

POLICY DOCUMENT



PAY POLICY

Status:	APPROVED
Version:	V25.9
Date Approved:	25/09/2025
Approved by:	People & Pay Committee
Review Frequency:	Annually
Next Review:	Autumn Term 2026

Contents

INTRODUCTION.....	5
ROLES AND RESPONSIBILITIES.....	5
Pay Committee:.....	5
Pay Appeals Committee:.....	5
Performance Management.....	6
Application for the Upper Pay Range.....	6
Chief Executive Officer.....	7
Headteachers / Executive Headteachers.....	7
Heads of Schools and other Leadership Group and Lead Practitioners.....	7
Teachers.....	7
Support Staff.....	7
Chief Financial & Operating Officer.....	8
Central Trust Staff.....	8
PAY TIMETABLE.....	8
Setting and Reviewing Pay.....	8
Inflationary increases.....	9
CEO.....	9
Teachers' and Leadership Pay Ranges.....	9
Inflationary increases – Teacher Allowances.....	9
Support Staff.....	10
TEACHERS' PAY.....	10
Unqualified Teachers.....	10
Lead Practitioners.....	10
PAY ON APPOINTMENT.....	11
PAY PROGRESSION.....	11
Teachers on the Main, Unqualified, Upper and Lead Practitioner Pay Ranges.....	11
MOVEMENT TO THE UPPER PAY RANGE.....	12
ADDITIONAL ALLOWANCES.....	13
Teaching and Learning Responsibility (TLR) Payments.....	13
Special Needs Allowances.....	14
Unqualified Teacher Allowance.....	14
LEADERSHIP GROUP PAY (including CEO).....	15
CEO.....	15
Headteachers and other staff on the Leadership scale.....	15
ADDITIONAL PAYMENTS TO TEACHERS.....	17
Temporary Payments to the Headteacher.....	17
Other Payments.....	17
Continuous professional development undertaken outside the school day.....	17
Activities related to the provision of initial teacher training (ITT).....	17
Participation in out of school learning activities.....	17
Provision of services to another school(s).....	18
Recruitment and Retention Payments and Incentive.....	18
Acting Arrangements.....	19
PART TIME TEACHERS.....	19

SHORT NOTICE/SUPPLY TEACHERS.....	19
SUPPORT STAFF PAY.....	19
Starting salary.....	20
Pay Progression.....	20
Part-time staff.....	20
SALARY SACRIFICE SCHEMES.....	20
PENSIONS.....	20
SALARY SAFEGUARDING/PROTECTION.....	21
STAFFING BUDGET.....	21
EQUALITIES AND TRANSPARENCY.....	21
OVER/UNDER PAYMENTS.....	22
MONITORING.....	22
APPEALS PROCEDURE.....	23
DATA PROTECTION.....	24
APPENDIX A: TERMS OF REFERENCE PAY COMMITTEES.....	25
APPENDIX B: PAY APPEALS MEETING PROCEDURE.....	27
APPENDIX C: ACADEMY GROUP SIZES / STAFFING.....	28
APPENDIX D: LEADERSHIP PAY STRUCTURE.....	29
APPENDIX E: TEACHER PAY SCALES.....	32
APPENDIX F: SUPPORT STAFF PAY SCALES.....	33
APPENDIX G: TEACHER ALLOWANCES.....	35

Updates - September 2025

Section	Topic	Amendment
	Pay Scales	Inserted agreed Teacher and Support pay ranges/values (STPCD & NJC)
6.1, 9.2.4	Pay Progression	
8.1.1	TLRs	Updated in line with new provisions on proportionate assignment of responsibilities and payments for TLR1 and TLR2.
11	Part-time Teachers	Update in line with new provisions on proportionate assignment of responsibilities and payments for TLR1 and TLR2.
13, 13.3, 13.5	Support Staff Pay	Additional wording on pay scales (see also Appendix E), Allowances and Casual Staff
14	Salary Sacrifice	Removal of Child Care Vouchers – not Government Scheme only
Appx C		Example Staffing Structure

1.	INTRODUCTION
----	---------------------

1.1	This Policy sets out the framework for making decisions on staff pay.
1.2	Staff pay is affected by legislation, and national and local pay agreements, which give Trust Boards' significant flexibility to determine pay levels to meet local circumstances. The policy complies with the School Teachers' Pay & Conditions Document (STPCD) and the accompanying non-statutory guidance and with national and local pay agreements for support staff and these documents will take priority in any disputes. The Policy will be reviewed annually, in consultation with staff and unions.
1.3	The objective of the policy is to: • ensure that pay and staffing arrangements enable the current and future delivery the curriculum and school improvement plans; • support the recruitment and retention of high-quality staff; • recognise and reward staff for their contribution to school improvement; • ensure that pay decisions are made in a fair and transparent way; • ensure that available monies are allocated appropriately.
2.	ROLES AND RESPONSIBILITIES
	This policy applies to all Trust employees including those employed to work in individual academies within the Trust and to staff who are employed to work centrally and/or support several or all Trust academies.
2.1	Individual roles and responsibilities are as set out in this Policy. Pay Committee: The Pay Committee shall consist of at least three named members of the Trust Board, none of whom shall be employees. The CEO and CFOO may attend all proceedings of the Pay Committee for the purpose of providing information and advice but must withdraw when their own salary is being discussed. Pay Appeals Committee: The Pay Appeals Committee shall consist of at least three named members of the Trust Board, none of whom shall be employees or members of the Pay Committee. The headteacher and/or CEO may attend all proceedings of the Pay Appeals Committee for the purpose of providing information and advice (except where the appeal is in respect of their own salary, where they will attend for the purposes of making their case). The terms of reference for the Committee(s) is at Appendix A.

2.1.1	The Trust Board of Directors (The Trust Board) Members will not make judgements about the effectiveness of individual staff. Their role is to satisfy themselves that any recommendation/decision has been made on the basis of evidence and in accordance with the Policy, and that correct procedures have been followed. The Trust Board will monitor the effectiveness of the Performance Management process and ensure that the allocation of pay is consistent with the overall standards of performance and the outcomes for pupils.
2.2	Performance Management Performance Management is a developmental and supportive process designed to ensure that staff have the skills and support they need to carry out their role and that they continue to improve their professional practice throughout their careers. Performance management reviewers will be responsible for the performance management process, in accordance with the Performance Management Policy. Performance Management objectives will be moderated across the school to ensure consistency and fairness. The Performance Management Review Statement will include a pay recommendation which will be made by: • The individual academy's Headteacher for all academy support staff after consultation with the CEO • The individual academy's Headteacher for all teachers and other leaders, including the Head of School where applicable, within the academy after consultation with the CEO • The Line Manager for all centrally employed staff after consultation with the CEO • The individual academy's Headteacher's Performance Management Review Panel for the Headteacher • The CEO's Performance Management Review Panel for the CEO
2.2.1	Application for the Upper Pay Range The Headteacher will assess applications from teachers to be paid on the Upper Pay Range in accordance with this policy and will make a recommendation to the CEO for approval on whether the teacher should progress to the Upper Pay Range.
2.4	Chief Executive Officer The Trust Board will be responsible for determining the pay range and starting salary of the CEO in accordance with the structure shown in section 9.

	The CEO's Performance Management Review Panel will be responsible for making pay progression recommendations for the CEO. Such recommendations will be subject to approval by the Trust Board.
2.5	Headteachers / Executive Headteachers The Trust Board will be responsible for determining the pay range and starting salary of Headteachers or Executive Headteachers in accordance with the structure shown in section 9. The Headteachers' Performance Management Review Panel will be responsible for making pay progression recommendations for headteachers. Such recommendations will be subject to approval by the Trust Board
2.6	Heads of Schools and other Leadership Group and Lead Practitioners The CEO will be responsible for determining the pay range and starting salary for employees on the Leadership and Lead Practitioner Pay Ranges in accordance with the structure shown in section 9. The Headteacher will be responsible for making pay progression recommendations for employees on the Leadership and Lead Practitioner Pay Ranges in accordance with the structure shown in section 9. Such recommendations will be subject to approval by the CEO.
2.7	Teachers The Headteacher will be responsible for determining the starting salary, and for making pay progression decisions, for teachers on the Unqualified, Main and Upper Pay Ranges. Such recommendations will be subject to approval by the CEO.
2.8	Support Staff The Headteacher will be responsible for determining the pay range and starting salary, and for making pay progression decisions, for all support staff. Such recommendations will be subject to approval by the CEO.
2.9	Chief Financial & Operating Officer The CEO will be responsible for determining the pay range and starting salary, and for making pay progression decisions, for the CFOO. The CEO will be responsible for making pay progression recommendations for the CFOO. Such recommendations will be subject to approval by the Trust Board.

2.10	Central Trust Staff The CEO will be responsible for determining the pay range and starting salary, and for making pay progression decisions, for centrally employed staff. Line Managers will be responsible for making pay progression recommendations for central trust staff. Such recommendations will be subject to approval by the CEO.		
3.	PAY TIMETABLE		
	Date	External	Internal
	1st April	Inflationary Pay Award for support staff	
	1st September	Inflationary Pay Award for teachers	
	September to October		Complete PM review for all staff
	31 October (last day of half term)		Notify all staff of annual pay progression
	31 December (last day of term)		Notify headteachers / CEO of annual pay progression
3.1	Setting and Reviewing Pay		
	Salaries will be determined only in the circumstances set out below.		
3.1.1	An individual salary range and starting salary will be determined where a new appointment is made, in accordance with the relevant sections of this Policy.		
3.1.2	The salary of individual posts will be reviewed at such times as appropriate where there are significant changes in the responsibilities or duties of the post which warrant such a review.		
3.1.3	The salary of individual posts may be reviewed where, the setting of a salary for a new appointment, or a change of salary in the circumstance set out in 9, makes such a review necessary to maintain consistency and fairness.		
3.1.4	The salary, within the established range, of individual staff will be reviewed annually on or after: • 1 September, but no later than 31 October (teachers & Support Staff) • 1 September, but no later than 31 December (headteachers/CEOs)		

3.2	Inflationary increases
3.2.1	CEO
	The Trust will determine the level of any inflationary increases to be applied to the salary of the CEO each year. In determining any increase, the Trust will have regard to the general level of public sector pay increases and the principle that executive pay and benefits should not increase at a faster rate than that of teachers, in individual years and over the longer term.
3.2.2	Teachers' and Leadership Pay Ranges
	The Trust will ensure that the values of the minimum point of each pay range in this Policy are in line with the minimum of the corresponding ranges set out in the Teachers' Pay and Conditions Document. The values of points on the scales above the minimum will be determined annually by the Trust Board. In making its determination the Trust Board will have regard to any national pay award and any requirements set out in Teachers' Pay and Conditions.
	The salaries of individual teachers will increase accordingly.
3.2.3	Inflationary increases – Teacher Allowances
	The minimum values of TLR1, TLR2 and the SEN Allowance payable to individual teachers will be increased in line with the minimum of the corresponding Allowances set out in the Teachers' Pay and Conditions Document. The Trust Board will determine the values of all other allowances and discretionary payments payable to individual teachers on an annual basis.
3.2.4	Support Staff
	The values of the salary points on the Local Government Pay Scale and the values of other salaries will be determined annually by the Trust Board. In making its determination the Trust Board will have regard to any national pay award. Current pay scales can be viewed in Appendix F .
3.3	All staff will be informed in writing of their pay determination and the rationale for it each year according to the Pay Timetable and at any other time when a salary review takes place.

4.	TEACHERS' PAY
4.1	Qualified teachers will be paid on the Main Pay Range or the Upper Pay Range. The Pay Ranges in this school have been divided into pay points. Teachers on the Main Pay Range will be paid on the six-point scale on the Main Pay Range as set out in Appendix E. Teachers on the Upper Pay Range will be paid on the three-point scale on the Upper Pay Range as set out in Appendix E.
4.2	Unqualified Teachers Will normally be paid on the Unqualified Pay Range. The Pay Range for Unqualified teachers in this school has been divided into pay points as set out in Appendix F.
4.2.1	Where an unqualified teacher is on a recognised "route into teaching" programme, the CEO may exercise discretion to pay them on the Main Pay Range having regard to their skill, qualifications and experience.
4.3	Lead Practitioners Where Lead Practitioner posts are included in the academy's staffing budget, each Lead Practitioner will be paid within a specified range, within the Pay Range for Lead Practitioners. In setting the specified Range, the Pay Committee will determine the number and value of pay progression stages within that range. Different Lead Practitioner posts may have a different specified range, having regard to the challenge of the individual post and pay differentials within the school

5.	PAY ON APPOINTMENT
5.1	The salaries of new staff will be set within the Pay Range for the post as set out in the academy's staffing budget and in accordance with this pay policy. In determining the starting salaries for individual staff, including the award of any discretionary payments as allowed for within this policy, account will be taken of:- • the skills, experience and relevant qualifications of the individual; • market conditions; • any specific restrictions set out in the Teachers' Pay & Conditions Document; • the employee's current salary level; Early Career Teachers in their first year will normally be paid on the minimum of the Main Pay Range. There is no assumption that an employee will be paid the same rate they were being paid in a previous school.
6.	PAY PROGRESSION
	Teachers on the Main, Unqualified, Upper and Lead Practitioner Pay Ranges
6.1	The Trust Board expects all teachers to perform at the highest possible level and to continue to improve their professional practice year on year. All teachers can expect to receive regular, constructive feedback on their performance and development and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the school's appraisal policy. The appraisal statement will include a recommendation in pay. Main Pay Range and Unqualified Pay Range Following an individual teacher's annual appraisal and subject to them having completed a year of service (as defined in STPCD as 26 weeks within the academic year) they should expect to receive pay progression to the next point within the relevant ranges unless they are subject to capability procedures Upper Pay Range Progression on the Upper Pay Range is biannual. Following two annual appraisals, teachers on the Upper Pay Range should expect to receive pay progression to the next point within the relevant ranges unless they are subject to capability procedures during that period.

7.	MOVEMENT TO THE UPPER PAY RANGE
7.1	Any qualified teacher on the Main Pay Range may apply to be paid on the Upper Pay Range once per year. It is the responsibility of the teacher to decide whether or not they wish to submit an application. Applications must: • be made on the appropriate application and submitted to the headteacher; • be submitted by 31 October in each year (consideration will be given to accepting late applications where individual circumstances eg absence prevent this deadline being met).
7.2	The Criteria An application will be successful, if the Headteacher and the CEO are satisfied that: • the teacher is highly competent in all elements of the teaching standards; and, • the teacher's achievements and contribution to the school are substantial and sustained. In this school, this means that the teacher has consistently • demonstrated that they meet all teaching standards, both in terms of teaching and personal and professional conduct, over a sustained period; • been assessed as meeting their performance management objectives over a sustained period; and in addition that; • teaching has been rated as good <u>overall</u>, with some outstanding, over a sustained period; • the teacher has demonstrated over a sustained period an ability to support some pupils to exceed expected levels of progress/achievement; • the teacher has consistently taken responsibility for identifying and meeting their own professional development needs and used their learning to improve their own practice and pupils' learning; • the teacher has demonstrated that they have made an impact on the school beyond their own class/group(s) over a sustained period. This may include - o demonstrating an ability to coach, mentor, advise and demonstrate best practice to, other teachers to enable them to improve their teaching practice; - o contributing to policy and practice which has improved teaching and learning across the school; <u>Sustained</u> means maintained continuously over a period of at least 3 school years (a year being defined as at least 26 weeks work in any academic year). It is normally expected that this will include at least one year at this school, although discretion will be exercised where

	there is clear and compelling evidence of consistent performance against the criteria at the teacher's previous school. The school will exercise its discretion to consider performance over a lesser period where a teacher has been absent for some of the relevant period.
7.3	The Assessment The Headteacher (or Executive Headteacher where applicable) will assess all applications to be paid on the Upper Pay Range and their recommendation will be considered by the CEO. The Headteacher will use the evidence contained in the teachers' performance management review paperwork to make their assessment. A teacher who has not been at the school for all of the 3 year assessment period, should provide their performance management review statement(s) from their previous employment with their application. A teacher may, if they wish, provide additional evidence to support their application, but is not obliged to do so.
7.4	Procedure The Headteacher (or Executive Headteacher where applicable) will discuss their recommendation with the teacher and the CEO will confirm the decision by 31 December. Where the application is approved, the teacher will progress to the minimum of the Upper Pay Range backdated to the 1ST September. Where the application is not successful, the Headteacher will provide feedback and the teacher will be provided with advice and support through the performance management process to develop their skills with a view to making a future successful application. Teachers have the right to appeal any decision not to move them onto the Upper Pay Range. The appeals procedure is at section 21 of this policy.
8.	ADDITIONAL ALLOWANCES
8.1	Teachers on the Main or Upper Pay Ranges may be paid an additional allowance as follows: Values or ranges of all allowances are set out in Appendix G.
8.1.1	Teaching and Learning Responsibility (TLR) Payments
	There are 3 TLR levels: TLR1, TLR2 and TLR3 TLRs may be awarded to teachers on the Main or Upper Pay Range. A teacher may not be in receipt of more than one TLR1 or TLR2 concurrently.

	The FTE number and values of TLR1 and TLR2 Allowances are set out in the approved staffing structure for each academy, as approved by the CEO and Trust Board.. The value of any new TLR1 and TLR2 payment to a teacher assigned TLR responsibilities will be based on the proportion of the FTE TLR responsibility the teacher is undertaking. The proportion of assigned TLR responsibilities for existing TLR post holders will be reviewed by 1 September 2026, if not before. TLR1 and TLR2 payments are permanent while the employee remains in the same post. TLR3 Allowances are a fixed sum, paid for a fixed-term period, for delivery of a significant responsibility in relation to a clearly time-limited school improvement or one-off externally driven project. The Headteacher will determine what projects should attract a TLR3 Allowance and the value of those Allowances having regard to the context, nature and complexity of the responsibility. The Headteacher will invite teachers to express interest in relevant projects and will allocate TLR3s on the basis of an assessment, through professional dialogue, of which teacher has the relevant skills and knowledge required for the specific project. In determining the allocation and value of TLR3 payments, due regard will be given to ensuring consistency, fairness, transparency and value for money. Where a TLR is awarded, written notification will be given to the teacher of: • the nature of the significant responsibility; • the level of the payment; • in the case of TLR3, the date on which the Allowance will end.
8.1.2	Special Needs Allowances
	There is one special needs allowance consisting of a minimum and maximum amount. The Pay Committee will determine which posts will attract an SEN Allowance according to the criteria set out in the Teachers Pay & Conditions Document which relate to teaching SEN pupils, and the amount of the Allowance in each case. Where a post attracts an SEN allowance the amount of the allowance will be determined in each case by reference to: • whether any mandatory qualification is required; • the qualification and/or expertise of the teacher relevant to the post; • the relative demands of the post. In determining the value of an SEN payment, due regard will be given to ensuring consistency, fairness and transparency.

8.2	Unqualified Teacher Allowance
	The CEO may determine that an additional Allowance be paid to an unqualified teacher who is paid on the Unqualified Teachers' Pay Range where, in the context of its staffing budget, the teacher has: • taken on a sustained additional responsibility which is: • focussed on teaching and learning; and • requires the exercise of a teachers' professional skills and judgement: or • qualifications or experience which bring added value to the role they are undertaking. The Headteacher will determine the amount of any such allowances having due regard to consistency, fairness and transparency.
9.	LEADERSHIP GROUP PAY (including CEO)
9.1	CEO
9.1.1	The Trust Board will determine an appropriate salary for the CEO having regard to: • all of the permanent responsibilities, and challenges that are specific to the role • appropriate pay differentials with other staff; • any other relevant considerations. Inflationary increases will be applied as set out in section 3.2
9.2	Headteachers and other staff on the Leadership scale
9.2.1	The Pay Range for Leadership Posts have been divided into pay points as set out in Appendix D. The Salary Range for each Leadership Post will be determined on a case by case basis as set out in 9.2.2 (headteachers deputy headteachers, assistant headteachers and heads of school below and will consist of an appropriate number of pay points.

9.2.2	Pay on Appointment The Trust Board, or a delegated pay committee, will determine the group size of the school with reference to pupil numbers as set out in STPCD and determine appropriate Salary Ranges for each Leadership Post, normally within the Group Size¹. Where a person is appointed as Headteacher of more than one school on a permanent basis, the group size and Salary Range will be determined by reference to the combined pupil numbers of all the schools and the overall responsibility of the post. In setting the individual Salary Ranges for Leadership Posts the trust Board/Pay Committee will: • take account of all of the permanent responsibilities, and challenges that are specific to the role and any other relevant considerations; • have regard to appropriate pay differentials with other staff; Where the Trust Board determine a higher than normal salary is warranted for the headship, the Salary Range of the Headteacher may exceed the Group Size of the school, subject to the total salary, including any temporary payment made under 10.1 below, not exceeding 25% above the Group Size, other than in exceptional circumstances in which case: • a business case must be approved by the full Trust Board; • the Trust Board must seek external independent advice. ¹The Salary Ranges of Heads of School, Deputy and Assistant Headteachers must not exceed the Group Size of the school
9.2.3	Starting salary When determining the starting salary of a newly appointed member of the Leadership Group, the Trust Board will have regard to the extent to which the candidate meets the requirement of the post and whether this merits a starting salary higher than the minimum of the Range determined in Section 9.2.2. The starting salary will allow for pay progression over time.
9.2.4	Pay Progression The Governing Board expects all school leaders to perform at the highest possible level and to continue to improve their professional practice year on year. All leaders can expect to receive regular, constructive feedback on their performance and development and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for appraisal are set out in the school's appraisal policy. The appraisal statement will include a recommendation in pay. Following an individual leader's annual appraisal and subject to them having completed a year of service (as defined in STPCD as 26 weeks within the academic year) they should expect

	to receive pay progression to the next point within the relevant ranges set out in 4.1-4.3 above unless they are subject to capability procedures.
10.	ADDITIONAL PAYMENTS TO TEACHERS
10.1	Temporary Payments to the Headteacher
	The Trust may determine that an additional temporary payment be made to the Headteacher/CEO* for clearly defined responsibilities or duties which are in addition to and have not previously been taken into account in setting, the permanent Salary Range under 9.1/9.2. The total sum of any additional payments paid to a headteacher set out in this section (and in 9.2.2) will not exceed 25% of the value of the Headteacher's point on the Leadership Pay Spine. If the Pay Committee exceptionally wishes to exceed the limit above, it will seek independent external advice and seek agreement of a business case form the Trust Board before so doing.
10.2	Other Payments
	Except where specified, the following payments may not be made to a Headteacher. Where relevant, any additional payments to a Headteacher must be made as part of their permanent Salary Range (as set out in 9.2 above) or as a temporary payment (as set out in 10.1 above).
10.2.1	Continuous professional development undertaken outside the school day
	The Trust Board does not make payments for CPD outside of the school day.
10.2.2	Activities related to the provision of initial teacher training (ITT)
	The Trust Board does not make payments for ITT activities.
10.2.3	Participation in out of school learning activities
	Where a teacher at the school undertakes 1:1 Tuition outside of the school day, they will be paid an out of school learning allowance. The hourly rate will be paid at their normal hourly rate for main scale teachers, or capped to the hourly rate of Main Scale point for Upper Scale, Lead Practitioner or Leadership Teachers. Where a part-time teacher at the school undertakes 1:1 Tuition during the school day they shall be paid their normal hourly rate.
10.2.4	Provision of services to another school(s)

	The CEO may authorise teachers, including Leadership Group, to undertake additional responsibilities and activities relating to the raising of standards in one or more other school. Where such an agreement is authorised, the Trust Board will determine, what, if any, payment should be paid to the teacher and/or to other staff, in recognition of the associated additional responsibility and how much shall be retained by the school to cover associated costs such as administration or supply cover. Any payment to the Headteacher will be made under 10.1 of this Policy. Payments to other staff may include acting arrangements, temporary TLR3s or such other payment as the Pay Committee considers appropriate under Paragraph 26.1 of TPCD. All such payments are temporary with no entitlement to safeguarding when they cease.
10.2.5	Recruitment and Retention Payments and Incentive
	The Trust Board may authorise, on a case by case basis, a payment or incentive to secure the recruitment, and/or to retain the services, of a teacher. In authorising such a payment, the following factors will be considered: • that there is evidence that there is difficulty in appointing to a particular post or in recruiting a teacher with the required skills, qualifications and/or experience; • that there is a need to retain the skills, qualifications or experience of an individual; • whether the salary available in the context of the staffing budget is insufficient to secure an appointment given the circumstances of the school; • available financial resources; • market forces. Any such payment or incentive will be subject to review and there will be no entitlement to a payment beyond the review date. Any such payment will be confirmed in writing, including details of: • whether it is for the purpose of recruitment or retention; • the nature of the payment or incentive; • if a financial payment paid, whether this will be paid monthly as part of salary or as a lump sum to be paid at an agreed time; • the basis for any uplifts where applicable; • the date which the payment/incentive will be reviewed; Leadership Group may only receive payments under this Section for reasonably incurred housing or relocation costs.
10.7	Acting Arrangements

	Where a teacher is assigned and carries out the duties of a Headteacher, Deputy Headteacher, or Assistant Headteacher, but has not been appointed in an acting capacity the Trust Board shall, within four weeks, determine whether or not an allowance should be paid in accordance with the provisions of the School Teachers' Pay & Conditions Document.
11.	PART TIME TEACHERS
11.1	Teachers who work less than a full day or week are deemed to be part-time. The proportion of full-time will be calculated in accordance with the Teachers Pay & Conditions Document as follows: $\frac{\text{Teacher's timetabled teaching time}}{\text{School's timetabled teaching time}} = \text{part-time percentage}$ Part-time teachers will be expected to work a corresponding proportion of directed time and will receive a corresponding proportion of a full- time salary and any allowances other than TLRs which will be determined in accordance with the principles set out in paragraph 8.1.1.
11.2	For part-time leaders, the proportion of full-time will be calculated following the same principle of determining their specific working days or part-days as a proportion of those worked by full-time leaders.
12.	SHORT NOTICE/SUPPLY TEACHERS
	Teachers who are engaged directly and work on a day-to-day basis or other short notice basis will have their pay determined in line with the statutory pay arrangements in the same way as other teachers. Supply teachers working a whole day, including directed time, will initially have their salary calculated as an annual amount; it will then be divided by 195 and multiplied by the number of days worked. Supply teachers working less than a full day will be hourly paid. The salary will be calculated as an annual amount and then divided by 1265 to determine the hourly rate, which will then be paid for hours worked, including any agreed payment for directed time.

13.	SUPPORT STAFF PAY
	The salary scales applicable to support staff are set out at Appendix F The salary of support staff is determined through job evaluation and is as set out in individual their contracts of employment.
13.1	Starting salary The salaries of new staff will be set within the range for the post as set out in the academy's staffing budget and in accordance with this pay policy. In determining the starting salaries for individual staff, account will be taken of; • the skills, experience and relevant qualifications of the individual; • market conditions.
13.2	Pay Progression Annual progression within any pay range set out in the contract of employment, will be subject to the employee meeting the expectations as determined through the performance management process.
13.3	Part-time staff Support staff who work less than a full day, week and/or year are deemed to be part-time. The proportion of full-time will be calculated as follows: $\frac{\text{Hours per week} \times \text{weeks per year}}{37 \times 52.14}$
13.5	Casual Workers Casual support staff who are engaged directly and work on a day-to-day basis or other short notice basis will have their pay determined in line with the relevant grade of the work undertaken. Pay will be calculated on an hourly basis for hours worked as follows: $\frac{\text{FTE salary}}{37 \times 52.14}$

14.	SALARY SACRIFICE SCHEMES The Trust Board may operate Salary Sacrifice Scheme in relation to: • Cycles/cycle safety equipment • Mobile telephones Staff choosing to participate in a Scheme(s) will have their gross pay reduced according to the terms of the Scheme(s) for the duration of their participation. Where participants in a childcare voucher scheme have a period of child related leave, the school will continue to provide vouchers during such periods.
15.	PENSIONS
15.1	All regular salary payments and additional allowances and payments to staff within this policy, with the exception of some recruitment and retention benefits, are pensionable. Note: Full-time teachers cannot be members of the Teachers' Pension Scheme for a second job (eg 1:1 tuition at another school). They can however join the Local Government Pension Scheme for this secondary employment.
15.2	The Trust Board will not promote staff through the grading systems or use other pay flexibilities to assist in securing an employee's improved pension entitlement on retirement. The Trust Board recognises that, where this to be done, the DfE and/or pension regulator, where appropriate, may use their powers to substitute a notional salary for calculation of pension.
16.	SALARY SAFEGUARDING/PROTECTION The Trust Board will ensure appropriate salary protection/safeguarding for teachers in accordance with the School Teachers' Pay and Conditions Document and for support staff in accordance with the schools' Redundancy and Reorganisation Procedure. Employees in receipt of safeguarding will be expected to undertake commensurate work.
17.	STAFFING BUDGET The amount of money allocated to implementing the Pay Policy will be determined at the beginning of each financial year through the budget allocation process of the school. The Trust Board will endeavour to ensure that appropriate funding is allocated for pay progression at all levels.

18.	EQUALITIES AND TRANSPARENCY
	The Trust Board recognises the principle of equal pay for work of equal value in the implementation of this policy. The Trust Board will take into account the salaries payable in comparable establishments, where possible, in setting pay levels. All pay related decisions will be taken in accordance with relevant equalities legislation, Employment Relations Acts and Part-time Workers and Fixed-term Employees Regulations. Appropriate consideration will be given where staff have been absent for long periods e.g. due to sickness or maternity leave such that pay decisions are consistent with those that would have been made had they not been absent. In accordance with the Academies Financial Handbook, the Trust will publish the number of employees whose benefits exceed £100k, in £10k bandings, as an extract from the disclosure in its financial statements for the previous year ended 31 August. Benefits for this purpose include salary, other taxable benefits and termination payments, but not the trust's own pension costs. In the case of employees who are directors, their salary and other benefits will also be disclosed in £5k bandings in the trust's financial statements.
19.	OVER/UNDER PAYMENTS
	The Trust shall be entitled to deduct from your salary any money which you may owe to the school at any time. Support staff working less than 52 weeks have their annual salary spread evenly over 12 months, whereas their working hours are spread unevenly across the year due to school closure periods. When they leave employment, a calculation will be made to assess any over- or under-payment arising from this arrangement, and any over or underpayment will be adjusted in their final pay. Employees will be notified in advance of any adjustment. Should an overpayment occur in other circumstances the employee will be notified in writing of the full amount of the overpayment and agreement will be sought about a reasonable repayment schedule. In the absence of such an agreement the Trust Board will determine a reasonable recovery schedule, usually not exceeding 5% of the monthly gross, except where the employee is leaving, where the balance owing may be deducted from final salary in the absence of an alternate agreement. Recovery of overpayments will be pursued in the case of former employees. In the case of underpayments, the Trust Board will apply appropriate refunds as soon as possible.

	Employees are expected to draw to the attention of the Headteacher any overpayment or underpayment as soon as possible. The Employer is expected to draw to the attention of the employee any overpayment or underpayment as soon as possible.
20.	MONITORING
	The Trust Board will monitor the outcome and impact of this policy annually assess its effect and continued compliance with equalities legislation. The effect of the policy will be assessed particularly with reference to trends in progression across specific groups of teachers and the correlation between this and performance management reviews and outcomes for pupils. The pay of individual staff will remain confidential – shared only with those responsible for making pay decisions and managing administrative matters.
21.	APPEALS PROCEDURE
21.1	Staff have the right to make representations and to appeal about any aspect of their pay or pay progression in accordance with the appeals procedure within the policy, which meets, as a minimum, the statutory requirements on disputes resolution. Pay recommendations will be contained within Performance Management Review Statements and these will be discussed with employees at the review meeting. Where an employee has concerns about the pay recommendation which cannot be resolved at the review meeting, they should include these on the review statement for consideration by those responsible for making pay decisions.
21.2	An employee may make a formal appeal against any decision on pay, which must be submitted in writing within 10 working days of receipt of written notification of that decision. The grounds of appeals are that the decision maker(s): • incorrectly applied the provisions of the Teachers’ Pay & Conditions Document / national / local terms and conditions or the Pay Policy • failed to have proper regard for statutory guidance; • failed to take proper account of relevant evidence and/or took account irrelevant or inaccurate evidence; • were biased; or • otherwise unlawfully discriminated against the employee.
21.3	Appeals will be heard by a Pay Appeals Committee. The Appeals will be heard at a meeting, normally within 20 working days of receipt of the written appeal. The employee will be entitled to attend the appeal meeting, to make

	representations and to be accompanied by a work colleague or a member of a recognised Trade Union. The procedure for the conduct of the appeal meeting is at Appendix B. Any written submissions relevant to the appeal must be circulated to all parties at least 3 working days prior to the meeting. The decision of the appeal committee will be notified in writing and, where the appeal is rejected, this will include a note of the evidence considered and the reasons for the decision. The decision of the Trust Board's Pay Appeals Committee is final and there is no recourse to the staff grievance procedure. The Headteacher shall be entitled to attend, for the purposes of providing information and advice (except in the case of their own salary), all proceedings of the Pay Appeals Committee. The role of the Pay Appeal Committee is not to make judgement about the effectiveness of individual staff. It is to satisfy themselves that any recommendation/decision has been made on the basis of evidence and has been made taking proper account of equal opportunities and that correct procedures have been followed.
22.	DATA PROTECTION
22.1	A written record of all meetings conducted under this pay policy, including pay appeals, will be made, either by the person holding the meeting or by an alternative person arranged by the school to take notes. The school processes any personal data collected as part of the operation of the pay policy/pay appeals procedure in accordance with its data protection policy. The pay of individual staff will remain confidential. Any data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of making decisions on pay, handling pay appeals or administering any pay decisions. All data collected will be held in accordance with the school's retention schedule. Inappropriate access or disclosure of employee data including individual staff salaries constitutes a data breach and should be reported in accordance with the school's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the school's disciplinary procedure.

APPENDIX A: TERMS OF REFERENCE PAY COMMITTEES

PAY COMMITTEE

Delegation of Function

The Trust Board may choose to address pay-related decisions within general Full Trust Board or Finance, Audit & Risk Committee (FARC) meetings. Alternatively, the Board may establish a Pay Committee to manage pay matters across all Academies. In either case, the designated body will be responsible for developing the Trust's Pay Policy and implementing the approved policy regarding pay decisions for some or all staff.

Clerking

All meetings where pay-related decisions are made, whether by the Full Trust Board, FARC, or the Pay Committee, must be formally minuted to ensure transparency and accountability.

Membership

Where a Pay Committee is convened, it must consist of at least three named members of the Trust Board, none of whom shall be employees. The CEO and CFOO may attend to provide information and advice but must withdraw when discussions involve their own salary or any potential conflict of interest.

Quorum

For meetings discussing pay matters, whether held by the Full Trust Board, FARC, or the Pay Committee, a quorum of three members must be present.

Meetings

If a Pay Committee is established, it must meet at least once annually, typically during the Autumn term.

Chair

For each meeting involving pay-related decisions, whether by the Full Trust Board, FARC, or the Pay Committee, a chair must be appointed to lead the proceedings.

Decisions

Decisions related to pay matters shall be made by a simple majority vote of those present, regardless of whether the meeting is held by the Full Trust Board, FARC, or the Pay Committee.

Terms of Reference

- To determine the Pay Policy for the trust.
- To advise the Trust Board / FARC on current and future pay levels.
- To ratify appropriate salary ranges and starting salaries in accordance with the Pay Policy.
- To approve annual pay progression for the CEO (by 31 December at the latest), taking account of the recommendation made by the CEO's Performance Review Panel, following the annual review.

- To note pay progression for other staff in accordance with the Pay Policy
- To determine the application of national inflationary increases as required.
- To monitor and report to the full Trust Board on the annual pattern of pay progression at each level and the correlation between pay progression, quality of teaching and outcomes for pupils.
- To monitor equality impact on the Pay Policy and take actions as required.

NB Schools may want to refer to [Managing Teacher' and Leaders' Pay](#)

PAY APPEALS COMMITTEE

Delegation of Function

The Trust Board shall establish a Pay Appeal Committee to deal with all appeals against pay decisions.

Clerking

The meeting of the Pay Appeals Committee should be minuted.

Membership

The Pay Appeals Committee shall consist of at least three named members of the Trust Board, none of whom shall be employees or members of the Pay Committee.

The headteacher and/or CEO may attend all proceedings of the Pay Appeals Committee for the purpose of providing information and advice (except where the appeal is in respect of their own salary, where they will attend for the purposes of making their case).

Quorum

Three

Meetings

The Pay Appeals Committee shall meet on an as required basis.

Chair

The Pay Appeals Committee shall agree a chair for each meeting.

Decisions

Any decisions shall be made by a simple majority.

The Pay Appeal Committee's decision will be final, notwithstanding the employee's right in law.

APPENDIX B: PAY APPEALS MEETING PROCEDURE

The meeting should be attended by the employee, their colleague or representative if required, a representative of the Pay Committee and the Pay Appeals Committee. The Headteacher should attend to provide information and advice (except where they are the appellant).

1. Introductions and opening remarks
2. Member of staff and/or representative to present case
3. School representative to ask questions
4. Pay Appeals Committee to ask questions
5. School to respond

This may include calling on the Performance Management Reviewer and/or a member of the Pay Committee/headteacher where they are not presenting the case to add any relevant information / answer question (where applicable]

6. Member of staff and/or representative to ask questions
7. Pay Appeals Committee to ask questions
8. Employee or representative to make closing statement
9. School to make closing statement
10. Both parties withdraw to allow Pay Appeals Committee to consider their decision
11. Either both parties invited back to hear decision or the decision will be communicated in writing within 48 hours.

APPENDIX C: ACADEMY GROUP SIZES / STAFFING

Group sizes and Academy budgets will be kept under regular review and may be amended from time to time, as the CEO considers appropriate.

Kelvedon St Mary's	Group 3
Tolleshunt D'Arcy St Nicholas	Group 1
Finchingfield St John the Baptist	Group 1
Stisted	Group 1
St Andrews, Marks Tey	Group 1
Ardleigh St Mary's	Group 1
St Michael's, Ramsey	Group 1
Stourview	Group 1
Langham	Group 1
St Peter's West Hanningfield	Group 1
East Hanningfield	Group 1
Woodham Walter	Group 1

The CEO and CFOO will regularly review the school's staffing establishment to ensure the Academy remains financially sustainable. This review will consider the availability of General Annual Grant (GAG) funding, additional funding streams, the number of classes, average class sizes, and pupil-to-teacher ratios.

APPENDIX D: LEADERSHIP PAY STRUCTURE

Group	Range of spine points	1 Sept 2024 to 31 Aug 2025	1 Sept 2025 to 31 Aug 2026
1	L6-L18	£56,316 - £74,926	£58,569 - £77,924
2	L8-L21	£59,167 - £80,634	£61,534 - £83,860
3	L11-L24	£63,815 - £86,783	£66,368 - £90,255
4	L14-L27	£68,586 - £93,400	£71,330 - £97,136
5	L18-L31	£75,675 - £103,010	£78,702 - £107,131
6	L21-L35	£81,441 - £113,624	£84,699 - £118,169
7	L24-L39	£87,651 - £125,263	£91,158 - £130,274
8	L28-L43	£96,673 - £138,265	£100,540 - £143,796

Group	Head of School	Deputy Head	Assistant Head
1	L6-L11	L1-L5 or TLR	TLR
2	L8-L13	L3-L7 or TLR	TLR
3	L12-L17	L7-L11 or TLR	L4-L8 or TLR
4	L15-L20	L10-L14	L7-L11 or TLR
5	L18-L23	L13-L17	L10-L14
6	L21-L26	L16-L20	L13-L17
7	L24-L29	L19-L23	L16-L20
8	L27-L32	L22-L26	L19-L23

Leadership Scales

Spine point	1 Sept 2024 to 31 Aug 2025	1 Sept 2025 to 31 Aug 2026
L1	£49,781	£51,773
L2	£51,027	£53,069
L3	£52,301	£54,394
L4	£53,602	£55,747
L5	£54,939	£57,137
L6	£56,316	£58,569
L7	£57,831	£60,145
L8	£59,167	£61,534
L9	£60,644	£63,070
L10	£62,202	£64,691
L11	£63,815	£66,368
L12	£65,286	£67,898
L13	£66,919	£69,596
L14	£68,586	£71,330
L15	£70,293	£73,105
L16	£72,162	£75,049
L17	£73,819	£76,772
L18	£75,675	£78,702
L19	£77,552	£80,655
L20	£79,475	£82,654
L21	£81,441	£84,699
L22	£83,464	£86,803
L23	£85,529	£88,951
L24	£87,651	£91,158
L25	£89,830	£93,424
L26	£92,052	£95,735

L27	£94,332	£98,106
L28	£96,673	£100,540
L29	£99,067	£103,030
L30	£101,533	£105,595
L31	£104,040	£108,202
L32	£106,626	£110,892
L33	£109,275	£113,646
L34	£111,976	£116,456
L35	£114,759	£119,350
L36	£117,601	£122,306
L37	£120,524	£125,345
L38	£123,506	£128,447
L39	£126,517	£131,578
L40	£129,673	£134,860
L41	£132,913	£138,230
L42	£136,243	£141,693
L43	£138,265	£143,796

APPENDIX E: TEACHER PAY SCALES

Spine point	1 Sept 2024 to 31 Aug 2025	1 Sept 2025 to 31 Aug 2026
Main pay range		
M1 (Minimum)	£31,650	£32,916
M2	£33,483	£34,823
M3	£35,674	£37,101
M4	£38,034	£39,556
M5	£40,439	£42,057
M6 (Maximum)	£43,607	£45,352
Upper pay range*		
U1	£45,646	£47,472
U2	£47,338	£49,232
U3	£49,084	£51,048

** Staff that TUPE from a predecessor school that operated on a 5-point UPS scale will continue to receive an annual progression with a half point increment.*

5-point Upper pay range		
U1	£45,646	£47,472
U1.5	£46,492	£48,352
U2	£47,338	£49,232
U2.5	£48,211	£50,140
U3	£49,084	£51,048

Unqualified Teachers

Scale point	1 Sept 2024 to 31 Aug 2025	1 Sept 2025 to 31 Aug 2026
UNQ-1	£21,731	£22,601
UNQ-2	£24,224	£25,193
UNQ-3	£26,716	£27,785
UNQ-4	£28,914	£30,071
UNQ-5	£31,410	£32,667
UNQ-6	£33,902	£35,259

APPENDIX F: SUPPORT STAFF PAY SCALES

Essex Schools Pay Scales April 2024				Essex Schools Pay Scales April 2025			
Scale	Spine Point	Annual	Hourly	Scale	Spine Point	Annual	Hourly
Scale 1	2	£23,656	£12.26	Scale 1	2	£24,413	12.65
Scale 2	3	£24,027	£12.45	Scale 2	3	£24,796	12.85
	4	£24,404	£12.65		4	£25,185	13.05
Scale 3	5	£24,790	£12.85	Scale 3	5	£25,583	13.26
	6	£25,183	£13.05		6	£25,989	13.47
Scale 4	7	£25,584	£13.26	Scale 4	7	£26,403	13.69
	8	£25,992	£13.47		8	£26,824	13.90
Scale 5	9	£26,409	£13.69	Scale 5	9	£27,254	14.13
	10	£26,835	£13.91		10	£27,694	14.35
	11	£27,269	£14.13		11	£28,142	14.59
	12	£27,711	£14.36		12	£28,598	14.82
Scale 6	13	£28,163	£14.60	Scale 6	13	£29,064	15.06
	14	£28,624	£14.84		14	£29,540	15.31
	15	£29,093	£15.08		15	£30,024	15.56
	16	£29,572	£15.33		16	£30,518	15.82
	17	£30,060	£15.58		17	£31,022	16.08
POINT 18 NOT IN USE							
Scale 7	19	£31,067	£16.10	Scale 7	19	£32,061	16.62
	20	£31,586	£16.37		20	£32,597	16.90
	21	£32,115	£16.65		21	£33,143	17.18
	22	£32,654	£16.93		22	£33,699	17.47
	23	£33,366	£17.29		23	£34,434	17.85
	24	£34,314	£17.79		24	£35,412	18.35
Scale 8	25	£35,235	£18.26	Scale 8	25	£36,363	18.85
	26	£36,124	£18.73		26	£37,280	19.32
	27	£37,035	£19.20		27	£38,220	19.81
	28	£37,938	£19.66		28	£39,152	20.29

Scale 9	29	£38,626	£20.02	Scale 9	29	£39,862	20.66
	30	£39,513	£20.48		30	£40,777	21.14
	31	£40,476	£20.98		31	£41,771	21.65
	32	£41,511	£21.52		32	£42,839	22.20
	33	£42,708	£22.14		33	£44,075	22.85
Scale 10	34	£43,693	£22.65	Scale 10	34	£45,091	23.37
	35	£44,711	£23.17		35	£46,142	23.92
	36	£45,718	£23.70		36	£47,181	24.46
	37	£46,731	£24.22		37	£48,226	25.00
Scale 11	38	£47,754	£24.75	Scale 11	38	£49,282	25.54
	39	£48,710	£25.25		39	£50,269	26.06
	40	£49,764	£25.79		40	£51,356	26.62
	41	£50,788	£26.32		41	£52,413	27.17
	42	£51,802	£26.85		42	£53,460	27.71
Scale 12	43	£52,805	£27.37	Scale 12	43	£54,495	28.25
	44	£53,904	£27.94		44	£55,629	28.84
	45	£55,462	£28.75		45	£57,237	29.67
	46	£57,010	£29.55		46	£58,834	30.50
	47	£58,529	£30.34		47	£60,402	31.31
	48	£60,091	£31.15		48	£62,014	32.15
Scale 13	49	£62,861	£32.58	Scale 13	49	£64,872	33.63
	50	£64,429	£33.40		50	£66,491	34.47
	51	£66,001	£34.21		51	£68,113	35.31
	52	£67,583	£35.03		52	£69,745	36.15
	53	£69,144	£35.84		53	£71,357	36.99
Scale 14	54	£71,688	£37.16	Scale 14	54	£73,983	38.35
	55	£73,489	£38.09		55	£75,841	39.31
	56	£75,291	£39.03		56	£77,701	40.28
	57	£77,079	£39.95		57	£79,545	41.23
	58	£78,868	£40.88		58	£81,392	42.19

Scale 15	59	£80,268	£41.61	Scale 15	59	£82,837	42.94
	60	£82,282	£42.65		60	£84,915	44.02
	61	£84,286	£43.69		61	£86,983	45.09
	62	£86,287	£44.73		62	£89,048	46.16
	63	£88,297	£45.77		63	£91,122	47.23
Scale 16	64	£94,859	£49.17	Scale 16	64	£97,894	50.74
	65	£97,239	£50.40		65	£100,351	52.02
	66	£99,601	£51.63		66	£102,789	53.28
	67	£101,968	£52.86		67	£105,231	54.55
	68	£104,345	£54.09		68	£107,684	55.82
Scale 17	69	£107,132	£55.53	Scale 17	69	£110,560	57.31
	70	£109,916	£56.98		70	£113,434	58.80
	71	£112,691	£58.41		71	£116,297	60.28
	72	£115,475	£59.86		72	£119,171	61.77
	73	£118,260	£61.30		73	£122,044	63.26
	74	£121,043	£62.74		74	£124,916	64.75

Lettings Rates 2024				Lettings Rates 2025			
Mon-Fri		£11.44		Mon-Fri		£12.21	
Saturday		£11.73		Saturday		£12.52	
Sunday		£11.99		Sunday		£12.79	

APPENDIX G: TEACHER ALLOWANCES

	1 SEPT 2024 TO 31 AUG 2025	1 SEPT 2024 TO 31 AUG 2025
Payment 1 (TLR1)		
TLR1a (min)	£9,782	£10,174
TLR1b	£13,168	£13,695
TLR1c (max)	£16,553	£17,216
Payment 2 (TLR2)		
TLR2a (min)	£3,391	£3,527
TLR2b	£5,835	£6,069
TLR2c (max)	£8,279	£8,611
Payment 3 (TLR) (Fixed Term)		
Min	£675	£702
Max	£3,344	£3,478
Special Educational Needs Allowances (SEN)		
SEN (Min)	£2,679	£2,787
SEN (Max)	£5,285	£5,497