and secondary legislation, as amended or updated from time to time, and our workforce privacy notice sets out how we will gather, process, and hold personal data of individuals in relation to pay.

1.3 In adopting this pay policy the aim is to:

1.3.1 Achieve excellent outcomes for all students.

1.3.2 Maximise the quality of teaching and learning.

1.3.3 Support the recruitment and retention of a high-quality workforce.

1.3.4 Enable us to recognise and reward staff appropriately for their contribution to the trust.

1.3.5 Help to ensure that decisions on pay are managed in a fair, just, and transparent way, whilst eliminating unnecessary bureaucracy for all concerned.

1.3.6 Ensure that there is no pay discrimination in decision making and that decisions on pay (where applicable) are based on evidence and can be justified.

1.4 Pay decisions at this trust are made by the governance

1.5 This policy has been agreed following consultation with staff and the recognised trade unions. The governance board adopted this policy on September 2026.

[1] Including 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.

## 2 Monitoring the impact of the policy

The governance board will monitor the outcomes and impact of this policy on an annual basis, including trends in progression across specific groups of staff, to assess its effect and the school's continued compliance with equalities legislation.

## 3 Review of policy

This policy is reviewed annually by trust in consultation with the recognised trade unions. We will monitor the application and outcomes of this policy to ensure it is working effectively.

## Section B - Determining teachers' pay

### 1 Basic pay determination on appointment

1.1 The trust will determine the pay range for a vacancy prior to advertising it. On appointment, it will determine the starting salary within that range to be offered to the successful candidate.

1.2 In making such determinations, the trust may take into account a range of factors, including:

1.2.1 The nature of the post.

1.2.2 The level of qualifications, skills, and experience required.

1.2.3 Market conditions.

1.2.4 The wider trust context and strategic priorities.

Although there is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school, the school will determine the appropriate rate of pay for a teacher joining the school, taking account of salary expectations, current salary, and the factors set out above.

### 2 Pay reviews

2.1 The governance board will ensure that each teacher's salary is reviewed annually by no later than 31 October each year, or by no later than 31 December each year for headteachers. Pay increases will be backdated to 1 September of the same academic year.

2.2 Salary will also be reviewed if a teacher takes up a new post with effect from the date the post commenced or in other circumstances, as required, with effect from the relevant date. Pay reviews in this trust will be carried out in a manner that minimises the impact on workload for individual teachers, line managers, and headteachers.

2.3 All teachers will be notified in writing within one month of a decision on pay, setting out their salary, any payments or other financial benefits awarded, any safeguarding, where a copy of the staffing structure and pay policy may be inspected, and any other information required by STPCD.

### 3 Pay progression

3.1 The pay policy sets out how we will recognise and reward performance to support continuous improvement. In this trust, all teachers will receive regular feedback on their performance and development and are subject to an annual performance appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisals are set out in our appraisal policy.

3.2 All teachers (main, upper, unqualified, leading practitioners and leadership) will be eligible to be considered for pay progression within their range if they have at least 26 weeks' (a year of employment in accordance with STPCD) continuous employment in the previous school year. As a guide, this means that if a teacher starts employment later than the last day of February in the previous school year, they will not be eligible to be considered for an increase in their salary until the following September. However, a review of their salary will still take place in line with paragraph 2 above, except that the outcome will be that they are not eligible for progression due to their length of service.

3.3 The governance board will consider its approach in the light of the trust's budget and ensure that appropriate funding is allocated for pay progression at all levels.

**Option A - Automatic pay progression**

3.4 Following the annual appraisal, a written pay recommendation is required for every teacher. These recommendations will be reviewed by the headteacher and will be moderated across the trust.

3.5 Teachers can expect to receive pay progression within the maximum of their pay range, unless they are subject to capability procedures.

## 4 Main pay range for teachers

4.1 The main pay range within this trust is £34,069 - £46,940, and has six pay points, in line with the advisory points set out at Annex 3 of STPCD, as follows:

| Point | Annual FTE salary |
|---|---|
| 1 (main pay range minimum) | £34,069 |
| 2 | £36,042 |
| 3 | £38,400 |
| 4 | £40,941 |
| 5 | £43,529 |
| 6 | £46,940 |

**Pay progression for main pay range teachers**

4.2 Eligible main pay range teachers will be automatically considered for progression, and no application will be necessary.

4.3 Teachers will progress by one point until they reach the top of their range

## 5 Upper pay range for teachers

5.1 The upper pay range within this trust is from £49,134 - £52,835 per annum and has three pay points, in line with the advisory points set out at Annex 3 of STPCD, as follows:

| Point | Annual FTE salary |
|---|---|
| 1 (upper pay range minimum) | £49,134 |
| 2 | £50,956 |
| 3 (upper pay range maximum) | £52,835 |

### Application to be paid on the upper pay range

5.2 Any qualified teacher may apply to be paid on the upper pay range, and any such application must be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range.

5.3 Applications may be made once a year by no later than 31 October.

5.4 Applications should contain evidence from the last 2 years and should be made in writing and be submitted to headteacher.

5.5 An application from a qualified teacher to progress on to the upper pay range will be successful where they can demonstrate that they meet not only the Teachers' Standards but are highly competent in all elements of the Standards, and that their achievements and contribution are substantial and sustained.

In this trust, this means that to achieve progression to this pay range the governance board must be satisfied that the teacher meets the definition of substantial contribution as set out below, and there is evidence that this is sustained performance over 2 years:

5.5.1 All objectives are met and exceeded.

5.5.2 Quality of teaching throughout the year is excellent and consistently exceeds expectations.

5.5.3 Evidence of coaching and supporting colleagues to achieve improved student outcomes, demonstrating to them effective teaching practices.

5.5.4 Acting as a role model for teaching and learning, playing a critical role in the life of the school.

5.5.5 Enhanced and demonstrable contribution to raising pupil standards.

5.5.6 A commitment to personal development and CPD focused on improving outcomes for students.

5.5.7 Highly competent in all areas of the Teachers' Standards.

5.6 The application will initially be assessed by the headteacher, who will moderate all applications. The headteacher will then make recommendations to the governance board who will make the final decision.

5.7 The assessment will usually be made by 31 October.

5.8 If successful, applicants will move on to the upper pay range will be backdated to September of that academic year.

5.9 Ordinarily, a successful teacher will be placed on the bottom of the upper pay range.

5.10 If unsuccessful, feedback will be provided in writing by headteacher along with confirmation of the process for appeals.

**Pay progression for teachers within the upper pay range**

5.11 Once a teacher has moved on to the upper pay range, if eligible, they will be automatically considered for further progression no more than once every 2 years and no application will be necessary.

5.12 Upper pay range teachers will progress by one point until they reach the top of the range

## 6 Pay range for unqualified teachers

6.1 The unqualified teacher pay range within this trust is £23,732 - £36,494 per annum and has six pay points in line with the advisory points set out at Annex 4 of STPCD as follows:

| **Point** | **Annual FTE salary** |
|---|---|
| 1 (unqualified teacher pay range minimum) | £23,732 |
| 2 | £26,075 |
| 3 | £28,758 |
| 4 | £31,124 |
| 5 | £33,811 |

| Point | Annual FTE salary |
|---|---|
| 6 (unqualified teacher pay range maximum) | £36,494 |

**Pay progression for unqualified teachers**

6.2 Eligible unqualified teachers will be automatically considered for further progression, and no application will be necessary.

6.3 Unqualified teachers will progress by one point until they reach the top of their range.

## 7 Pay ranges for members of the leadership group

7.1 Pay ranges for headteachers, Head of School, deputy headteachers, and assistant headteachers will be determined in line with STPCD for new appointments, where responsibilities significantly change, or if this trust chooses to review pay of leadership posts in line with STPCD. The pay range will take into account all permanent responsibilities of the role, any challenges that are specific to the role, and all other relevant considerations, including the skills and competencies required.

7.2 The school will be assigned to a headteacher group calculated using its total unit score in accordance with STPCD.

7.3 A pay range will be determined for the headteacher, which will not normally exceed the maximum of the headteacher group, unless the specific exceptional circumstances or candidate warrant it up to an additional 25%.

7.4 Additional payments may be made to a headteacher for temporary responsibilities that are in addition to the duties taken into account for the determination at 8.1 - 8.3. The total sum of any temporary payments will not normally exceed 25% of the headteacher's annual salary.

7.5 In addition, the total sum of annual salary combined with any temporary payments (where applicable) will not exceed the maximum of the headteacher group calculated at 8.2, by more than 25%. Where this or exceeding the limits set out at 8.3 and 8.4 are being considered by the governance board there must be wholly exceptional circumstances.

**Head of School**

7.6 A pay range will be determined for any Head of School, considering how the role fits within the wider leadership structure of the school. The pay range will not exceed the maximum of the headteacher group for the school and will not normally overlap with the pay range of the headteacher, except in exceptional circumstances

**Deputy headteachers and assistant headteachers**

7.7. A pay range will be determined for any deputy headteacher and assistant headteacher, considering how the role fits within the wider leadership structure of the school. The pay range will not exceed the maximum of the headteacher group for the school and will not normally overlap with the pay range of the headteacher, except in exceptional circumstances.

**Pay progression for members of the leadership group**

7.6 Eligible members of the leadership group will be automatically considered for further progression, and no application will be necessary.

7.7 Leadership group members will progress by one point, until they reach the top of their range

## 8 Teaching and learning responsibility (TLR) payments

8.1 In this trust, we pay TLR1 or TLR2 to a classroom teacher for undertaking a sustained additional responsibility in the context of our staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning, and for which the teacher is made accountable. The award is made whilst the teacher remains in the same post or occupies another post in the absence of a postholder.

8.2 Current values are as follows, in accordance with the staffing structure:

TLR1 £10,531–£17,819 per annum.

TLR2 £3,651–£8,913 per annum.

8.3 The value of any TLR1 or TLR2 payment is based on the proportion of the TLR responsibility that the teacher is undertaking, i.e. the proportion of the full-time equivalent duties. The pro-rata principle (as set out in section 13) does not apply when determining the value of a TLR1 or TLR2 payment. We will act fairly and appropriately when determining the value of a TLR1 or TLR2 payment.

8.4 In addition, we may award a fixed-term TLR3 to a classroom teacher for time-limited clearly defined school improvement projects or one-off externally driven responsibilities, or where teachers are undertaking tutoring work outside of normal directed hours but during the school day to provide catch-up support on learning lost to the COVID-19 pandemic. The annual value of a TLR3 will be no less than £7,27 and no greater than £3,600. Consecutive TLR3s for staff undertaking the same responsibility will not be awarded, except where the responsibility relates to tutoring, as set out above. The pro-rata principle does not apply for any TLR3 award.

## 9 Recruitment and retention incentives and benefits

Payments or other financial assistance, support, or benefits may be made to teachers (except to those in leadership posts, other than in the circumstances set out in STPCD) where we consider it necessary as an incentive for the recruitment of a new teacher or the retention of an existing teacher. Such an incentive or benefit may be made as a one-off award or an ongoing time-limited allowance, and the appropriate value of the award will be determined by the trust. Where an ongoing time-limited award is to be made, this will be regularly reviewed and it will be made clear in writing, at the outset of the award, the expected duration and the review date after which the award may be withdrawn.

## 10 Part-time teachers

Teachers who work less than a standard working week are deemed to be part-time. Their hours and working time obligations will be set out in their contracts of employment and in line with the provisions of STPCD. Part-time teachers will receive a written statement, which sets out expectations regarding the deployment of working time, including timetabled teaching time, leadership and management time (where applicable), and directed time beyond the school day. Except for TLRs, the pay of part-time teachers will be determined in the same way and at the appropriate percentage of a full-time teacher, and any increase in pay will be paid pro rata to full-time equivalent salary rates. For TLRs, the payment must be determined as set out at paragraph 9.3 of this policy.

## 11 Short notice/supply teachers

Teachers employed on a day-to-day or other short-notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro rata. They will be paid the agreed rate for the job and are not subject to the appraisal process.

## 12 Pay protection

Pay protection arising from changes to pay and structure will be in line with the provisions of STPCD.

## 13 Absence and pay progression

13.1 Employees who are absent long term (including, but not limited to maternity leave and long-term sick leave due to a disability) are still eligible to be considered for pay progression.

13.2 The trust will take into account the criteria set out in this policy, but where a teacher has, or will be absent for part or all of the appraisal year, it will take a flexible approach to conducting appraisal so that the teacher receives any pay increase that they would have received had it not been for the maternity leave or disability-related long-term absence. This will usually be either:

13.2.1 Where possible and appropriate and where a long-term absence is known of in advance, the appraisal will be conducted prior to the individual departing on leave, even if that is early in the appraisal cycle.

13.2.2 If there is not sufficient time in the current cycle to make an informed assessment of performance account will be taken of performance in previous appraisal cycles. Ordinarily, this will be the preceding year or two years.

## 14 Appeals

14.1 The steps of the pay appeals process perform the function of the grievance procedure on pay matters, and so employees will not be able to raise the complaint under the trust grievance procedure following conclusion of a pay appeal.

14.2 Employees may be represented by a recognised trade union or colleague at any formal stage of this procedure. The employee is responsible for making these arrangements and for providing their representative with any paperwork they require for the hearing. The teacher should inform the clerk to the board who their chosen companion is in good time before the hearing.

### Informal discussion

14.3 As part of the normal salary review process, the headteacher will inform the teacher of the pay recommendation prior to it being considered by the governance board. Following this notification of the pay recommendation, if the teacher is dissatisfied, they should first discuss the decision with the headteacher within five working days of receipt of the notification.

14.4 This discussion gives an opportunity for a teacher to discuss the pay recommendation, to gain an understanding of why it was made, and to resolve issues quickly and informally. If this does not resolve an issue, a teacher may follow the formal procedure set out below.

### Stage one

14.5 If the teacher remains dissatisfied and believes that an incorrect pay recommendation has been made, they can make a formal representation in writing to the committee, who will make the decision.

14.6 To make a representation against a pay recommendation, a formal statement should be submitted in writing within [five] working days of the discussion with the headteacher at 16.4 above. This formal statement should be addressed to the governance board, stating the grounds of their disagreement with the pay recommendation. The possible grounds for making representations are:

14.6.1 Incorrect application of the school's pay policy.

14.6.2 Incorrect application of any provision of the STPCD.

14.6.3 Failed to have proper regard for statutory guidance.

14.6.4 Failure to take proper account of relevant evidence.

14.6.5 Taking account of irrelevant or inaccurate evidence.

14.6.6 Bias.

14.6.7 Unlawful discrimination against the teacher.

14.7 The panel who will make the decision (or a representative from) will convene a meeting to consider the representations as soon as is practicably possible. The employee will be invited in writing, giving a minimum of 5 days' notice, and copies of any relevant documents to be considered at the meeting will be enclosed.

14.8 The teacher will have the opportunity to make representations to the panel or their representative, including presenting evidence, calling relevant witnesses, and asking questions. The employee must give sufficient advance notice if they wish to call witnesses, to ensure that there is time to arrange their attendance. A school representative will also attend to present the management case, including calling relevant witnesses. A notetaker will also be present.

14.9 Following this meeting, the panel will make a pay determination and will inform the teacher in writing within 5 days.

**Stage two**

14.10 If a teacher wishes to appeal against the decision made at stage one, they may do so within five working days of the written decision, on the grounds that the committee who made the decision:

14.10.1 Incorrectly applied the school's pay policy.

14.10.2 Incorrectly applied any provision of the STPCD.

14.10.3 Failed to have proper regard for statutory guidance.

14.10.4 Failed to take proper account of relevant evidence.

14.10.5 Took account of irrelevant or inaccurate evidence.

14.10.6 Was biased.

14.10.7 Unlawfully discriminated against the teacher.

14.11 Appeals against the decision at stage one should be made in writing and addressed to the clerk to board stating the grounds of their appeal in accordance with 16.10 above.

14.12 Upon receipt of an appeal, an appeal panel of three different governors who have not been involved in the original decision will convene a meeting to consider the appeal as soon as is practicably possible. The employee will be invited in writing, giving a minimum of five days' notice, and copies of any relevant documents to be considered at the hearing will be enclosed.

14.13 The teacher will have the opportunity to present evidence to the appeal panel, including calling relevant witnesses and asking questions. The employee must give sufficient advance notice if they wish to call witnesses, to ensure that there is time to arrange their attendance. A school representative will attend, who will have the same opportunity. A representative of the original decision-making panel will also attend to explain why the decision at stage one was made. A notetaker will also be present.

14.14 The decision of the panel will be confirmed in writing to the teacher within 5 days. The appeal panel's decision is final; there is no further right of appeal.

## Section C - Determining support staff pay

### 1 Pay reviews

The governance board will ensure that each member of support staff's salary is reviewed annually with effect from 1 April, if eligible.

### 2 Salary scales

The salary scales used will be in accordance with the Green Book

### 3 Term time only employees

3.1 Support staff who work 39 weeks per year are deemed to be term-time only. Some support staff who work a reduced number of weeks during the year than an all-year-round employee but work extra weeks during school holidays, depending on the requirements of the role, are deemed to be term-time plus.

3.2 An employee who works term-time only or term-time plus is entitled to a pro-rated proportion of weeks per year annual leave entitlement, which are added to the number of weeks the employee is required to work and paid in twelve equal monthly instalments.

3.3 The trust calculates pay for employees who work term-time only or term-time plus in accordance with the advisory model calculation set out in the Green Book, and the working weeks and number of weeks' holiday individuals are entitled to will be set out in their contracts of employment.

### 4 Job descriptions

4.1 The headteacher in conjunction with the line manager of the role will ensure that an up-to-date job description is available for each post which identifies the appropriate duties.

4.2 The job description will be reviewed as appropriate, or when duties or responsibilities have changed, and it will be amended to reflect the current role, although it should be recognised that job descriptions are not intended to list all tasks. An employee may request changes to their job description if they feel their duties or responsibilities have changed significantly. If appropriate, consideration may be given to whether the grade for the post should be redetermined, and if it is, the postholder will be paid the new grade from a date determined by the headteacher If the assessment results in a lower grade, the employee may be entitled to salary protection in accordance with their terms and conditions of employment.

### 5 Basic pay determination on appointment

5.1 The trust will determine the grade for a vacancy prior to advertising it, which will be identified on the job description. On appointment, the headteacher will determine the appropriate point within the grade to be offered to the successful candidate (which will usually be the

bottom point of the grade). However, in making such determinations, this may take into account a range of factors, including:

5.1.1 The nature of the post.

5.1.2 The level of qualifications, skills, and experience required.

5.1.3 Market conditions.

5.1.4 The wider trust context and strategic priorities.

## 6 Incremental progression

6.1 If the employee has more than six months' service in their role at 1 April, they are eligible for an increment, subject to satisfactory service. This will be paid annually with effect from 1 April until the employee reaches the top of their scale.

6.2 If the employee has less than six months' service in their role at 1 April, the first increment will not be paid until six months after their appointment, subject to satisfactory service. Subsequent increments will be payable on 1 April in line with paragraph 6.1 of this policy.

## 7 Additional payments

7.1 Where an employee is offered and agrees to:

7.1.1 Undertake higher-level work in addition to their normal duties.

7.1.2 "Act up" for at least four weeks into a higher-graded post which has become temporarily vacant, for example, due to sick leave.

An additional payment may be paid on a temporary basis.

7.2 The headteacher will determine the amount of this payment in line with the grading structure/JE scheme. Where the employee is undertaking higher-level work which is not equivalent to a higher-graded post, a fixed sum will be agreed which accurately reflects the additional duties they are performing. Where the employee is acting up, and if carrying out the full responsibilities of the role, the payment will usually be the difference between the minimum point of the higher-graded role and their current salary.

7.3 The employee will return to their substantive post and salary when they are no longer required to undertake the higher-level work or "act up".

7.4 This should usually only be a temporary solution, and the headteacher should consider whether it may be more appropriate to advertise the post or duties on a fixed term basis.

## 8 Appeals

A member of support staff has the right to appeal against a decision that affects their pay. The principles of the appeals process for teachers apply (set out in Section B, paragraph 16) however, the Green Book replaces STPCD at 17.6.2 and 17.10.2.

## Section D - Determining executive pay

### Executive pay

9 This section sets out the pay arrangements for executive postholders working in academies and multi-academy trusts. Senior pay for those employed in maintained schools will be set in accordance with the provisions of the School Teachers' Pay and Conditions Document (STPCD) and local government pay arrangements.

10 In this trust, the executive team consists of: chief executive officer, chief operating officer, and deputy CEO. Pay arrangements for headteachers and heads of school working in the trust will be as per the provisions of STPCD.

11 When setting pay and terms and conditions for the executive team, the following documents may be taken into consideration and used for reference purposes:

11.1 School Teachers' Pay and Conditions (STPCD).

11.2 Academy trust handbook and any relevant Education and Skills Funding Agency guidance.

11.3 Green and Burgundy Books.

12 For those posts where the salary arrangements are likely to fall outside the scope of STPCD and/or NJC, consideration is also given to external pay benchmarking, market analysis and trust performance (both educational and financial). Pay arrangements that fall outside of STPCD will be approved by the board in line with financial delegation arrangements and include justification for the level of remuneration.

13 Pay for executives will be reviewed on an annual basis and the pay review will be completed by December. Any pay increase will be based on performance, taking account of the parameters of public sector pay increases as they apply to the education sector. All executives are given challenging performance management objectives, and these are managed and assessed under the trust's appraisal policy. No increases will be given without supporting data demonstrating the required performance and evidence based on a constant drive for improvement.

14 In determining starting salaries or increases for executives, the trust considers the following and includes such information in the justification:

14.1 Level of educational challenge to the trust.

14.2 Level of financial challenge to the trust (including any financial constraints).

14.3 Level of geographic challenge to the trust.

14.4 External pay reports and evaluation.

14.5 Any relevant contractual changes to protect the trust - extending notice periods, restrictive covenants, etc.

14.6 Media/ESFA and parental scrutiny.

**Group sizes and leadership pay ranges**

**Annual pay ranges for headteachers - 2026**

| Annual pay ranges for headteachers — 2026Headteacher Group | England (excluding the London area) £s | Inner London area £s | Outer London area £s | Fringe area £s |
|---|---|---|---|---|
| **Group 1** | 60,619 - 80,652 | 70,754 - 90,686 | 64,871 - 84,865 | 62,102 - 82,118 |
| **Group 2** | 63,688 - 86,796 | 73,824 - 96,831 | 67,940 - 91,010 | 65,166 - 88,273 |
| **Group 3** | 68,691 - 93,414 | 78,820 - 103,450 | 72,940 - 97,624 | 70,169 - 94,885 |
| **Group 4** | 73,827 - 100,536 | 83,960 - 110,562 | 78,074 - 104,742 | 75,310 - 101,999 |
| **Group 5** | 81,457 - 110,881 | 91,594 - 120,916 | 85,715 - 115,095 | 82,939 - 112,353 |
| **Group 6** | 87,664 - 122,305 | 97,799 - 132,339 | 91,921 - 126,515 | 89,153 - 123,776 |
| **Group 7** | 94,349 - 134,834 | 104,485 - 144,864 | 98,602 - 139,041 | 95,836 - 136,298 |
| **Group 8** | 104,059 - 148,829 | 114,189 - 158,863 | 108,311 - 153,042 | 105,536 - 150,301 |