



# Teacher Pay Policy

The Children's Endeavour Trust comprises:

- Abbot's Hall Community Primary School
- Bosmere Community Primary School
- Broke Hall Community Primary School
- Chilton Community Primary School
- Combs Ford Primary School
- Freeman Community Primary School
- Springfield Junior School
- Whitehouse Community Primary School

## Document Control

Version	Date	Author	Comments
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	July 2024	CEO	<i>Support staff diagram updated to clearly show bar.</i>
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## **1. STATEMENT OF INTENT**

The prime statutory duty of governing bodies in England, as set out in paragraph 21(2) of the Education Act 2002 is to "...conduct the school with a view to promoting high standards of educational achievement at the school." The pay policy is intended to support that statutory duty.

The Board of Trustees and Local Governing Bodies of Children's Endeavour Trust will act with integrity, confidentiality, objectivity and honesty in the best interests of the schools; will be open about decisions made and actions taken and will be prepared to explain decisions and actions to interested persons. Its procedures for determining pay will be consistent with the principles of public life: objectivity, openness, and accountability.

This policy applies to all Children's Endeavour Trust staff paid on teaching and leaderships scales. Where different arrangements apply to different groups of staff by virtue of their terms and conditions of employment, this is clearly stated.

## **2. EQUALITIES LEGISLATION**

The Board of Trustees and Local Governing Body will comply with relevant equalities legislation, including the following legislation, as amended:

- Employment Relations Act 1999
- Equality Act 2010
- Employment Rights Act 1996
- The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002
- The Agency Workers Regulations 2010.

The Board of Trustees and Local Governing Bodies will promote equality in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting, paying staff, training and staff development. See 'Board of Trustees and Local Governing Bodies obligations' in relation to monitoring the impact of this policy.

## **3. EQUALITIES AND PAY**

The Board of Trustees will ensure that its processes are open, transparent, and fair. All decisions will be objectively justified. Adjustments will be made to take account of special circumstances, e.g. an absence on maternity or long-term sick leave. The exact adjustments will be made on a case-by-case basis, depending on the individual employee's circumstances and the school's circumstances.

## **4. JOB DESCRIPTIONS**

The Trust Board will ensure that the Central Team have job descriptions in accordance with the staffing structure. Headteachers will ensure that each member of school staff is provided with a job description in accordance with the staffing structure agreed by the Trust. Job descriptions may be reviewed from time to

time, in consultation with the individual employee concerned, in order to make reasonable changes in the light of the changing needs of the school. Job descriptions will identify key areas of responsibility. All job descriptions will be reviewed annually.

## **5. ACCESS TO RECORDS**

The Trust Board and Headteachers will ensure reasonable access for individual members of staff to their own employment records.

## **6. PERFORMANCE DEVELOPMENT REVIEW (Appraisal/PDR)**

There is a responsibility on the individual and their line manager to work together. For further details regarding how to evidence performance please see the Trust's Performance Development Review Policy

## **7. THE BOARD OF TRUSTEES AND GOVERNING BODY OBLIGATIONS**

The Board of Trustees will fulfil its obligations as set out in the School Teachers' Pay and Conditions Document (STPCD) and the Conditions of Service for School Teachers in England and Wales (commonly known as the Burgundy Book). The Board of Trustees will also comply with The Education (School Teachers' Appraisal) (England) Regulations 2012 concerning the appraisal of teachers;

The Board of Trustees will consider any updated policies to ensure that the appropriate arrangements for pay and appraisals are in place, can be applied consistently and that their pay decisions are properly documented and can be objectively justified. It will at all times assure itself that public money is being used effectively and with propriety, as necessary, seeking appropriate independent advice and complying with audit requirements.

The Board of Trustees and Local Governing Bodies will ensure that they make funds available to support pay decisions, in accordance with this pay policy and procedures (see Procedures) and the Trust/school's budget.

The Board of Trustees will monitor pay outcomes to ensure fair progression across staff groups and pay rates, ensuring compliance with equalities legislation.

## **8. CHIEF EXECUTIVE OFFICER AND HEADTEACHER OBLIGATIONS IN RESPECT OF APPRAISAL**

There are obligations on both the Headteacher and employee to engage with the Appraisal/PDR process. For details please see the Appraisal/PDR Policy.

- The Chief Executive Officer consults with Headteachers and Union JCNC representatives on the Appraisal/PDR and pay policies;
- The Chief Executive Officer submits Appraisal/PDR and pay policies to the Board of Trustees for approval

The Headteachers will:

- Ensure that effective Appraisal/PDR arrangements are in place and that any reviewers have the knowledge and skills to apply procedures fairly;

- Submit pay recommendations to the governing body and ensure the governing body has sufficient information upon which to make pay decisions;
- Ensure that all staff are informed about decisions reached and that records are kept of recommendations and decisions made.

## **9. DISCRETIONARY PAY AWARDS**

Criteria for the use of pay discretions are set out in this policy and discretionary awards of additional pay will only be made in accordance with these criteria.

## **10. SAFEGUARDING OF PAY**

Where a pay determination leads or may lead to the start of a period of safeguarding, the Board of Trustees and Local Governing Bodies will comply with the relevant provisions of the STPCD and will give the required notification as soon as possible and no later than one month after the determination.

## **11. PROCEDURES**

At Children's Endeavour Trust, the Trust Board will be the committee with final responsibility for pay decisions for the CEO and Headteachers, the Local Governing Bodies will be the committees with final responsibility for pay decisions for school staff.

The Local Governing Bodies will propose the annual pay budget as part of the budget process for the school and for approval by the Trust Board.

The Board of Trustees has delegated its pay committee powers for school staff to the Local Governing Bodies. Any person employed to work at the school, other than the Headteacher, must withdraw from a meeting at which the pay or of any other employee of the school is under consideration. The CEO or Headteacher must withdraw from that part of the meeting where the subject of consideration is their own pay. Any relevant person must withdraw where there is a conflict of interest or any doubt about their ability to act impartially.

The Human Resources and People Committee will lead the CEO's performance management review and target setting meeting. It will be attended by two Trustees from this committee and an external adviser to offer advice. The CEO will withdraw while the committee reaches its pay decision.

The CEO will lead the Executive Leadership Team member's performance management reviews and target setting meetings. Final review meetings will be attended by a trustee from the Human Resources and People Committee. The Executive Leadership Team members will withdraw while the committee reaches pay decisions.

The CEO will lead the Headteachers' performance management review meetings. Target setting and final review meetings will be attended by a trustee from the Human Resources and People Committee and a member of the local governing body. The Headteachers will withdraw while the committee reaches pay recommendation decisions.

The terms of reference for the Board of Trustees and Local Governing Bodies will be determined from time to time by the Trust Board, in accordance with the Scheme of Delegation (Appendix 4).

Reports relating to performance management will be placed in the confidential section of the Board of Trustees and relevant Local Governing Bodies' agenda. Reference back may occur only if the Board of Trustees and Local Governing Bodies have exceeded their powers under the policy.

## **12. ANNUAL DETERMINATION OF PAY**

All teaching and school leadership staff will receive automatic pay progression on their current pay range, unless under formal capability procedure, to take effect from 1st September for all teaching staff, including the head, deputy head(s) and assistant head(s).

The Trust Board and Governing Bodies will endeavour to complete teachers' annual pay reviews by 31 October and the CEO and Headteacher's annual pay review by 31 December.

Annual pay progression will be subject to the maximums of the employee's relevant pay range/grade/grade mid-point and the governing body's annual decision-making processes.

## **13. NOTIFICATION OF PAY DETERMINATIONS**

Decisions will be communicated to each member of staff by the Headteacher, in writing, at the earliest opportunity and no later than one month after the pay determination. Decisions on the pay of the CEO will be communicated by the Trust Board, again, in writing. Decisions on the pay of the HSI and Headteachers will be communicated by the CEO, again, in writing. All communication regarding pay determinations will set out the reasons why decisions have been taken. An instruction to amend pay from the relevant date will be issued as soon as practicable after the pay decision has been made.

In accordance with the STPCD, pay statements given to teachers, as part of the regular review process or when other pay decisions are taken, will state all remuneration, including any allowances, any payments or other financial benefits for recruitment and retention purposes, any safeguarded sums and any fixed term arrangements, as well as where a copy of the Trust's pay policy and staffing structure can be inspected.

## **14. SALARY SACRIFICE ARRANGEMENTS**

The Trust operates salary sacrifice schemes in relation to Childcare Vouchers and a Cycle to Work scheme. Staff choosing to participate in this scheme will have their gross pay reduced according to the terms of the scheme for the duration of their participation.

## **15. APPEALS PROCEDURE**

The appeals procedure in relation to pay decisions for all staff is set out in Appendix 3 of this policy

## 16. PAY ARRANGEMENTS SPECIFIC TO TEACHING STAFF

Pay decisions relating to performance in the 2024-25 academic year will be made in accordance with the Pay and Appraisal Policies for 2024-25. The following paragraphs set out the arrangements for appointments or determinations made on or after 1 September 2025 and for pay decisions relating to performance throughout the 2025-26 academic year.

There are normally two elements to the teachers' pay review:

- Cost of living percentage increase - generally referred to as 'uplift'
- Pay progression between scales – generally referred to as 'incremental award'

## 17. PAY RANGE FOR LEADERSHIP POSTS

Leadership post holders will be paid in accordance with the pay ranges for school leaders set out in Appendix 1. In any determination or re-determination of leadership pay, the pay range for the Headteacher will start no lower than the minimum of the relevant Headteacher Group and the pay range for any Deputy or Assistant Headteacher will start no lower than the Leadership Minimum.

Wider leadership posts will need to meet the basic criterion of 'leadership responsibilities across the whole school' to be paid on the leadership pay ranges.

The Trust Board and Local Governing Bodies may seek independent advice and/or benchmarking data, as appropriate, when determining leadership pay.

The Trust Board and Local Governing Bodies will record the rationale for leadership pay determinations and the reasons for any re-determination of pay. The Trust Board has determined that the pay points set out in Appendix 1 will apply to all leadership posts within the schools, subject to the individual Leadership Pay Range determined for each post.

### **CEO, HSI, Headteacher, Deputy Headteacher or Assistant Headteacher - Pay on appointment, or following a significant change in responsibilities, or following an associated review of leadership pay.**

In accordance with the STPCD, the Board of Trustees will determine leadership pay on appointment and may re-determine leadership pay following any significant change in responsibilities. It may also determine that it is necessary to review the pay of all leadership posts to maintain consistency either with pay arrangements for new appointments to the leadership group made on or after 1 September 2015, or with pay arrangements for members of the leadership group whose responsibilities have significantly changed after that date.

The Board of Trustees will assign the school to a Headteacher Group by reference to the school's total unit score, calculated in accordance with the STPCD, before determining the Leadership Pay Range for the post.

When determining the Leadership Pay Range, the Board of Trustees will consider:

- All the permanent responsibilities of the role, including any permanent responsibility as the Headteacher of more than one school
- Any challenges that are specific to the role

- All other relevant considerations, for example, any recruitment and retention difficulties, the requirement for a fixed-term appointment or candidate specific factors, including how well the appointee meets the requirements of the post and how much room is appropriate for progression for the individual.

When advertising the Headteacher role, the Trust Board and Local Governing Body may use its discretion in line with the STPCD to determine the leadership pay range.

### **Serving CEO, HSI, Headteachers, Deputy Headteachers and Assistant Headteachers**

The Trust Board will review the CEO and HSI pay in accordance with the STPCD, Trust Appraisal/PDR Policy and this policy, having regard to the most recent appraisal report and the recommendation on pay that it contains. It will award one-point progression where there has been a sustained high quality of performance. The Board of Trustees may consider awarding two-point progression where performance is assessed as having significantly exceeded the sustained and high quality of performance that must be demonstrated for one-point progression.

The Trust Board and Local Governing Bodies will review the Headteachers' pay in accordance with the Trust Appraisal/PDR Policy and this policy, having regard to the most recent appraisal report and the recommendation on pay that it contains. It will award one-point progression. The Board of Trustees may consider awarding two-point progression where there is evidence of exceptional performance.

The Local Governing Bodies will review Deputy Headteacher and Assistant Headteacher's pay, annually in accordance with the Trust Appraisal/PDR Policy and this policy, having regard to the most recent appraisal report and the recommendation on pay that it contains. It will award one-point progression. The Local Governing Bodies may consider awarding two-point progression where there is evidence of exceptional performance, but this will need obtain directors' approval.

The Board of Trustees and Local Governing Bodies will be able to justify all post holder incremental pay decisions.

The Board of Trustees may re-determine the pay range for a serving CEO, HSI, Headteacher, Deputy Headteacher or Assistant Headteacher in accordance with the above arrangements and the STPCD, as at 1 September or at any time if it considers it is necessary to reflect a significant change in the responsibilities of the post.

### **Temporary Payments to the Headteacher**

Only in very rare and exceptional circumstances can an additional Temporary Payment be considered in accordance with the provisions of the STPCD. A temporary payment will only be considered for additional Headteacher responsibilities that are undertaken on a temporary basis, and which have not already been taken account of when setting base pay. The Trust Board and governing body must be able to fully objectively justify the rationale for any such payments, taking into account any financial impacts to the school budget. No additional payment will be considered for local collaboration as this forms part of the role of all Headteachers. Further details can be sourced in STPCD Part 2 Paragraph 10.

The Trust Board may appoint a Headteacher on a fixed-term contract where it determines that the circumstances of the school require it. In establishing such a contract, the relevant body will consider how

reward should be structured and whether achievement of objectives should be assessed over a shorter or longer timescale than would normally be the case.

## **18. ACTING ALLOWANCES**

The governing body may determine to pay an acting allowance in accordance with the STPCD to any teacher who is assigned and carries out the duties of Headteacher, Deputy Head or Assistant Head. Please see STPCD Part 4 Paragraph 23 for full details.

## **19. OTHER TEACHERS**

### **Pay on appointment (Unqualified, Main, Upper and Leading Practitioner pay ranges)**

The Local Governing Bodies will determine the starting salary of any teaching post on the Unqualified, Main, Upper and Leading Practitioner pay ranges, having regard to:

- The requirements of the post;
- Any specialist knowledge required for the post;
- The experience required to undertake the specific duties of the post;
- The wider school context.

There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school, consideration may be given to the above factors to determine the starting salary.

### **Supply Teachers**

The rate of pay for a supply teacher are not required to meet the criteria of teachers on the upper pay scale and, therefore should be paid up to a maximum of rate a rate equivalent to MP6 only. The rate of pay for a supply teacher will be negotiated on appointment depending on qualifications and experience.

### **Teachers Employed on a Short Notice Basis**

Teachers who work on a day-to-day or other short notice basis will have their pay determined in accordance with the STPCD Part 6 Paragraph 42.

### **Early Career Teachers (ECT)**

Early Career Teachers (ECT's) will require a two-year induction period. . It is the responsibility of each school to have its own ECT Induction policy. Government guidance states that "during their two-year induction there will be no adverse impact upon ECT's pay or career progression opportunities. ECT's will still be able to progress on the pay scale as current arrangements allow both during and after induction".

Therefore, ECT's will be placed on MP1 at the beginning of their induction and move up the Main Pay scale accordingly.

## Tutoring and TLR3

Main pay range teachers and upper pay range teachers can be awarded a fixed-term TLR3 to deliver school-led tutoring. Further details on TLR3 can be found in Paragraph 26. This award would be pensionable in the TPS

## 20. PAY PROGRESSION FOR EXISTING MAIN PAY RANGE TEACHERS

<b>September 2025 Main Pay Scale rates for teachers</b>	
	<b>2025-26 rates</b>
<b>Minimum</b> (statutory minimum)	<b>£32,916</b>
Ref point 2	£34,823
Ref point 3	£37,101
Ref point 4	£39,556
Ref point 5	£42,057
<b>Max point 6</b>	<b>£45,352</b>

Pay progression is automatic through the Main Pay Range providing teachers are not subject to formal capability proceedings. Teachers should meet all the elements of the Teachers Standards. The governing body may consider the use of its flexibilities to award enhanced pay progression, up to the maximum of one additional point. Further information, including sources of evidence is contained in the Trust's Appraisal/PDR policy.

## 21. APPLICATIONS TO BE PAID ON THE UPPER PAY RANGE

Any qualified teacher can apply to be paid on the Upper Pay Range. However, to be able to demonstrate that they meet the assessment criteria set out in Appendix 2 particularly around the teacher's achievements and contribution to the school being substantial and sustained, it is likely that applications will be submitted by teachers with a number of years of classroom teaching experience. It is the responsibility of the teacher to decide whether they wish, or when to apply to be paid on the Upper Pay Range.

Applications will include the results of the two most recent appraisals or performance development reviews in this school, including any recommendation on pay. Where such information is not applicable or available, e.g. those newer to teaching or returning from maternity or sickness absence, a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.

**For the assessment to be robust and transparent, teachers therefore should ensure that they build a sound base of significant and relevant evidence to support their application. It is the individual's responsibility to present the evidence for consideration in support of their application. Those teachers who are not subject to teachers' induction procedures, or who have been absent, through sickness, disability or maternity, may cite written evidence from a 3-year period before the date of the application in support of their application.**

One application may be submitted annually (see evidence in Appendix 2). The closing date for applications is normally 31 October each year; however, exceptions will be made in particular circumstances, e.g. those teachers who are on maternity/adoption/shared parental leave or who are currently on sick leave. The process for applications is:

- The teacher must complete the Trust's application form (see appendix 2);
- The teacher should submit the application form and supporting evidence to the Headteacher by the cut-off date of 31 October;
- The teacher will receive notification of the assessor, for their application within 5 working days;
- The assessor will review the application and if requested by the employee can provide informal feedback prior to the formal submission of the application. Whilst not guaranteeing a positive recommendation, this feedback can provide the employee with the opportunity to collect, collate and present additional evidence before formal submission of their final application.
- The assessor will then formally assess the application and make a recommendation to the Local Governing Body;
- The application, evidence and recommendation will be passed to the Headteacher for moderation purposes, if the Headteacher is not the assessor;
- The Local Governing Body will make the final decision, taking into account evidence provided by the assessor or Headteacher;
- The teacher will receive written notification of the outcome of their application by 30th November.

### **Successful applicants**

Will move to the minimum of the UPR on 1st September following confirmation of their successful application.

### **Unsuccessful Applications**

Where the application is unsuccessful, the written notification will include the areas where it was felt that the teacher's professional development did not meet the relevant criteria set out in this policy (see 'Assessment' further on);

If requested, verbal feedback can be provided by the assessor, within 10 working days of the date of notification of the outcome. Feedback will be given in a positive encouraging manner and will include advice and support on areas for improvement in order to meet the relevant criteria.

Applicants can appeal the decision. The appeals process is set out in Appendix 3.

### **Assessment:**

The teacher will be required to meet the criteria set out in the STPCD, namely that:

- The teacher is highly competent in all elements of the relevant standards; and
- The teacher’s achievements and contribution to the school are substantial and sustained.

In this Trust, this means:

“highly competent”: the teacher’s performance is assessed as having exceptional depth and breadth of knowledge, skill and understanding of the Teachers’ Standards in the particular role they are fulfilling and the context in which they are working.

“substantial”: the teacher’s achievements and contribution to the school are significant, not just in raising standards of teaching and learning in their own classroom, or with their own groups of children, but also in making a significant wider contribution to school improvement, which impacts on pupil progress and the effectiveness of staff and colleagues.

“sustained”: typically, the teacher will have had two consecutive successful performance reviews in this school and will have met their objectives during this period (see exceptions, e.g. maternity/sick leave, in the introduction to this section). They will be expected to show that their teaching expertise has grown over the relevant period and is consistently good to outstanding.

Further information, including information on sources of evidence, is contained within the Trust’s Appraisal/PDR policy.

## 22. PAY PROGRESSION FOR EXISTING UPPER PAY RANGE TEACHERS

The pay scale for Upper Pay Range teachers in this Trust is:

Upper Pay Scale Rates 2025-26	
Pay referencepoints	2025-26
<b>Minimum</b>	£47,472
Reference point 2	£49,232
<b>Maximum</b>	£51,048

Upper main pay range teachers will need to have completed a successful performance review and have maintained the essential criteria, and maintained the essential criteria.

Where it is clear from the evidence that the teacher’s performance has been exceptional in relation to the above criteria, teaching is consistently outstanding and the teacher has exceeded some or all of their objectives, the pay committee may use its flexibility to decide on enhanced progression from the minimum to the maximum of Upper Pay Range.

Further information, including sources of evidence is contained within the Trust’s Appraisal/PDR Policy.

The Local Governing Bodies will be advised by the Headteachers in making all incremental decisions. The Local Governing Bodies will be able to justify their decisions.

## 23. LEADING PRACTITIONER ROLES

The Board of Trustees/Local Governing Bodies will take account of the STPCD as detailed in Part 3, Paragraph 16, when determining the role and pay range (including pay points) of any future leading practitioner roles in this schools. Additional duties will be set out in the job description of any leading practitioner and will include:

- A leadership role in developing, implementing and evaluating policies and practices in the school that contributes to the schools' improvement;
- The modelling and leading improvement of teaching skills within school;
- Improving the effectiveness of staff and colleagues, within school and other settings as appropriate, defined by the Headteacher.

The Headteacher will agree appraisal objectives for any leading practitioner.

To move up the agreed leading practitioner pay range, one annual point at a time, as detailed in STPCD Part 3, Paragraph 16, the most recent appraisal should show that the leading practitioner:

- Has completed a successful performance review
- Is an exemplar of teaching skills, which should impact significantly on pupil progress, within school and within the wider school community, if relevant;
- Has made a substantial impact on the effectiveness of staff and colleagues, including any specific elements of practice that have been highlighted as in need of improvement;
- Is highly competent in all aspects of the Teachers' Standards;
- Has shown strong leadership in developing, implementing and evaluating policies and practice in their workplace that contribute to school improvement.

"Highly competent" and "substantial" are defined in the section entitled, "Applications to be paid on the Upper Pay Range".

Where it is clear from the evidence that the teacher's performance is exceptional, the Local Governing Bodies may award enhanced pay progression of one additional point.

Further information, including sources of evidence is contained within the Trust's Appraisal/PDR policy.

As a leading practitioner progresses through the agreed pay range, their performance will be appraised against teachers and agreed objectives. The Headteacher will advise the pay committee in making all incremental decisions, and the pay committee will be able to justify them.

## 24. PAY ON APPOINTMENT AND PROGRESSION FOR UNQUALIFIED TEACHERS

The pay scale for Unqualified Teachers is:

Unqualified Teacher Pay Scale 2025-26	
Pay reference points	2025-26
<b>Minimum</b>	<b>£22,601</b>
Reference point 2	£25,193
Reference point 3	£27,785
Reference point 4	£30,071
Reference point 5	£32,667
<b>Maximum</b>	<b>£35,259</b>

## 25. TEACHING AND LEARNING RESPONSIBILITY (TLR) PAYMENTS

The Local Governing Bodies may award a TLR to a classroom teacher in accordance with this policy and the STPCD. A TLR 1 or 2 will be for clearly defined and sustained additional responsibility in the context of the school's staffing structure for ensuring the continued delivery of high-quality teaching and learning.

As per STPCD Part 6 Paragraph 41.1 except for TLRs "the salary and any allowances of a part-time teacher must be determined in accordance with the pro-rata principle". It is therefore recommended that an award is made based on a full time equivalent (FTE) and then pro rata based on the amount of hours (proportion of FTE) required for the job role that attracts the allowance.

All job descriptions will be regularly reviewed and will make clear, if applicable, the responsibility or package of responsibilities for which a TLR is awarded, taking into account the criteria and factors set out in the STPCD.

The Local Governing Bodies may award a TLR3 of between £702 to £3,478 for clearly time- limited school improvement projects, or one-off externally driven responsibilities as set out in STPCD, and taking into account the criteria set out in the STPCD. The Local Governing Bodies will set out in writing to the teacher the duration of the fixed term, and the amount of the award, which will be paid in monthly instalments. No safeguarding will apply in relation to an award of a TLR3. In accordance with the STPCD, the Local Governing Bodies will not award consecutive TLR3 payments for the same responsibility.

## 26. SPECIAL NEEDS ALLOWANCE

Any allowance payable for SEN to a part-time teacher should be determined in accordance with the pro-rata principle.

The Local Governing Body will award an SEN spot value allowance (FTE) on a range of between £2,787 and £5,497 to any classroom teacher who meets the criteria as set out in the STPCD, where responsibilities are not separately recognised through payment on the leadership pay spine or through a TLR or other allowance.

When deciding on the amount of the allowance to be paid, the governing body will take into account the structure of the school's SEN provision, whether any mandatory qualifications are required for the post, the qualifications or expertise of the teacher relevant to the post; and the relative demands of the post and Pro-Rata accordingly.

The governing body will keep SEN allowances and associated responsibilities under regular review and ensure that any additional responsibilities are clearly specified in individual teacher's job descriptions and are clear in the school's published staffing structure. Whilst the governing body may review SEN allowances at any time, normally, any review will follow recommendations arising from the annual performance review meeting.

For clarity as per STPCD Part 6 Para 41.1 except for TLRs "the salary and any allowances of a part-time teacher must be determined in accordance with the Pro-Rata Principal".

## **27. ADDITIONAL PAYMENTS**

The Local Governing Bodies may make payments as they see fit to a teacher in respect of:

- Activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;
- Participation in out-of-school hours learning activity agreed between the teacher and the Headteacher.
- Participation in out-of-school hours CPD agreed between the teacher and the Headteacher:
- Additional responsibilities and activities due to, or in respect of, the provisions of services by the Headteacher relating to the raising of educational standards to one or more additional schools.

In accordance with the STPCD, no such payments will be made to the CEO, HSI or Headteachers.

The Local Governing Bodies will make additional payments to teachers in accordance with the STPCD where advised by the Headteacher. Payment will be as the governing body see fit.

## **28. RECRUITMENT AND RETENTION INCENTIVE BENEFITS**

The Board of Trustees/Local Governing Bodies can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive for teaching staff.

The Local Governing Bodies will consider exercising its powers under the STPCD where they consider it is appropriate to do so in order to recruit or retain relevant staff. It will make clear at the outset, in writing, the expected duration of any such incentive or benefit, and the review date after which they may be withdrawn.

The Board of Trustees/Local Governing Body will, nevertheless, conduct an annual formal review of all such awards.

In the case of the CEO, HSI, Headteacher, Deputy Headteachers and Assistant Headteachers, such payments will be limited to reasonably incurred housing/relocation costs where pay has been set under the STPCD (and has already been taken account of when determining base pay).

## **29. HONARARIA**

The Local Governing Bodies will not pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher, recognising that there is no provision within the STPCD for the payment of bonuses or honoraria in any circumstances.

## **30. ADDITIONAL OR SECOND JOB**

Any employee having a second or additional job has a duty to inform their employer of this and the employee needs to be aware this may result in tax and/or pension implications.

## APPENDIX 1

### RECOMMENDED PAY RANGES FOR SCHOOL LEADERS, 2025-26

	<b>England and Wales (excluding the London Area)</b>
<b>Leadership Minimum*</b>	£51,773
<b>Headteacher Group</b>	
<b>1 L6-L18</b>	£58,569 - £77,924
<b>2 L8-L21</b>	£61,534 - £83,860
<b>3 L11-L24</b>	£66,368 - £90,255
<b>4 L14-L27</b>	£71,330 - £97,136
<b>5 L18-L31</b>	£78,702 - £107,131
<b>6 L21-L35</b>	£84,699 - £118,169
<b>7 L24-L39</b>	£91,158 - £130,274
<b>8 L28-L43</b>	£100,540 - £143,796

\* Minimum for Deputy and Assistant Headteachers only

## **APPENDIX 2 – APPLICATION TO BE PAID ON THE UPPER PAY RANGE**

Having read paragraph 22 of this policy, please complete this form and return it to the Headteacher no later than 31 October, including written evidence to support your application.

Examples of evidence that you may wish to include are:

- Most recent appraisal report(s)
- Classroom observations
- Reviews of assessment results
- Reviews of lesson planning records
- Reviews of children's work
- Internal tracking of pupil progress
- Moderation within and across schools
- Pupils' voice
- Parents' voice
- Subject leadership and evidence of impact
- Evidence supporting progress against Teachers' Standards including self-assessment
- Evidence matched to the criteria set out in Appendix 2b of this policy
- Records of CPD and evidence of impact.

A. Progression to the Upper Pay Range (UPR) requires evidence that the applicant is a "highly competent" in all elements of the relevant standards.

Please outline below how you meet this criteria, with reference to the Teachers' Standards, the Expectations for UPR Teachers (Appendix 2b) and the particular role that you are fulfilling/the context within which you are working:

B. Progression to the UPR requires evidence that the applicant's achievements and contribution to the school are "substantial".

Please outline below how your contribution has raised standards of teaching and learning, not just in your own classroom but as a significant wider contribution to school improvement – this should show a clear impact on pupil progress across the school and on the effectiveness of colleagues.

C. Progression to the UPR requires evidence that the applicant's achievements and contribution to the school have been "sustained".

Please outline below how your teaching expertise has developed over a sustained period of time and is consistently of a high standard of professional practice:

Please attach any other written evidence that you have collated to support your application. Thank you.

Name:

Signed:

Date:

## APPENDIX 2b – EXPECTATIONS FOR UPPER PAY RANGE TEACHERS

All teachers on Upper Pay Range (UPR) will be:

- Highly competent in all elements of the Teachers' Standards and
- Their achievements and contribution to the school will be substantial and sustained.

This following table provides an overview of what post threshold teachers should aspire to at each pay level and to achieve the next level.

	UPR 1	UPR 2	UPR 3
	Accepted professional	Established professional	Senior and leading professional
1	Successful Performance Management reviews.		
2	Consistently good teaching and <b>developing exceptional</b> professional practice.	Over a <b>sustained period</b> consistently high standards of teaching <b>increasingly</b> outstanding professional practice.	Over a sustained period consistently high standards of teaching and exceptional professional practice.
3	<b>Many</b> pupils will make good progress.	<b>Some</b> pupils will <b>exceed</b> good progress.	Over a sustained period, <b>most</b> pupils will <b>exceed</b> good progress.
4	Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice and providing advice and <b>feedback, especially with those new to the profession.</b>	Contribute to the professional development of colleagues across the school through coaching and mentoring, demonstrating effective practice and providing advice and feedback <b>enabling teachers to improve their teaching practice.</b>	Contribute to the professional development of colleagues across the school through coaching and mentoring, demonstrating effective practice, and providing advice and feedback; <b>moving other teachers to competent teaching.</b>
5	Demonstrate and model good practice within own classes for other members of staff.	Will demonstrate and model good practice for other members of staff and <b>contribute</b> to policy and practice which has improved teaching and learning across the school.	Will coach and mentor staff to excellence and/or <b>lead</b> on the development of policy and practice which will improve teaching and learning across the school.
6	Evaluate and develop the planning and delivery of the curriculum by <b>contributing</b> to schemes of work and developing resources.	Evaluate and develop the planning and delivery of the curriculum across the school; taking the <b>lead</b> on schemes of work and curriculum development.	
7	Will take an enthusiastic and proactive role in the school.		Will take an enthusiastic and <b>proactive</b> role within the school and with <b>wider stakeholders.</b>
8	Will regularly <b>support</b> activities.	Will <b>lead</b> activities.	Will <b>create, develop</b> and <b>lead</b> activities.

## **APPENDIX 3 – PAY APPEALS PROCEDURE**

### Introduction

The employee will be informed at their annual appraisal meeting or performance development review meeting or in the case of UPR application, after assessment of the rating of their performance and the pay recommendation. For a MPR to UPR application there must be two successful performance review prior to the UPR application..

1. If your application for UPR is unsuccessful you have the right to appeal the decision. The appeal process is as follows;
2. You must submit an appeal in writing to the Chair of the Governing body within 10 school working days of the written decision of the unsuccessful application.
3. You must clearly state the reason(s) for appeal.
4. Your appeal will be heard within 20 school working days after the date on which the written appeal was received.
5. The appeal panel will consist of three governors who have not previously been involved in the pay determination process and are not employees of the school. The recommendation provider and the decision maker will be required to attend the meeting.
6. The chair of the appeal committee will invite the employee to set out their case. Both the recommendation provider and decision maker will be asked to provide the rationale behind the original decision and the procedures observed in reaching their decision.
7. Following the appeal panel meeting you will be informed in writing of the outcome of the appeal.
8. The decision of the appeal committee is final.

Employees have a statutory right to be accompanied at a Formal Pay Appeal hearing by a companion who may be either a work colleague or a trade union representative.

There will be no entitlement to invoke the appeal procedure in relation to a pay decision if the teacher has left the employment of the school.

# APPENDIX 4 Scheme of Delegation 2025-26

Approve (A)  
Recommend (R)  
Propose (P)  
Ratify (Ra)

Develop (D)  
Monitor (M)  
Consulted (C)  
Implement (I)



Promoting professional excellence

1	Governance	Notes	Trustees	Committees				Chief Executive	Executive Leadership Team	Chief Financial Officer	Head of School Improvement	Head of Operations	Local Governing Bodies	Leadership Group	Headteacher
				Finance & Audit	Human Resources	Standards									
1.1	Approve MAT Articles of Association	Members only	R												
1.2	Approve MAT Board Terms of Reference		A				R								
1.3	Approve MAT Scheme of Delegation		A				R								
1.4	Approve new convertor or sponsored schools joining MAT		A				R	C					C		
1.5	Establish MAT Committees		A	R	R	R	R								
1.6	Approve MAT Committee Terms of Reference		A	I	I	I	R								
1.7	Approve Local Governing Body (LGB) Terms of Reference		A				R	C				P			
1.8	Establish LGB sub-committees		A				R					R			
1.9	Decision to intervene in school governance		A				R								
1.10	Appoint Chair of MAT Board		A												
1.11	Appoint Chair and Vice Chair of LGB		A										R		
1.12	Remove Chair or Vice Chair of LGB	Exceptional circumstances	A				R						R		
1.13	Appoint LGB members	Trust Governors	A										R		
1.14	Remove LGB members	Exceptional circumstances	A										R		
1.15	Appoint (and remove) Chair(s) of MAT Committees		A												
1.16	Appoint (and remove) MAT Committee members		A												
1.17	Appoint (and remove) Clerk to MAT Board		A				R								
1.18	Appoint (and remove) Clerk to LGB		A				R								
1.19	Appoint Accounting Officer		A												
1.20	MAT Policy Matrix		A				R							C	
1.21	MAT Governance Calendar		A				R	C							
1.22	Approve Directors Expenses Policy	MAT Policy	A												
1.23	Appoint a Company Secretary	Not mandatory	A												
1.24	Trust website		A				R	C							

2	MAT & School Performance & Planning	Notes	Trustees	Committees			Chief Executive	Executive Leadership Team	Chief Financial Officer	Head of School Improvement	Head of Operations	Local Governing Bodies	Leadership Group	Headteacher
				F&A	Human Resources	Standards								
2.1	MAT Strategic Plan		AM				R	C					C	
2.2	MAT 1 Year Plan		AM				R	C					C	
2.3	School Performance Targets		AM			R	P			P			C	M
2.4	School Performance Review		M				M			M				C
2.5	School Improvement Plan					M	A	M				M		P
2.6	Decision to intervene in school management		A				R	C						
2.7	MAT Staff Development Plan	Within MAT 1 Year Plan	A				R	C					C	
2.8	School Staff Development Plan	Within School 1 Year Plan					A		C	C				P
2.9	School Inset Days	See 7.1	A				R	C					C	P
2.10	School Risk Registers		M				R	M				M		C
2.11	MAT Risk Registers		M				R	M						

3	Staff Policies and Pay	Notes	Trustees	Committees			Chief Executive	Executive Leadership Team	Chief Financial Officer	Head of School Improvement	Head of Operations	Local Governing Bodies	Leadership Group	Headteacher
				F&A	Human Resources	Standards								
3.1	HR, Employment & Staff related policies	MAT Policies: See policy matrix	A		R		P	C				M	C	
3.2	Employee Terms & Condition changes		A		R		P	C					C	
3.3	Employee T&Cs for new schools		A		R		P						C	
3.4	Teachers Annual Pay Award	MAT Policy	A	R			P		C					
3.5	Support Staff Annual Pay Award	MAT Policy	A	R			P		C					
3.6	CEO Performance Review & Pay	MAT sub-group	A		R									
3.7	Headteacher Performance Review & Pay	MAT/LGB subgroup	A		C		R					C		
3.8	Individual Performance Pay Awards	As per MAT policy										A		R

4	Staff Management	Notes	Trustees	Committees			Chief Executive	Executive Leadership Team	Chief Financial Officer	Head of School Improvement	Head of Operations	Local Governing Bodies	Leadership Group	Headteacher
				F&A	Human Resources	Standards								
4.1	CEO appointment		A											
4.2	MAT staff structure & complement		A				R	C					C	
4.3	MAT staff appointments		A				R	C						
4.4	School staff structure & complement	Within School 1 Year Plan					A	C				M		P
4.5	Headteacher appointment	MAT/LGB panel	A				R		C			C		
4.6	Senior leadership appointments ( <i>deputy and assistant heads</i> )						A		C	C		M		P
4.7	Teaching and support staff appointments													A
4.8	Decision to intervene in school staff management		A				R	C						C
4.9	Suspension of CEO		A											
4.10	Return of CEO after suspension		A											
4.11	Dismissal of CEO		A		C									
4.12	Suspension of Headteacher	As per policy	A				R					C		
4.13	Return of Headteacher after suspension	As per policy	A				R					C		
4.14	Dismissal of Headteacher		A		C		C					C		
4.15	Suspension of teaching and support staff						C							A
4.16	Return of teaching and support staff after suspension						C					C		A
4.17	Redundancy of school staff		A	C	C		R	C				C		C
4.18	Restructuring of school staff				A		R	C				C		C

5	Financial Governance & Management	Notes	Trustees	Committees			Chief Executive	Executive Leadership Team	Chief Financial Officer	Head of School Improvement	Head of Operations	Local Governing Bodies	Leadership Group	Headteacher
				F&A	Human Resources	Standards								
5.1	MAT & School Financial Regulations	MAT Policy	M	M			M		M					
5.2	MAT & School Financial Procedures	MAT Policy	M	M			M		M			M		M
5.3	Decision to intervene in school financial management		A	R			P		C					
5.4	Appoint MAT auditors	*Auditors formally appointed by Members	A	R					P					
5.5	MAT 3 year Budget Plan		A	R			R		P					
5.6	MAT 1 year Budget		A	R			R		P					
5.7	MAT Services to schools		A	R			P	C					C	
5.8	MAT Charges to schools		A	R			P	C					C	
5.9	MAT Budget Reports		AM	RM			RM		P					
5.10	MAT Annual Accounts		A	R			C		C					
5.11	Trustees Report		A	R			P		C					
5.12	MAT Accounts Return to DfE						A		P					
5.13	Response to Auditor's Management Ltr		A	R			P		C					
5.14	School 1 year Budget		A	R			R		P			P		C
5.15	School Budget Reports			M			M		P			M		M
5.16	Asset Management Policy	MAT Policy	A	R			P	C						
5.17	Asset Management Plan		A	R			P	C						C

6	Financial Authorisation	Notes	Trustees	Committees			Chief Executive	Executive Leadership Team	Chief Financial Officer	Head of School Improvement	Head of Operations	Local Governing Bodies	Leadership Group	Headteacher
				F&A	Human Resources	Standards								
6.1	Expenditure or contracts up to Lower Limit (10k)	Limits as per Finance Regulations					A	P						C/P
6.2	Expenditure or contracts from Lower Limit to Upper Limit (10-15k)		A				R	P						C/P
6.3	Expenditure or contracts from Upper Limit to (Find a Tender) limit (£207,720) And over 50k must be competitive tendering		A				R	P						C/P
6.4	Expenditure over (Find a Tender) limit		A	R			P	P						C/P
6.5	Compensation payments up to £50,000		A	C	C		R	C						

7	School Policies & Procedures	Notes	Trustees	Committees			Chief Executive	Executive Leadership Team	Chief Financial Officer	Head of School Improvement	Head of Operations	Local Governing Bodies	Leadership Group	Headteacher
				F&A	Human Resource	Standards								
7.1	School times, terms and holidays		A				R	C				C	C	C
7.2	Change of School Age Range		A				R	C				C		C
7.3	Expansion of School PAN		A				R	C				C		C
7.4	Extension of School provision		A				R	C				C		C
7.5	Extended services on-site		A				R	C				C		C
7.6	Child Welfare & Safeguarding Policy	MAT Policy	AM				R					M		M
7.7	School Statutory Policies	See policy matrix	A									M	C	P
7.8	School non-Statutory Policies	See policy matrix	A									M	C	P
7.9	Short-term Suspension													A
7.10	Return after short-term Suspension													A
7.17	Permanent Exclusions											A		R
7.12	Appeals against Permanent Exclusion	Independent Panel	I											
7.13	Complaints Policy	MAT policy	A				R	C						
7.14	Complaints Appeals	Independent Panel	I											
7.15	Admissions Policy	School Policy	A				R							
7.16	Admissions allocation of places	As per Admissions Policy					I							
7.17	Admissions Appeals	Independent Panel	I											
7.18	School prospectus											C		R
7.19	School website		A				C	C				C		R
7.20	School logo & branding		A				C	C				C		R
7.21	School uniform		A				C	C				C		R

## APPENDIX 5 – 2025-26 PAY RATES

Teacher pay rates, all effective 1<sup>st</sup> September 2025

*Statutory minimum and maximum values are shown in red.*

Unqualified Teacher Pay Scale 2025-26	
Pay reference points	2025-26
<b>Minimum</b>	<b>£22,601</b>
Reference point 2	£25,193
Reference point 3	£27,785
Reference point 4	£30,071
Reference point 5	£32,667
<b>Maximum</b>	<b>£35,259</b>

Main pay range	2025-26 range
<b>Minimum</b> (statutory minimum)	<b>£32,916</b>
Ref point 2	£34,823
Ref point 3	£37,101
Ref point 4	£39,556
Ref point 5	£42,057
<b>Max point 6</b>	<b>£45,352</b>

Upper Pay Range	2025-26 range
Minimum	<b>£47,472</b>
Reference point 2	£49,232
Maximum	<b>£51,048</b>

<b>Leading Practitioner Pay Range</b>	2025-26 rates
Minimum	£52,026
Maximum	£79,092
<b>Teaching and Learning Responsibility (TLR) 3</b>	2025-26 rates
Minimum	£702
Maximum	£3,478
<b>Teaching and Learning Responsibility (TLR) 2</b>	2025-26 rates
Minimum	£3,527
Maximum	£8,611
<b>Teaching and Learning Responsibility (TLR) 1</b>	2025-26 rates
Minimum	£10,174
Maximum	£17,216
<b>Special Educational Needs Allowance (SEN)</b>	2025-26 rates
Minimum	£2,787
Maximum	£5,497