

Templefield Lower School

Pay Policy for Teaching Staff



Templefield Lower School

1. Introduction

The governing body of Templefield Lower School has adopted the local authority's model pay policy for teaching staff to take effect from 1st September 2025. Full consultation with representatives of the recognised trade unions and professional associations has taken place and the policy will be reviewed annually following similar consultation. Any variation to the policy will require consultation with staff and the recognised trade unions and professional associations. This policy meets the requirements of the [School Teachers Pay and Conditions Document \(STPCD\) 2025](#).

The governing body will ensure that all employees are made aware of the existence of this policy together with all processes and timescales and have ready access to a copy of it.

Having determined the policies set out below, the governing body delegates the implementation of this policy to the Pay Committee in consultation with the headteacher.

In exercising their delegated responsibilities, the governing body requires the committee to have appropriate regard to the budget approved by the governing body. The governing body expects the committee to seek advice from the school's HR provider where appropriate. The decisions of the Pay Committee will be reported to the full governing body as an item to note (but not for further debate).

2. Statement of Intent

The prime statutory duty of governing bodies of maintained schools 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.

In adopting this pay policy the aim for the school is to:

- Maximise the quality of teaching and learning at the school.
- Support the recruitment and retention of a high quality teacher workforce.
- Enable the school to recognise and reward teachers appropriately for their contribution to the school.
- Ensure that decisions on pay are managed in a fair, just and transparent way.

In making pay decisions at the school, the governing body will act with integrity, confidentiality, objectivity and honesty in the best interests of the school. It will be open about decisions made and actions taken, and will be prepared to explain decisions and actions to interested persons.

3. Equality

The governing body will promote equality in all aspects of school life, particularly with regard to all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.

The governing body will comply with relevant equalities legislation as outlined below:

- 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

With regard to the Equality Act, the governing body will comply with the Public Sector Equality Duty (PSED) introduced by the Equality Act. In order to discharge the duty schools must have due regard to the need to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act.

- Advance equality of opportunity between people who share a relevant protected characteristic and people who do not share it.
- Foster good relations between people who share a relevant protected characteristic and people who do not share it.

4. Pay Awards with Effect from 1st September 2025

4.1 Qualified Teachers

4.1.1 Main Pay Scale

The statutory minimum and maximum of the main pay scale together with the STPCD advisory pay points will be uplifted by 4%. The recommended pay levels are attached at Appendix 2.

4.1.2 Upper Pay Scale

The statutory minimum and maximum of the upper pay scale together with the STPCD advisory pay points will be uplifted by 4%. The recommended pay levels are attached at Appendix 2.

4.2 Teaching and Learning Responsibility Payments (TLR)

All TLR payments (including TLR3) will be uplifted by 4%. The allowances are attached at Appendix 2.

4.3 Special Needs Allowance

All special needs allowances will be uplifted by 4%. The allowances are attached at Appendix 2.

4.4 Unqualified Teachers

The statutory minimum and maximum of the pay scale for unqualified teachers together with the reference points recommended by the local authority will be uplifted by 4%. The recommended pay levels are attached at Appendix 2.

4.5 Lead Practitioners

The statutory minimum and maximum of the pay scale for lead practitioners together with the reference points recommended by the local authority will be uplifted by 4%. The recommended pay levels are attached at Appendix 2.

4.6 Leadership Group Pay

The statutory minimum and maximum of the pay scale for the leadership group will be uplifted by 4%.

The governors have adopted a 36 point pay scale for deputy and assistant headteachers and all points on the 36 point pay scale will be uplifted by 4%. The recommended pay levels are attached at Appendix 2.

With regard to the headteacher, a separate pay scale applies which has been produced in accordance with the group size of the school. All points within the pay scale have been uplifted by 4%. The recommended pay levels are attached at Appendix 2.

5. Pay Reviews

The governing body will ensure that each teacher's salary is reviewed annually and that they will receive a written statement setting out their pay position within one month of the date of the relevant meeting of the Pay Committee, in accordance with [paragraph 3.4 of the STPCD](#).

It is the policy of the governing body that all teachers should be notified of their pay position from 1st September before 31st October. With regard to the headteacher, the date of notification is 31st December. The timetable for the annual review of staff pay will ensure that information regarding appraisal review outcomes, in accordance with the appraisal policy of the school, can be taken into account.

Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.

6. Salary Safeguarding for Teachers

Where a pay determination leads to the start of a period of pay protection, the governing body will determine the application of safeguarding arrangements in accordance with [Part 5 of the STPCD](#) and [paragraphs 29 to 37](#) of the Section 3 Guidance to the STPCD.

7. Basic Pay Determination on Appointment

The governing body will determine the pay range for a vacancy prior to advertising it.

On appointment it will determine the starting salary within that range to be offered to the successful candidate having regard to recruitment and retention, the candidate's previous salary and the school's financial resource. Whilst there is no statutory requirement in the STPCD for the governing body to match a teacher's previous salary when they are appointed to a post (pay portability), it is free to do so if it chooses. This includes the freedom to pay a teacher more than their previous salary from the start of their new appointment in school. Salary determination should be monitored to ensure that decisions in respect of starting salary/pay portability are not discriminatory.

On appointment, the governing body will maintain the salary of a classroom teacher at the same rate they were paid at their most recent school in accordance with the principle of pay portability.

The governors will seek the advice of the schools HR adviser(s) where there is a change in responsibilities and the employee was last employed as a member of the leadership group.

In making such determinations, the governing body will apply the following policy:

7.1 Classroom Teacher

The governing body has established the pay scales for classroom teacher posts paid on the main pay range and upper pay range as attached at Appendix 2. A teacher on the main pay range or upper pay range must be paid such a salary within the pay scale set out as the governing body determines.

The starting salary for new entrants to the main pay scale will take account of any relevant experience and points may be awarded by reference to the principles above. As well as teaching experience, this can include non-teaching experience relevant to the teacher's work and experience working with children or young people. The discretionary point(s) will be awarded such as the governing body determines.

The governors will continue to seek the assistance of the school's HR adviser(s) to verify teachers' qualifications and previous experience for salary purposes.

Qualified teachers taking up a new appointment or who re-enter teaching after a break in service will be paid at the same rate as they were paid at their most recent school in accordance with the principle of pay portability.

7.2 Leading Practitioner Teacher

The governing body has established the pay scales for leading practitioner posts paid on the leading practitioner pay range as attached at Appendix 2.

Such posts may be established for teachers whose primary purpose is modelling and leading improvement of teaching skills, where those duties fall outside the criteria for the TLR payment structure.

The governors may appoint a leading practitioner to a post on the staffing establishment of the school and will determine a range of 5 consecutive points within the relevant pay spine when advertising the post.

In setting the range the governors will consider the nature of the work (including any work with teachers in other schools), the scale of this challenge, any professional competencies required and any relevant recruitment considerations. The governors will have due regard to the question of salary differentials with other classroom teachers and staff on the leadership group.

The leading practitioner will commence duties on a point within the 5 point range such as the governing body determines in accordance with the principles above.

7.3 Unqualified Teachers

The governing body has established the pay scale for unqualified teachers employed in classroom teacher posts attached at Appendix 2.

The starting salary for unqualified teachers will be determined by the governing body and will take account of any relevant experience and points may be awarded in accordance with the principles above. Relevant experience can include non-teaching experience relevant to a teacher's work and experience working with children or young people.

7.4 Leadership Group (Headteacher and Deputy Headteacher)

Salaries for members of the leadership group will be assessed:

- Annually, to take effect from 1 September
- Upon appointment to the school
- Upon any adjustment to the headteacher group or pay range
- At any other time provided for within the STPCD

Determining the Headteacher Group

Members of the leadership group are paid within the statutory pay range for members of the leadership group as detailed in the STPCD.

The school will be assigned to a 'headteacher group' by calculating the total unit score in accordance with [paragraphs 5 and 6](#) of the STPCD for ordinary schools and [paragraph 7](#) of the STPCD for special schools.

[Paragraph 8](#) of the STPCD provides guidance on assigning a headteacher group to a school where there is an expected change in the number of registered pupils and teaching establishments, and assigning a headteacher group to a new school.

The headteacher group for the school will be reviewed whenever the governing body determines it is necessary.

Width of Individual Pay Ranges

- The governing body has determined the headteacher group for the school as being 'Group 3' and has selected the local authority's recommended individual pay range consisting of seven consecutive points on the local authority's recommended pay scale for the headteacher.
- The governing body has determined five consecutive points on the local authority's recommended pay scale for the deputy headteacher.

The governing body will ensure that there is appropriate scope within an individual's pay range to allow for pay progression over time.

Setting the Starting Salary and Individual Pay Range

New leaders will be appointed onto the pay level for the role such as the governing body determines in accordance with the principles above.

In determining the individual leadership pay ranges, all the permanent responsibilities of the roles, any challenges that are specific to the roles, and all other relevant considerations have been taken into account as set out at [paragraph 9](#) of the STPCD.

Headteacher

The headteacher's individual pay scale will not normally exceed the maximum of the headteacher group. However, the headteacher's pay scale may exceed the maximum where the governing body determines that circumstances specific to the role or candidate warrant a higher than normal payment.

The maximum of the headteacher's pay scale and any additional payments made will not exceed the maximum of the headteacher group by more than 25% unless in exceptional circumstances. The governing body must produce a business case and seek external independent advice before providing such agreement and there must be a clear audit trail and a full and accurate record of all decisions made by the governing body including the reasons for the decisions.

Where it is proposed that the pay scale exceeds the maximum of the headteacher group but it is 25% or less, the governors may still wish to seek external independent advice to validate the use of public money and to ensure probity.

Deputy or Assistant Headteachers

The maximum of the deputy or assistant headteacher's pay scale will not exceed the maximum of the headteacher group for the school and will only overlap the headteacher's pay scale in exceptional circumstances.

The governing body will pay teachers as deputy or assistant headteachers only where it is satisfied that, in the context of the teacher's duties, the role includes a significant responsibility that is not required of all classroom teachers or covered by a TLR payment. The professional responsibilities required of the role are set out at [paragraph 48](#) of the STPCD.

Determination of Temporary Payments to Headteachers

Temporary payments to the headteacher will be determined in accordance with [paragraph 10](#) of the STPCD.

8. Pay Progression

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.

Pay decisions for 2025/26 will be subject to the provisions of the published pay policy. Following an annual appraisal, teachers should expect to receive pay progression within the maximum of their pay range unless they are subject to formal capability procedures.

Any increment withheld where a teacher is subject to formal capability procedures may be paid subsequently if performance improves to a satisfactory level.

8.1 Classroom Teachers on the Main Pay Range

Movement on the main pay scale will be reviewed annually by the school as set out at [paragraph 19](#) of the STPCD and section 8 of this pay policy.

Classroom teachers on the main pay range will be awarded pay progression within the minimum and maximum points of the main pay range, unless the teacher is subject to formal capability proceedings.

Early career teachers (ECTs) have no automatic entitlement to pay progression on completion of induction. The evidence from induction should inform decisions about their pay progression. The governing body can determine where within the pay range their annual salary will be fixed although ECTs will not be negatively affected by the extension of the induction period from one to two years.

8.2 Classroom Teachers on the Upper Pay Range

Movement on the upper pay scale will be reviewed annually by the school as set out at [paragraph 14](#) and [paragraph 19](#) of the STPCD and section 8 of this pay policy.

Classroom teachers on the upper pay range will be awarded pay progression within the minimum and maximum points of the upper pay range, unless the teacher is subject to formal capability proceedings.

8.3 Leading Practitioner Teacher

Movement on the lead practitioner pay range will be reviewed annually by the school as set out at [paragraph 19](#) of the STPCD and section 8 of this pay policy.

Leading practitioner teachers will be awarded pay progression within their pay range determined by the school, unless the teacher is subject to formal capability proceedings.

8.4 Unqualified Classroom Teachers

Movement on the unqualified teacher pay scale will be reviewed annually by the school as set out at [paragraph 19](#) of the STPCD and section 8 of this pay policy.

Unqualified classroom teachers on the unqualified teacher pay range will be awarded pay progression within the minimum and maximum points of the unqualified teacher pay range, unless the unqualified teacher is subject to formal capability proceedings.

8.5 Leadership Group (Headteacher, Deputy and Assistant Headteachers)

The annual review of the pay of the headteacher, deputy or assistant headteacher will be reviewed annually by the school as set out at [paragraph 11](#) of the STPCD and section 8 of this pay policy.

Headteachers, deputy and assistant headteachers will be awarded pay progression within their pay range determined by the school, unless the teacher is subject to formal capability proceedings.

9. Movement to the Upper Pay Range

9.1 Application to be paid on the Upper Pay Range

Any qualified teacher may apply to be paid on the upper pay range. Applications will only be considered taking into account two successful appraisals. At the performance management meeting this should be discussed and guidance given to the teacher.

If successful, the teacher will move to the upper pay range from 1st September following the years' appraisal reviews submitted.

If a teacher is simultaneously employed at another school, they may submit separate applications if they wish to apply to be paid on the upper pay range in that school. This school will not be bound by any pay decision made by another school.

All applications should include the results of the two most recent appraisals, under the appraisal regulations 2012, including any recommendation on pay. In order for the assessment to be robust and transparent, it will be based only on the appraisal review covering the two-year period. Where such information is not applicable or available, e.g. those returning from maternity leave 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.

9.2 Process

One application may be submitted annually. The closing date for applications is normally 30th June each year. The governing body will ensure employees are made aware of the application process and timescale.

The application should be made on the proforma available at Appendix 1 and once completed submitted to the headteacher.

The assessment will normally be made within 15 working days of receiving the application.

When successful, the teacher will move to the upper pay scale on 1st September and start at UPS1.

Where the application is unsuccessful the teacher will receive feedback from the headteacher (or other relevant senior colleague) normally within 5 working days. The teacher has 15 working days in which to submit an appeal from the receipt of the written feedback. Appeals will be heard in accordance with the pay appeals procedure set out at Appendix 4.

9.3 Assessment

The teacher will be required to meet the criteria set out in [paragraph 15](#) of the STPCD.

An application from a qualified teacher will be successful where the governing body is satisfied that:

- (a) the teacher is highly competent in all elements of the relevant standards; and
- (b) the teacher's achievements and contribution are substantial and sustained.

For the purpose of this pay policy 'highly competent' means one or more of:

- coaching and mentoring to other teachers
- giving teachers advice

- the ability to demonstrate effective teaching practice
- assisting colleagues to make a wide contribution to the work of the school
- assisting colleagues to achieve the relevant standards and develop their teaching practice

'Substantial' means one or more of:

- matters of validity and value to the school
- playing a key part in the life of the school
- a distinctive contribution to raising pupil achievement using a range of information
- professional development offered is used effectively to improve the learning of pupils.

'Sustained' means continuously maintained over a minimum of two school years.

10. Part-time teachers

Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part-time. The governing body will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a full-time teacher in an equivalent post. Any additional hours worked by agreement from time to time will be paid at the same rate.

11. Short Notice / Supply Teachers

Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days and on the notion of a 5-hour day. Periods of employment for less than a day being calculated pro rata. The rate of pay for supply teachers is attached at Appendix 3.

Holiday pay for supply teachers is based on the statutory entitlement under the Working Time Regulations. It should be noted that to be eligible for the maximum holiday entitlement of 28 days a teacher would need to work 195 days. The total number of days worked per annum plus holidays is taken to be $195 + 28 = 223$.

12. Allowances and Other Payments for Classroom Teachers

12.1 Teaching and Learning Responsibility Payments (TLRs)

The governing body will award TLRs in accordance with [paragraph 20](#) of the STPCD and [paragraphs 47 to 54](#) of the Section 3 Guidance to the STPCD .

The criteria for the award of TLR 1 and TLR 2 payments are as follows:

Before awarding any TLR 1 or TLR 2 payment, the governing body must be satisfied that the teacher's duties include a significant responsibility in relation to the size of the school that is not required of all classroom teachers and that:

- (a) is focused on teaching and learning;
- (b) requires the exercise of a teacher's professional skills and judgement;
- (c) requires the teacher to lead, manage and develop a subject across the curriculum;
- (d) has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and
- (e) involves leading, developing and enhancing the teaching practice of other staff.

In addition, before awarding a TLR 1 payment, the governing body must be satisfied that the sustained, additional responsibility referred to above includes line management responsibility for a significant number of people relevant to the size of the school.

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.

Temporary TLRs will be awarded where a teacher is appointed to cover a different post in the staffing structure to which a TLR payment is attached (for example, to cover maternity or sick leave or where there is a vacancy pending a permanent appointment). The period for award of a temporary TLR will be set out in the pay statement given to the teacher.

Teachers will not be required to undertake permanent additional responsibilities without payment of an appropriate permanent TLR 1 or TLR 2 payment.

From 1st September 2025, the governing body may determine the value of any existing or new TLR 1 or TLR 2 payment based on the proportion of the TLR responsibility the teacher is undertaking (i.e. the proportion of the full-time equivalent duty). Where a part-time teacher is undertaking a TLR 1 or TLR 2, governing bodies are no longer required to apply the pro-rata principle when determining the payment value.

From 1st September 2026, it will become a requirement that any existing or new TLR 1 and TLR 2 payments are determined based on the proportion of the TLR responsibility the teacher is undertaking (i.e. the proportion of the full-time equivalent duty). While there is no obligation for schools to adopt this duties-based calculation from 1st September 2025, they are encouraged to consider the implications during the 2025/26 academic year. This will help ensure readiness for implementation in 2026, particularly in relation to part-time teachers currently receiving a TLR 1 or TLR 2, and full-time teachers undertaking only a proportion of the duties associated with the full TLR.

The governing body may award a teacher a TLR 3 for a one off time limited responsibility agreed in advance. In determining the TLR 3 payment to a classroom teacher, the governing body must be satisfied that the responsibilities meet a, b and d of the above criteria; that they are being awarded for clearly time limited school improvement projects, one-off externally driven responsibilities, or where teachers are undertaking planning, preparation, co-ordination of, or delivery of tutoring to provide catch-up support to pupils on learning lost due to the pandemic, and where that tutoring work is taking place outside of normal directed hours but during the school day. The fixed-term for which they are to be awarded must be established at the outset of the award. The relevant body should not award consecutive TLR 3s for the same responsibility unless that responsibility relates to tutoring, as set out above. The governors will also determine the period over which the payment is to be made. Payment will be made in equal monthly instalments. Where a TLR 3 is awarded with a fixed-term of less than one year then the total value should be determined proportionately to the annual value. Where a TLR 3 is awarded to a part-time teacher the value should not be amended to reflect the part-time hours of the individual in receipt of the award; the pro-rata principle does not apply to TLR 3s. TLR 3s are not subject to safeguarding.

12.2 Special Educational Needs (SEN) Allowances

The governing body will award a SEN allowance to a classroom teacher who meets the criteria as set out in [paragraph 21](#) of the STPCD.

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 ([paragraph 21.3](#) of the STPCD). The governing body will also establish differential values in relation to SEN roles in the school in order to reflect significant differences in the nature and challenge of the work entailed so that the different payment levels can be objectively justified. The governing body will take account of [paragraphs 56 to 60](#) of the Section 3 Guidance to the STPCD.

SEN allowances may be held at the same time as TLRs. However, the governing body, when keeping their staffing structures under review, must consider the general principles set out at [paragraph 56](#) of the Section 3 Guidance to the STPCD.

12.3 Acting Allowance

The payment of an acting allowance to a teacher will be in accordance with [paragraph 23](#) of the STPCD.

12.4 Allowance Payable to Unqualified Teachers

The payment of an allowance to an unqualified teacher will be in accordance with [paragraph 22](#) of the STPCD.

12.5 Performance Payments to Seconded Teachers

Where a teacher is temporarily seconded to a post as headteacher in a school causing concern which is not the teacher's normal place of work and the governing body of that school considers that the teacher merits additional payment to reflect sustained high quality of performance throughout the

secondment, a lump sum may be paid to the teacher accordingly. Subject to [paragraph 10.4](#) of the STPCD, the total value of the additional payment and any annual salary and other payments paid to the teacher during the secondment must not exceed 25% above the maximum of the headteacher group for the school to which the teacher is seconded.

13. Additional Payments

13.1 Continuing Professional Development (CPD)

Payments may be made to teachers other than a headteacher in accordance with [paragraph 26](#) of the STPCD in respect of CPD undertaken outside of either the 1265 hours of directed time for full-time teachers or for the appropriate proportion of the 1265 hours of directed time for part-time teachers.

The governors have determined that payment will be made:

- On a point up to M6 but not below the level at which the teacher is paid for their main professional duties, or
- Point M6 of the main pay scale, or
- At the appropriate hourly rate for teachers who are above the main pay scale.

13.2 Initial Teacher Training (ITT) Activities

In accordance with [paragraph 26](#) of the STPCD teachers other than a headteacher should receive an additional payment for activities related to ITT as part of the ordinary conduct of the school and which is over and above the teacher's timetabled responsibilities. In circumstances where lead practitioners are required to undertake activities related to providing ITT as part of their role, no additional payment will be made.

The governors have determined that payment will be made:

- On a point up to M6 but not below the level at which the teacher is paid for their main professional duties, or
- Point M6 of the main pay scale, or
- At the appropriate hourly rate for teachers who are above the main pay scale.

13.3 Out of School Learning Activities

Participation will not be required of any employee in respect of out of school learning:

- Participation will be by agreement only.
- The agreement will stipulate the minimum number of days or hours to be worked.

The governors have determined that payment will be made:

- On a point up to M6 but not below the level at which the teacher is paid for their main professional duties, or
- Point M6 of the main pay scale, or
- At the appropriate hourly rate for teachers who are above the main pay scale.

In contracting tutors to provide 1:1 tuition the Pay Committee recognises that since the contract will be separate to the employee's 'regular' contract then, in accordance with the STPCD, the Committee can exercise discretion with regard to the amount payable. In order to achieve consistency however, the Committee has decided this will be in accordance with the principles above.

13.4 Recruitment and Retention

All new payments for recruitment and retention will be made in accordance with [paragraph 27](#) of the STPCD. Headteachers, deputy and assistant headteachers may not be awarded recruitment or retention payments other than as reimbursement of reasonably incurred housing or relocation costs. All other recruitment and retention considerations in relation to leadership group posts must be taken into account when determining the pay range.

The Pay Committee will determine:

- The level of any award
- The duration of any award (and the timescale for review)
- Whether awards for retention purposes should be renewed

Where an award is agreed, the teacher will receive a letter which will indicate:

- Whether the award is for recruitment or retention
- The nature of the award
- When and how the award will be paid
- Whether it is a 'one off' award or if not the start date and duration of the award
- The basis of any uplifts that might be applied

In considering the award of allowances for recruitment and retention, the Committee will have regard to fluctuations in the supply of suitably qualified and experienced teachers. Decisions on the allocation of allowances for recruitment and retention measures will be based on objective evidence collected during the recruitment process. The school will maintain appropriate records in this area.

13.5 Service Provision

Where a headteacher in one school is providing a service to another school, for example as a National Leader of Education (NLE), the school will determine how much, if any, additional payment is due to the individual concerned in line with the provisions of [paragraph 26](#) of the STPCD and [paragraph 66](#) of the Section 3 Guidance to the STPCD and this pay policy. Consideration should also be given to the remuneration of other teachers who as a result of the headteacher's additional role are taking on additional responsibilities and activities. Any increase in remuneration should only be agreed where the post accrues extra responsibilities as a result of the headteacher's enlarged role.

13.6 Salary Sacrifice Arrangements for Teachers

Where the employer operates a salary sacrifice arrangement, a teacher may participate in any arrangement and their gross salary shall be reduced accordingly, in accordance with the provisions of [paragraph 28](#) of the STPCD.

13.7 Honoraria

The governing body will not pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher.

14. Appeals

Where a member of staff has concerns about a decision of the Pay Committee regarding pay, the appeals procedure attached at Appendix 4 of this policy should be followed.

Appeals must be on the grounds that the Pay Committee:

- Incorrectly applied a provision of the STPCD
- Failed to have regard to statutory guidance
- Failed to take account of relevant evidence
- Took account of irrelevant or inaccurate evidence
- Was biased, or
- Otherwise unlawfully discriminated against the teacher

Appeals will be heard as promptly as possible once the Pay Committee has confirmed their decision having conducted a hearing with the aggrieved member of staff. Wherever possible this will be within 15 working days of receiving written notification of the wish to appeal.

15. Review of the policy

The governing body will review this policy on an annual basis or on any other occasion when required to do so.

Where the governing body does not adopt or varies the model pay policy, the Pay Committee in liaison with the headteacher, will consult the staff and the recognised trade unions and professional associations at the time of the annual review or other review of the policy.

Approved by governors: December 2025

Last review: November 2025

Next Review: November 2026

Appendix 1

Upper Pay Scale Application Form

Eligibility Criteria

In order to be assessed you must be a qualified teacher and need to be able to evidence that you are:

- Highly competent in all elements of the relevant standards; and
- That your achievements and contribution to the school have been substantial and sustained, as detailed in paragraph 9.3 of the pay policy.

Teacher's Details

Name	Post

Appraisal Details

Years Covered by Review Statements	Schools Covered by Review Statements

Declaration

I confirm that at the date of this request for assessment to be paid on the upper pay scale, I meet the eligibility criteria and I submit appraisal review statements covering the relevant period.

Signature of Teacher	Date

Appendix 2

Pay Scales from 1st September 2025

Pay Scale for Qualified Teachers (other than the Leadership Group and Lead Practitioners)

Spine Point	From 1 st September 2025 £pa
Main pay scale	
M1	32,916
M2	34,823
M3	37,101
M4	39,556
M5	42,057
M6	45,352
Upper pay scale	
UPS1	47,472
UPS2	49,232
UPS3	51,048

Teaching and Learning Responsibility Payments

The relevant body must determine whether to award a first TLR (TLR 1) or a second TLR (TLR 2) and its value in accordance with the pay policy provided that:

- a) The value of a TLR 1 shall be no less than £10,174 and no greater than £17,216;
- b) The value of a TLR 2 shall be no less than £3,527 and no greater than £8,611; and

The governing body may award a fixed term third TLR (TLR 3) for time limited school improvement projects or one off externally driven responsibilities. The annual value of the TLR 3 must be no less than £702 and no greater than £3,478.

Special Needs Allowance for Classroom Teachers

Scale Point	From 1 st September 2025
Minimum	£2,787
Maximum	£5,497

Scale for Unqualified Teachers

Spine Point	From 1 st September 2025 £pa
1	22,601
2	25,193
3	27,785
4	30,071
5	32,667
6	35,259

Spine for Lead Practitioners

Spine Point	From 1 st September 2025 £pa
LP1	52,026
LP2	53,332
LP3	54,663
LP4	56,022
LP5	57,418
LP6	58,857
LP7	60,440

Spine Point	From 1 st September 2025 £pa
LP8	61,836
LP9	63,381
LP10	65,010
LP11	66,695
LP12	68,233
LP13	69,937
LP14	71,682
LP15	73,465
LP16	75,419
LP17	77,150
LP18	79,092

Spine for Deputy and Assistant Headteachers

Spine Point	From 1 st September 2025 £pa
L1	51,773
L2	53,069
L3	54,394
L4	55,747
L5	57,137
L6	58,569
L7	60,145
L8	61,534
L9	63,070
L10	64,691
L11	66,368
L12	67,898
L13	69,596
L14	71,330
L15	73,105
L16	75,049
L17	76,772
L18	78,702
L19	80,655
L20	82,654
L21	84,699
L22	86,803
L23	88,951
L24	91,158
L25	93,424
L26	95,735
L27	98,106
L28	100,540
L29	103,030
L30	105,595
L31	108,202
L32	110,892
L33	113,646
L34	116,456
L35	119,350
L36	122,306

Ranges for Headteachers

Group	Range of Spine Points	Salary Range from 1 st September 2025
1	1HT1 to 1HT13	58,569 – 77,924
2	2HT1 to 2HT14	61,534 – 83,860
3	3HT1 to 3HT14	66,368 – 90,255
4	4HT1 to 4HT14	71,330 – 97,136
5	5HT1 to 5HT14	78,702 – 107,131
6	6HT1 to 6HT15	84,699 – 118,169
7	7HT1 to 7HT16	91,158 – 130,274
8	8HT1 to 8HT16	100,540 – 143,796

Group 3 (3HT5 - 3HT11)

Range	From 1st September 2025 £pa
3HT1	66,368
3HT2	67,898
3HT3	69,596
3HT4	71,330
3HT5	73,105
3HT6	75,049
3HT7	76,772
3HT8	78,702
3HT9	80,655
3HT10	82,654
3HT11	84,699
3HT12	86,803
3HT13	88,951
3HT14	90,255

The governing body has adopted a policy of a seven-point salary scale for the headteacher. The options for the salary scales are as follows:

Range minimum 3HT1 to 3HT7
3HT2 to 3HT8
3HT3 to 3HT9
3HT4 to 3HT10
3HT5 to 3HT11
3HT6 to 3HT12
3HT7 to 3HT13
3HT8 to range maximum 3HT14

Appendix 3

Pay Scales for Supply Teachers from 1st September 2025

	Salary	195/223	28/223	Daily rate	Daily rate holiday pay	Hourly rate	Hourly rate holiday
Main pay scale							
M1	32,916	28,783.05	4,132.95	147.61	21.19	29.52	4.24
M2	34,823	30,450.61	4,372.39	156.16	22.42	31.23	4.48
M3	37,101	32,442.58	4,658.42	166.37	23.89	33.27	4.78
M4	39,556	34,589.33	4,966.67	177.38	25.47	35.48	5.09
M5	42,057	36,776.30	5,280.70	188.60	27.08	37.72	5.42
M6	45,352	39,657.58	5,694.42	203.37	29.20	40.67	5.84
Upper pay scale							
UPS1	47,472	41,511.39	5,960.61	212.88	30.57	42.58	6.11
UPS2	49,232	43,050.40	6,181.60	220.77	31.70	44.15	6.34
UPS3	51,048	44,638.39	6,409.61	228.91	32.87	45.78	6.57
Unqualified teachers							
U1	22,601	19,763.21	2,837.79	101.35	14.55	20.27	2.91
U2	25,193	22,029.75	3,163.25	112.97	16.22	22.59	3.24
U3	27,785	24,296.30	3,488.70	124.60	17.89	24.92	3.58
U4	30,071	26,295.27	3,775.73	134.85	19.36	26.97	3.87
U5	32,667	28,565.31	4,101.69	146.49	21.03	29.30	4.21
U6	35,259	30,831.86	4,427.14	158.11	22.70	31.62	4.54

Appendix 4

Appeals Procedure for Pay Related Matters

1. The governing body have adopted an appeals procedure in respect of pay which will operate outside the normal grievance arrangements but which will ensure a fair hearing to all parties concerned. A full written note should be made of the hearing and the Appeal Panel's decision.
2. In operating this appeal procedure, the governing body recognises that in most cases the employee will raise the concern in the first instance with the headteacher and, if the matter remains unresolved, with the Pay Committee. When these two mechanisms have been exhausted the Appeal Panel will be convened to consider the case in accordance with this procedure. (Note: Appeals by the headteacher can be considered directly by the Pay Committee: the procedure at meetings of the Pay Committee should follow the appeal procedure unless mutually agreed otherwise).
3. A panel of governors (the Appeal Panel) shall be constituted for the purpose of hearing appeals relating to the pay of members of staff. It shall exclude members of the governing body's Pay Committee.
4. The member of staff with the grievance (or their representative) shall make an opening address explaining their case and may then be questioned by the Chair of the Pay Committee (or their representative) or by the Appeal Panel.
5. The member of staff (or their representative) shall call on any witnesses who may be questioned by the other parties involved (or their representatives) or by the Appeal Panel. The witnesses shall withdraw once they have given their evidence.
6. The Chair of the Pay Committee (or their representative) shall then have the right to make an opening address and may then be questioned by the other parties involved (or their representatives) or by the Appeal Panel.
7. The Chair of the Pay Committee (or their representative) may call any witnesses who may be questioned by the member of staff (or their representative) or by the Appeal Panel. The witnesses shall withdraw once they have given their evidence.
8. Each party (or their representative) shall then have an opportunity to sum up their case, the member of staff making the appeal to do so last.
9. The parties involved, their representatives (and any witnesses) shall then withdraw.
10. The Appeal Panel, together with a representative of the school's HR adviser who may be present for the purpose of giving advice only, shall deliberate in private, only recalling the parties involved (and their representatives) to clear points of uncertainty on evidence already given. If recall is necessary, all parties must return even if only one party is concerned with the point giving rise to doubt.
11. The Appeal Panel shall announce the decision to the parties involved at the end of the hearing where possible and, subsequently, confirm it in writing. The decision of the Appeal Panel is final and binding on all parties and shall be reported to the next full meeting of the governing body.