Sefton Council

Whole School Pay Policy

September 1

2025

DRAFT

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School:

Signed; Chair of Governors:

Date:

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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 Governing Body of _____ School adopted this policy on_____

SECTION 1. INTRODUCTION

1. This policy sets out the framework for making decisions on teachers' pay. It has been developed to comply with current legislation and the requirements of the current School Teachers' Pay and Conditions Document (**"the Document"**) and has been consulted on with staff and/or the recognised trade unions. The DfE Managing Teachers' and Leaders' Pay Guidance – July 2024 as also been considered in conjunction with this Policy.

2. In adopting this pay policy, the aim is to:
   a) maximise the quality of teaching and learning at the school
   b) support the recruitment and retention of a high-quality teacher workforce
   c) enable the school to recognise and reward teachers appropriately for their contribution to the school
   d) help to ensure that decisions on pay are managed in a fair, just and transparent way whilst eliminating unnecessary bureaucracy for all concerned.

3. Pay decisions at this school are made by the Governing Body who have delegated certain responsibilities and decision-making powers to the Pay Committee as set out in appendix 4. The Pay Committee is responsible for the administration and review of the pay policy, subject to the approval of the relevant body, and has full authority to take pay decisions on behalf of the relevant body in accordance with

this policy. The headteacher is responsible for advising the Pay Committee on its decisions.

SECTION 2. RESPONSIBILITIES/OBLIGATIONS

1. Governing Body Obligations

i. The governing body will fulfil its obligations to:

a. **Teachers**: as set out in the current School Teachers' Pay and Conditions Document ("**the Document"**) and the current Conditions of Service for School Teachers in England and Wales (**"the Burgundy Book"**).

b. **Support staff**: the current National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (**"the Green Book"**) and in keeping with Sefton Council's current Job Evaluation Scheme ("**JE**").

ii. The governing body will need to consider any updated pay policy and assure themselves that appropriate arrangements for linking teacher's appraisal to performance related progression are in place, can be applied consistently and that their decisions can be objectively justified. The statutory requirement to make a pay decision following completion of the appraisal process remains.

iii. The governing body will ensure that it makes funds available to support pay decisions, in accordance with this pay policy (see Section 4, Page 8-9) and the school's budgetary requirements.

iv. The governing body will monitor the outcomes of pay decisions, including the extent to which different groups of teachers may progress at different rates, ensuring the school's continued compliance with equalities legislation.

2. Headteacher Obligations

i. The headteacher will:

a. develop clear arrangements for linking teacher appraisal to performance and consult with staff and school union representatives on the appraisal and pay policies;

b. submit any updated appraisal and pay policies to the governing body for approval;

c. ensure that effective appraisal arrangements are in place and that any appraisers have the knowledge and skills to apply procedures fairly;

d. submit pay recommendations to the governing body and ensure the governing body has sufficient information upon which to make pay decisions;

e. ensure that teachers are informed about decisions reached; and that records are kept of recommendations and decisions made and aware of the right of appeal.

3. Teachers' Obligations

i. A teacher will:

a. engage with appraisal; this includes working with the appraiser

b. keep records of their objectives and review them throughout the appraisal process;

c. share any evidence they consider relevant as agreed with their appraiser;

d. ensure they have an annual review of their performance.

4. Differentials

Appropriate differentials will be created and maintained between posts within the school, recognising accountability and job weight, and the governing body's need to recruit, retain and motivate enough employees of the required quality at all levels.

5. Pay Awards

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

6. Safeguarding

Where a pay determination leads or may lead to the start of a period of safeguarding, the governing body will comply with the relevant provisions of the Document and will give the required notification as soon as possible and no later than one month after the determination.

7. Procedures

i. The governing body will determine the annual pay budget on the recommendation of the pay committee (see appendix 4), considering paragraph 19 of the Document. The Governing Body will aim to ensure that appropriate funding is allocated for pay progression for all eligible teachers in the spirit of this pay policy.

ii. The terms of reference for the pay committee will be determined from time to time by the governing body. The current terms of reference are:

a. to achieve the aims of the whole school pay policy in a fair and equal manner;

b. to apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review;

c. to observe all statutory and contractual obligations;

d. to minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the full governing body;

e. to recommend to the governing body the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of pay discretion;

f. to keep abreast of relevant developments and to advise the governing body when the school's pay policy needs to be revised;

g. to work with the headteacher in ensuring that the governing body complies with the Appraisal Regulations 2012 (teachers).

h. The report of the pay committee will be placed in the confidential section of the governing body's agenda and will either be received or referred back. Reference back may occur only if the Pay Committee has exceeded its powers under the policy.

8. Appeals procedure

The governing body has an appeals procedure in relation to pay in accordance with the provisions of paragraph 2.1(b) of the Document. This is set out at appendix 5 of this policy.

SECTION 3. PAY REVIEWS

1. The Governing Body will ensure that each teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October each year (31st December for headteachers), and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled in accordance with paragraph 3.4 of the Document. An instruction to amend pay from the relevant date will be issued immediately after the time limit for the lodging of an appeal has passed, or immediately after an appeal has been concluded.

2. 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 (appendix 3) will be given after any review and where applicable will give information about the basis on which it was made.

3. Where a pay determination leads or may lead to the start of a period of safeguarding, the Governing Body will comply with Section 2 Paragraph 6 of this policy.

4. All pay decisions will be made on objective criteria so that there is no discriminatory effect on any teacher or group of teachers with a particular protected characteristic under the Equality Act 2010.

5. The Governing Body will also comply with the following equalities legislation:

    a. Employment Relations Act 1999

    b. Equality Act 2010

    c. Employment Rights Act 1996

    d. The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000

    e. The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002

    f. The Agency Workers Regulations 2010

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

7. School must comply with the Public Sector Equality Duty (PSED) introduced by the Equality Act (1).The effect of the equality duty is that school must have due regard to this duty in relation to the management of this policy.

1 Section 149 of the Equality Act 2010.

SECTION 4. BASIC PAY DETERMINATION ON APPOINTMENT

1. 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.

2. In making such determinations, the Governing Body may take into account a range of factors, including:
   - the nature of the post
   - the level of qualifications, skills and experience required
   - market conditions
   - the wider school context

   This is not exhaustive and may not be applicable to all appointments.

3. Schools can take the decision to honour pay portability, however, it should not be assumed that a teacher will automatically be paid at the same rate as they were being paid in a previous school.

4. The relevant body must ensure that, when considering new appointments and appropriate levels of salary, any decisions taken are not discriminatory.

5. Pay Ranges can be found at appendix 1

SECTION 5: LEADERSHIP PAY

1. Headteacher Pay - Pay on appointment

i. For appointments on or after 1 September 2025, the governing body will determine the pay range to be advertised and agree pay on appointment, taking account of the full role of the headteacher (Part 7) and in accordance with paragraphs 9.1 to 9.4 of the Document and paragraphs 8 to 28 of its guidance (section 3):

   a. the pay committee will review the school's headteacher group and the head's range in accordance with paragraphs 5, 6 and 8 of the Document (ordinary schools), or paragraphs 5, 7, and 8 of the Document (special schools);

i. if the headteacher takes on permanent accountability for one or more additional schools, the pay committee will set a range in accordance with the provisions of paragraphs 11 and 12 of the guidance Section 3 of the Document

ii. the pay committee will have regard to the provisions of paragraph 9.4 of the Document and will also take account of any other permanent payments, made to staff within the school to ensure that appropriate differentials are created and maintained between posts of differing responsibility and accountability;

iii. the pay committee may determine the need to award a temporary payment to a headteacher in line with paragraph 10.1 to 10.3 of the Document. The pay committee may determine , in wholly exceptional circumstances, to exceed the 25% limit on temporary payments, as set out in paragraph 10.4 of the Document. However, before agreeing to do so, it will seek the agreement of the governing body which in turn will seek external independent advice before producing a business case and seeking such agreement.

iv. the pay committee will exercise its discretion under paragraphs 27 of the Document where there are recruitment issues.

2. Serving Headteachers Pay

i. The governing body will determine the salary of a serving headteacher as follows

a. the pay committee will review the headteacher's pay in accordance with paragraph 11.1 to 11.2 of the Document

b. the pay committee may determine the head's range within the group range for the school, as at 1 September 2025 or at any time if they consider it is necessary as determined in accordance with paragraph 4.1 to 4.3 of the Document and paragraph 8 of its guidance (section 3).

c. if the headteacher takes on temporary accountability for one or more additional schools, the pay committee will consider awarding a temporary payment under paragraph 11-12 and paragraphs 16 to 23 of the Document's guidance (section 3).

d. the pay committee may determine the use of temporary payments, as per the provisions of paragraph 10.1 to 10.3 of the Document.

ii. The pay committee may determine, in wholly exceptional circumstances, to exceed the 25% limit on temporary payment, as set out in paragraph 10.4 of the Document. However, before agreeing to do so, it will seek the agreement of the governing body which in turn will seek external independent advice before producing a business case, seeking such agreement.

3. Deputy/Assistant Headteachers - Pay on appointment

i. The governing body will, when a new appointment needs to be made, determine the pay range to be advertised and agree pay on appointment as follows:

a. the pay committee will determine a pay range in accordance with paragraph 9.1 and 9.4 of the Document, taking account of the role of the deputy/assistant headteacher set out at paragraphs 48 of the Document;

b. the pay committee will record its reasons for the determination of the deputy/assistant headteacher pay range, in accordance with paragraph 10 of the Document's guidance (section 3).

c. the pay committee will exercise its discretion under paragraphs 27 of the Document where there are recruitment issues.

4. Serving deputy/assistant headteachers

i. The Pay Committee:

a. will review pay in accordance with paragraphs 11 of the Document (pay progression for leadership group members) where there has been sustained high quality of performance having regard to the results of the recent appraisal, and to any recommendation on pay progression recorded in the deputy/assistant head's most recent appraisal report**;**

b. will review and, if necessary, re-determine the deputy/assistant headteachers' pay range where there has been a significant change in the responsibilities of the serving deputy/assistant headteacher in accordance with paragraph 10 of the Documents guidance;

c. may determine the deputy headteacher pay range at any time in accordance with paragraph 3.1 of the Document pursuant with the discretionary provisions of that paragraph and to maintain differentials;

5. Leading Practitioner Posts

i. The pay committee will determine a pay range of £52,026 to £79,092 from minimum to maximum for each leading practitioner post in accordance with paragraph 16.3 of the Document; and paragraphs 33 to 37 of the Documents guidance at section 3.

ii. The governing body will take account of paragraph 16.1 of the Document when determining the role of leading practitioner in this school. Additional duties will be set out in the job description of the leading practitioner and will include:

a. a leadership role in developing, implementing and evaluating policies and practices in the school that contribute to school improvement;

b. the improvement of teaching within this school **[*INSERT OR DELETE AS APPROPRIATE*** and within the wider school community**]** which impact significantly on pupil progress;

c. improving the effectiveness of staff and colleagues, particularly in relation to specific areas such as **[INSERT DETAILS HERE]** or as agreed delete as appropriate]

iii. With effect from 1 September 2025 the headteacher will agree appraisal objectives for the leading practitioner.

iv. The pay committee shall have regard to the results of the leading practitioner's appraisal, pay recommendation, when exercising any discretion in relation to their pay, in accordance with paragraphs 11 of the Document.

v. The pay committee will take account of other evidence. The evidence should show the leading practitioner:

a. has made good progress towards their objectives;

b. is an exemplar of teaching skills, which should impact significantly on pupil progress, within school and within the wider school community, if relevant;

c. 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;

d. is highly competent in all aspects of the Teachers' Standards;

e. has shown strong leadership in developing, implementing and evaluating policies and practice in their workplace that contribute to school improvement.

6. Acting Allowances

i. Acting allowances are payable to teachers who are assigned and carry out the duties of headteacher, deputy headteacher or assistant headteacher in accordance with paragraphs 23 of the Document. The pay committee will, within a four-week period of the commencement of acting duties, determine whether the acting post holder will be paid an allowance. In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and paid from the first day of absence.

ii. Any teacher, who carries out the duties of headteacher, deputy headteacher, or assistant headteacher, for a period of four weeks or more, will be paid no

lower than the minimum of the respective pay range for as long as the acting allowance is paid.

SECTION 6: PERFORMANCE

1. In this school, all teachers can expect to receive regular, constructive feedback on their performance 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 is set out in the schools' Appraisal Policy.

2. Following an individual teacher's annual appraisal and, subject to the provisions of the published pay policy, they should receive pay progression within the maximum of their pay range unless they are subject to capability procedures.

3. It will be possible for a 'no progression' determination to be made where a teacher is subject to formal capability procedures. It is expected that in cases of a 'no progression' determination this is supported by evidence within both appraisal and capability records. .

4. The evidence to be used for assessment will be made clear to all teachers at the start of the appraisal cycle and may include e.g. self-assessment, progress of a particular group of pupils, lesson observations, feedback on pupils' learning etc.

5. The Governing Body will consider its approach in the light of the school's budget and will take steps to ensure that appropriate funding is allocated for pay progression at all levels.

6. All teachers should expect to receive pay progression within the maximum of their pay range unless they are subject to capability procedures.

7. Classroom teachers

    a. A classroom teacher paid on Main Pay Range or Unqualified Teachers Pay Range who is assessed as meeting the Teachers' Standards (and/or other relevant standards) and their appraisal objectives will receive standard progression to the next point on the appropriate pay range.

    b. For teachers on the Upper Pay Range who have been assessed as being highly competent in all elements of the relevant standards; that their achievements and contribution to this school are substantial and sustained; and have met their appraisal objectives, standard progression can be expected each year to the top of their range on the condition that they have consistently shown teaching expertise in this school over two academic years.

    c. While it is possible for a 'no progression' determination to be made where a teacher is subject to capability procedures, there is an expectation that concerns about a teacher's performance will have been made clear through the appraisal process, sufficiently addressed through support provided by the school.

8. Leadership Teachers

    a. Those on the leadership pay range play a critical role in the life of the school. They inspire confidence in those around them and work with others to create a shared strategic vision which motivates pupils and staff. They take the lead in enhancing standards of teaching and learning and value enthusiasm and innovation in others. They have the confidence and ability to make management and organisational decisions and ensure equity, access and entitlement to learning.

SECTION 7: MOVEMENT TO THE UPPER PAY RANGE

1. Applications and Evidence

i. Any qualified teacher may apply to be paid on the upper pay range and any such application must be assessed in line with this policy. It is the responsibility of the teacher to decide whether they wish to apply to be paid on the upper pay range. The job description and responsibilities attached to the UPR post should be clear to the teacher.

ii. One application may be made in an academic year. The closing date for applications is normally 31st October each year; however, exceptions will be made in particular circumstances, e.g. those teachers who are on maternity leave or who are currently on sick leave.

iii. The process for applications is:

a) The teacher must complete the school's application form (Appendix 2)

b) The application form and the supporting evidence must be submitted to the headteacher by the cut-off date of 31st October.

c) The teacher will receive notification of the name of the assessor of his/her application within 5 working days;

d) The assessor will assess the application, which will include a recommendation to the pay committee of the relevant body;

e) The application, evidence and recommendation will be passed to the headteacher for moderation purposes, if the headteacher is not the assessor;

f) The pay committee will make the final decision, advised by the headteacher;

g) The teacher will receive written notification of the outcome of their application by INSERT DATE. Where the application is unsuccessful, the written notification will include the areas where it was felt that the teacher's performance did not satisfy the relevant criteria set out in this policy (see 'The Assessment' below).

h) Oral feedback which will be provided by the assessor. Oral feedback will be given within 10 school working days of the date of notification of the outcome of the application. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement in order to meet the relevant criteria.

i) Successful applicants will move to the minimum of the Upper Pay Range on 1st September of the academic year that their application is judged as successful, payments will be backdated to 1st September.

j) Unsuccessful applicants can appeal the decision. The appeals process is set out at appendix 4 of this pay policy.

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

2. The Assessment

i. The teacher will be required to meet the criteria set out in paragraph 15 of the Document, namely that:

a) the teacher is highly competent in all elements of the relevant standards; and

b) the teacher's achievements and contribution to the school are substantial and sustained.

ii. In this school, this means:

a) "highly competent": the teacher's performance is assessed as having excellent 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 and making a wider contribution to the work of the school.

b) "substantial": the teacher's achievements and contribution to the school are significant and real importance, 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 raising pupil standards and the effectiveness of staff and colleagues.

c) "sustained": the teacher must have consistently shown teaching expertise in this school over two academic years and have made good progress towards their objectives during this period (see exceptions in the introduction to this section). They will have been expected to have shown that their teaching expertise has grown over the relevant period and is consistently good to outstanding.

iii. Any appeal against a decision not to move the teacher to the upper pay range will be heard under the school's general appeals arrangements.

SECTION 8. ALLOWANCES AND OTHER PAYMENTS

1. Teaching and Learning Responsibility (TLR) payments

i. A teacher may be awarded a TLR in accordance with paragraph 20 of the Document.

ii. Having decided to award a TLR, the Governing Body will determine whether to award a first TLR (TLR1) or a second TLR (TLR2) and its value, in accordance with this policy, provided that:

a) The annual value of a TLR 1 must be no less than £10,174 and no greater than £17,216.

b) The annual value of a TLR 2 must be no less than £3,527 and no greater than £8,611.

iii. A teacher may not hold a TLR 1 and a TLR 2 concurrently.

iv. In accordance with the provisions and guidelines in the STPCD 2025, this school will implement the new working arrangements for any new or vacant TLR1 and TLR2 payments from 1 September 202**5**.

v. This school will ensure that any existing TLR1 or TLR2 payments will algin with the new requirements and will be implemented for 1 September 202**6**. **(OPTION A)**

OR – <u>Delete as necessary</u> – OPTION A (existing TLR 1 and 2 reviewed and revised by 2026) OR OPTION B (existing TLR 1 and 2 reviewed and revised by 2025).

vi. This school will ensure that any existing TLR1 or TLR2 payments will algin with the new requirements and will be implemented from 1 September 202**5**. **(OPTION B)**

vii. The Governing Body may award a fixed term third TLR (TLR3) to teacher for clearly time-limited school improvement projects, or one off externally driven responsibilities.

a) The annual value of a TLR3 must be no less than £702 and no greater than £3,478.

viii. The duration of the fixed term will be established at the outset. A teacher in receipt of a TLR 1 or a TLR 2 can hold a concurrent TLR 3.

ix. The Governing Body should not award consecutive TLR3's for the same responsibility.

2. Special Educational Needs (SEN) allowances

A SEN allowance of no less than £2,787 and no more than £5,497 per annum is payable to a teacher in accordance with paragraph 21 of the Document.

3. Other Payments

Any other payments or allowances that the Governing Body may wish to make will be paid in accordance with the School Teachers Pay and Conditions Document.

SECTION 9. OTHER

1. 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.

2. Short Notice/Supply Teacher

Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro-rata.

3. Implementing Flexible Working

Expanding and promoting flexible working opportunities in schools can help to recruit and, retain and high-quality teachers, improve staff wellbeing, and promote equality of opportunity in the workforce.

All employees in this school, including teachers, have the statutory right to make a request for flexible working from the first day of employment. Flexible working guidance can be found within the School's Work Life Balance Policy, and STPCD provides non statutory guidance: Flexible working: resources for teachers and leaders - GOV.UK

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4. Pay increases arising from changes to the document

All teachers are paid in accordance with the statutory provisions of the Document as updated from time to time.
Main Pay Range, Upper Pay Range, Unqualified Teacher Pay Range and Leadership Pay Range are at Appendix 1

5. Job Descriptions

The headteacher will ensure that each member of staff is provided with a job description in accordance with the staffing structure agreed by the governing body. 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 as part of the appraisal process.

6. Monitoring the impact of the policy

The Governing Body will monitor the outcomes and impact of this policy each year, including trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with equalities legislation and eliminating discrimination

SECTION 10. SUPPORT STAFF

1. Appointments

Through a staffing structure for support staff, the Headteacher and the Governing Body will ensure that every member of staff is aware of his or her contribution to the successful organisation of the school. Every member of the support staff will have an up-to-date job description. The structure of the posts and job descriptions will be reviewed and re-evaluated regularly. Any changes will be made in consultation with the members of staff concerned.

Re-evaluation of posts will always take place as vacancies arise to ensure that replacement post meet the changing needs of the school.

For new appointees the Pay Review Committee, having regard to any advice issued by the LA, will determine the appropriate point on the pay scale, having regard to:

- the demands of the post as described in the job description;
- relevant qualifications and/or experience; and
- recruitment/retention needs of the post

2. Pay scales and progress

The Pay Review Committee will determine all pay by reference to the current National Joint Committee, Conditions of Service for Local Government Services grading structure and Locally agreed pay rates, along with the Local Authority's Job Evaluation Scheme.

Increments will be paid on the 1st April each year until the maximum of the scale is reached.

An increment may be withheld following an adverse performance report on a member of staff who is subject to formal capability procedure. (The employee would have the right to appeal to the appropriate staffing committee of the Governing Body). Any increment withheld may be paid subsequently and backdated if the employee's performance becomes satisfactory.

Support Staff appointed 1 October - 31 March inclusive receive their first increment 6 months from the date they started and if applicable, a subsequent increment the 1st April each year until the maximum of the scale is reached

Support Staff appointed 1 April - 30 September inclusive receive their first increment on the 1 April the following year.

3. Acting up

When a member of staff temporarily covers all the work of an absent colleague or covers a vacancy on a continuous basis for more than four weeks and the work

covered is of a higher grade, a temporary/fixed term contract should be awarded for the duration at the minimum scale point of the higher grade.

Appendix 1

Pay Ranges from 1st September 2025 to 31 August 2026

1. Main Pay Range

	£
Reference point 1 (Minimum)	32,916
Reference point 2	34,823
Reference point 3	37,101
Reference point 4	39,556
Reference point 5	42,057
Reference point 6 (Maximum)	45,352

2. Upper Pay Range

	£
Reference Point 1 (Minimum)	47,472
Reference Point 2	49,232
Reference Point 3 (Maximum)	51,048

3. Unqualified Teacher Pay Range

	£
Reference Point 1 (Minimum)	22,601
Reference point 2	25,193
Reference point 3	27,785
Reference point 4	30,071
Reference point 5	32,667
Reference Point 6 (Maximum)	35,259

4. Leadership Pay Range from 1 September 2025 to 31 August 2026 including discretionary reference points

	£
1	51,773
2	53,069
3	54,394
4	55,747
5	57,137
6	58,569
7	60,145
8	61,534
9	63,070
10	64,691
11	66,368
12	67,898
13	69,596
14	71,330
15	73,105
16	75,049
17	76,772
18*	77,924
18	78,702
19	80,655
20	82,654
21*	83,860
21	84,699
22	86,803
23	88,951
24*	90,255
24	91,158
25	93,424
26	95,735
27*	97,136
27	98,106
28	100,540
29	103,030
30	105,595
31*	107,131
31	108,202
32	110,892
33	113,646
34	116,456
35*	118,169
35	119,350
36	122,306

37	125,345
38	128,447
39*	130,274
39	131,578
40	134,860
41	138,230
42	141,693
43	143,796

*These points and point 43 are the maximum salaries for the 8 headteacher pay groups.

N.B The minimum and maximum of each group range are the only statutory points. The reference points within each range are locally agreed.

5. Leadership Group Pay Ranges 2025 - 2026

	£
Group 1	58,569 – 77,924
Group 2	61,534 – 83,860
Group 3	66,368 – 90,255
Group 4	71,330 – 97,136
Group 5	78,702 – 107,131
Group 6	84,699 – 118,169
Group 7	91,158 – 130,274
Group 8	100,540 – 143,796

6. Teaching and Learning Responsibilities (TLR) Allowances

	£	**£**
	Minimum	**Maximum**
TLR1	10,174	17,216
TLR2	3,527	8,611
TLR3	702	3,478

7. Special Educational Needs (SEN) Allowances

	£	**£**
	Minimum	**Maximum**
SEN	2,787	5,497

Appendix 2

UPPER PAY RANGE APPLICATION PROCESS

Notes for applicants

The process for applying to be paid on the upper pay range is set out in the School Pay Policy

Eligibility

To be assessed you will need to hold Qualified Teacher Status on the date of your request. Any qualified teacher may apply to be paid on the upper pay range. It is your responsibility to decide whether you wish to apply to be paid on the upper pay range.

Timing of application

An application can be made at any point during the current academic year for payment on the upper pay range to be made from the following September.

An application can be made up to 31st October for consideration based on performance in the previous two years and, if successful, payment on the upper pay range will be backdated to 1 September.

Note: Only one application may be made in any academic year.

Process

You must enclose copies of your Appraisal Reports and/or performance management planning and review statements that relate to the 2 years immediately prior to the date on which you submit your request.

Sign and date the form and pass it to your [Delete or amend as appropriate) headteacher [INSERT NOMINATED SENIOR LEADER] by 31st October. You should keep a copy for your records.

Assessment

An application will be successful where the relevant body is satisfied that:

a) the teacher is highly competent in all elements of the Teachers' Standards (and/or other relevant standards);
b) the teacher's Appraisal Reports and/or performance management reviews demonstrate that they have worked at the level of the Upper Pay Range Criteria for a sustained period during the two years preceding their application; and
c) the teacher's achievements and contribution to the school are substantial and sustained.

THE UPPER PAY RANGE CRITERIA CAN BE FOUND IN Appendix 2b.

Assessment will be made by the headteacher within 10 working days of the receipt of the application or the conclusion of the appraisal process, whichever is later, a recommendation will be made to the Pay Committee of the Governing Body and the outcome will be communicated to the teacher in writing.

If your application is unsuccessful you have a right of appeal. The appeal will be heard under the arrangements for pay appeals.

<u>Notes for Headteachers</u>

Actions to be taken:

- ✓ Check that the teacher is eligible to be assessed.
- ✓ Based on the evidence contained in the appraisal reports and/or performance management records confirm that the teacher meets the Teachers' Standards.
- ✓ If the Teachers' Standards are not met, assessment against the Upper Pay Range Criteria should not proceed. The headteacher must write to the teacher setting out the reasons for the judgement.

- ✓ If the Teachers' Standards are met assess whether the teacher meets the Upper Pay Range Criteria set out in Appendix 2b of the Pay Policy, having regard to the evidence contained in the appraisal reports and/or planning and review statements.
- ✓ Make an overall judgement on whether the Upper Pay Range Criteria are met/not yet met.
- ✓ Complete the headteacher's statement (see Part 2) and provide a copy to the teacher within 10 working days of the decision.
- ✓ Inform the Pay Committee of the relevant body of the decision.
- ✓ If the application is successful and the Pay Committee accepts the head teacher's recommendation, notify the school's payroll provider that the teacher should be paid on the upper pay range.
- ✓ If the application is unsuccessful, the teacher has a right of appeal. The appeal will be heard under the arrangements for pay appeals.

Appendix 2a

Part 1 – Upper pay range application form

This form should always be handled in confidence

To be completed by the teacher		
Name:		
Please give details of previous employers if you are submitting appraisal reports or performance management statements from another school		
Name and address of school /	Date(s) of employment	Name of headteacher
Declaration by the teacher I confirm that at the date of this request I meet the eligibility criteria and I submit appraisal reports and/or performance management statements covering the two-year period prior to this request for assessment against the Teachers' Standards and the Upper Pay Range Criteria.		
Teacher's signature:		**Date:**

Part 2 – Upper pay range application - Headteacher's statement

Name of teacher:			
Teachers' Standards			
Met		Not met	
To be successful, the teacher must first meet the Teachers' Standards. Assessment against the Upper Pay Range Criteria may not proceed where the teacher does not meet the Teachers' Standards. If the Teacher's Standards are not met you should provide a detailed explanation below why they have not been met.			
Upper Pay Range Criteria			
Met		Not met	
If, in your judgement, all the Upper Pay Range Criteria have not yet been met throughout the relevant period you should provide a detailed explanation in the box below why they have not been met. *Please indicate any further areas of professional development for the teacher.*			
Teachers' Standards / Upper Pay Range Criteria not met - explanation You have the right to appeal this decision. If you wish to appeal you must follow the procedure set out in the Pay Policy. Note: you must take action within 10 working days of the notification of this decision.			
Headteacher's signature:		Date:	

Appendix 2b– Upper Pay Range Criteria

1. Professional Attributes

1.1 Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.

2. Professional knowledge and understanding

2.1 Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.

2.2 Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas they teach, including those related to public examinations and qualifications.

2.3 Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.

2.4 Have a more developed knowledge and understanding of their subjects/curriculum areas and related pedagogy including how learning progresses within them.

2.5 Have sufficient depth of knowledge and experience to be able to give advice on the development and wellbeing of children and young people.

3. Professional skills

3.1 Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.

3.2 Have teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as, or better than, similar learners nationally.

3.3 Promote collaboration and work effectively as a team member.

3.4 Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.

Appendix 3 Teacher's Pay Statement from 1 September 20[xx]

Complete all relevant sections

Name:			
Job Title:			
Full time:		Part time	FTE:
Basic Pay	**Pay Range**	**Point**	**Annual value £**
Main Pay Range	M1 – M6		
Upper Pay Range	U1 – U3		
Leading Practitioner	LP[x] – LP[x]		
Unqualified teacher	UQ1 – UQ6		
Assistant Headteacher	L[x] – L[x]		
Deputy Headteacher	L[x] – L[x]		
Headteacher	L[x] – L[x]		
Allowances	**Minima-Maxima**	**End Date**	**Annual value £**
TLR 1	£10,174 - £17,216	[redacted]	
TLR 2	£3,527 - £8,611		
TLR 3	£702 - £3,478		
SEN	£2,787 - £5,497	[redacted]	
Additional payments	**Reason**	**End date**	**Annual value £**
Recruitment or Retention Payment			
[Other – insert details]			
Safeguarding	**Reason**	**End date**	**Annual value £**

			Annual value £
		Total salary	
Signed:		Date:	

Appendix 4 - The Pay Committee

The Governing Body shall establish a Pay Committee every year as part of its sub-committee structure.

The Pay Committee shall have fully delegated powers to consider and decide all matters relating to staff pay in accordance with the relevant legislation and guidance, and in accordance with relevant School policies and in accordance with The School Governance (Procedures) (England) Regulations 2003 SI No. 2003/1377 as amended.

The Pay Committee shall consist of Governors elected annually by a quorate meeting of the Full Governing Body, together with the Headteacher, or their representative, in an advisory capacity.

A quorum for the Pay Committee shall be, as per legislation, a minimum of 3 Governors.

If the Pay Committee loses a member or finds itself in difficulty over maintaining a quorum, the Full Body may appoint, at a quorate meeting, appropriate new members to the Pay Committee at any time of the year.

The Pay Committee must not comprise of a person employed to work at the School, or anyone closely related to such a person, other than the Headteacher in the capacity described above.

Governors serving on the Pay Committee must not also simultaneously serve on the Appeals Committee.

Governors serving on the Appeals Committee must not also simultaneously serve as Appointed Governors.

The Pay Committee may invite other persons to serve in an advisory capacity should they deem it necessary to support the discharge of their responsibility in respect of certain tasks.

The Pay Committee shall be advised by the 'Appointed Governors' when considering

the Headteacher's pay and any prospective movement along the pay spine.

The Pay Committee shall communicate details of all processes relating to specific pay issues to all staff, in writing, in an appropriate manner, and communicate in writing all decisions relating to the pay of individual employees to those individuals privately and personally.

The Role of the Pay Committee

The Pay Committee shall:

Apply the School Pay Policy on behalf of the Governing Body and ensure compliance with statutory obligations in respect of pay and conditions of service related to pay.

- ✓ Review the pay of all staff annually.
- ✓ Ensure that job descriptions are provided for all staff.
- ✓ Ensure that every teacher's salary is reviewed with effect from 1 September and no later than 31 October (except in the case of the Headteacher) each year.
- ✓ Provide an Annual Pay Statement for all staff based upon their situation on September 1st and issued before October 31st.
- ✓ Provide an interim Pay Statement for any member of staff whose situation changes during the year.
- ✓ Where a pay determination leads or may lead to the start of a period of safeguarding, the required notification will be given as soon as possible and no longer than one month after the date of determination.
- ✓ Consider and make decisions relating to the levels of pay associated with specific posts, including both existing posts through the process of annual review and any new posts proposed by the Headteacher.
- ✓ Receive recommendations from the Appointed Governors in respect of the Headteacher's performance pay review.

- ✓ Receive recommendations from the Headteacher in respect of all other staff's performance pay reviews including Upper Pay Range Application.

- ✓ Hear and consider any representations from staff regarding pay related decisions prior to a formal appeal.

The Pay Committee and the Annual Pay Review

In conducting the Annual Pay Review the Pay Committee shall:

- Publish the date of the Annual Pay Review meeting to all staff at least 10 working days before the meeting.
- Inform all staff of the process to be followed by any employee wishing to make representations to the Annual Pay Review in view of the ISR and the pay ranges for other members of the Leadership Team.
- Communicate in writing decisions in respect of any representations considered in the Annual Pay Review to the employee making the representation.
- Inform the Finance Committee of any budgetary implications of the outcomes of the Annual Pay review.

Appeals

The arrangements for considering appeals shall be as follows:

The Governors shall establish annually, at a quorate meeting of the Full Body, an Appeals Committee who are not on either the Pay Committee or the Appointed Governors. The quorum for the Appeals Committee shall be 3. The Appeals Committee has fully delegated powers to adjudicate appeals related to pay and conditions of service relating to pay.

An employee may seek a review of any determination in relation to their pay or any other decision taken by; the governing body; or a committee; or an individual acting with delegated authority that affects their pay

The following list includes the usual reasons for seeking a review of a pay determination:

- ✓ incorrect application of any provision of any relevant policy or regulation, including statutory policies, regulations and guidance and any policies of the Governing Body

- ✓ failure to take account of relevant evidence
- ✓ taking account of irrelevant or inaccurate evidence
- ✓ bias
- ✓ discrimination

This list neither exclusive nor exhaustive

The order of proceedings shall be as follows:

a. the employee receives written confirmation of the pay determination and where applicable the basis on which the decision was made

b. if not satisfied, the employee seeks to resolve the matter informally with the decision-maker within 10 working days of the decision. If this is impractical the employee may move onto step c. below

c. the employee should set down in writing the grounds for questioning the pay decision and send it to the person or committee who made the determination, within 10 working days of the notification of the decision being appealed against, or of the outcome of the discussion referred to in b. above

d. the committee or person who made the determination should provide a hearing within 10 working days of receipt of the written grounds for questioning the pay decision, to consider this submission, and to provide the employee with an opportunity to make representations in person. Following the hearing the employee should be informed in writing of the decision and the right to appeal

e. an appeal against the original determination will normally be heard within 28 working days of the written appeal notification. The employee will be told of their right to be accompanied by a Trade Union representative or a work colleague.

f. the appeal shall follow the agreed appeals procedure outline at Appendix 5

Appendix 5 - Model Appeals Procedure

The School Teachers' Pay and Conditions Document ("**the Document**") requires schools and local authorities to have a pay policy in place that sets out the basis on which teachers' pay is determined and the procedures for handling appeals.

As part of the overall appraisal process, a pay recommendation is made by the Reviewer (normally the line manager) and discussed with the teacher at the Review Meeting prior to being submitted to the school's Pay Committee or relevant decision-making body. Written details of and the reasons for the pay recommendation will be given to the teacher.

At this stage of the pay determination process, if the teacher wishes to obtain a better understand the rationale for the pay recommendation or bring any further evidence to the attention of the Reviewer, they should be given the opportunity to do so before the final pay recommendation is drafted in the Review Statement. The nature of any subsequent appraisal and pay discussion will be informal and therefore representation (on either side) is not necessary nor would it be appropriate. At the conclusion of any further discussion, the pay recommendation may be adjusted or it may remain the same; the Review Statement will be updated to reflect the discussion.

If a teacher believes that the final pay recommendation falls short of their expectations and they wish to seek a further review of the information that affects their pay, they may wish to formally appeal against the decision, utilising the formal Appeal Hearing Procedure. Appeal Hearings against pay decisions must satisfy the dispute resolution requirements of employment law (i.e. Part 4 of the Trade Union and Labour Relations (Consolidation) Act, 1992) and the ACAS Code of Practice.

1. Appeal Hearing Procedure

It is the intention that the Appeals Procedure will be dealt with promptly, thoroughly and impartially.

2. Guidance

- When a teacher feels that a pay decision is incorrect or unjust, they may appeal against that decision, especially when there is new evidence to consider.
- Teachers / Headteachers should put their appeal in writing to either the Headteacher or the Governing Body; their appeal should include sufficient details of its basis.
- Appeals should be heard without unreasonable delay and at an agreed date, time and place.

- Employees have a statutory right to be accompanied at any stage of an appeal hearing by a companion who may be either a work colleague or a trade union representative.

Appeal Procedure Steps: Informal Stage

As part of the pay determination process, the line manager ("the recommendation provider") will make a recommendation to the "the decision maker" (the person/s or committee responsible for approving the pay recommendation) supported by relevant assessment evidence. On determining a teacher's pay, "the decision maker" will write to the teacher advising them of the pay decision, the reasons for it and will, at the same time, confirm their right to appeal the decision to "the decision maker".

If the teacher wishes to appeal the decision, they must do so in writing to "the decision maker", normally within 10 school working days or within a mutually agreed alternative timescale. The appeal must include a statement, in sufficient detail, of the grounds of the appeal. In the event that an initial appeal is raised, "the decision maker" must then arrange to meet the teacher to discuss the appeal. "The recommendation provider" should also be invited to the meeting to clarify the basis for the original recommendation.

"The decision maker" will reconsider the decision in private and write to the teacher to notify them of the outcome of the review and of the teacher's right of appeal to the Governing Body. If the teacher wishes to exercise their right of appeal, they must write to the Clerk of the Governing Body at the earliest opportunity and normally within 10 school working days, including a statement of the grounds of the appeal and sufficient details of the facts on which they will rely.

This will invoke the Formal Stage of the Appeal Procedure.

Appeal Procedure Steps: Formal Stage

g. On receipt of the written appeal, the Clerk to the Governing Body will establish an Appeal Committee that should consist of three governors, none of whom are employees in the school or have been previously involved in the relevant pay determination process and convene a meeting of the Appeal Committee at the earliest opportunity and no later than 20 school working days of the date on which the written appeal was received. Both "the recommendation provider" and "the decision maker" will be required to attend the meeting. The employee will be told of their

right to be accompanied by a Trade Union representative or a work colleague.

The Chair of the Appeal Committee will invite the employee to set out their case. Both "the recommendation maker" and "the decision maker" will also be asked to take the committee through the procedures that were observed in their part of the pay policy determination process.

Following the conclusion of representations by all relevant parties, the Appeal Committee will then consider all the evidence in private and reach a decision. The Appeal Committee will write to the teacher notifying them of their decision and the reasons for it. Other attendees at the meeting will also be notified of the decision. The decision of the Appeal Committee is final.

The Modified Procedure

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.

Where a teacher has, whilst employed at the school, lodged an appeal against a pay decision but has then subsequently left the school's employment before any appeal hearing is held, the following steps will be observed:

1. The teacher must have set out details of their appeal in writing;

2. The teacher must have sent a copy of their appeal to the Chair of the Governing Body;

3. The Chair of the Governing Body will consult with relevant school personnel and provide the teacher with an appropriate written response on behalf of the school.

Appendix 6 – School Staffing Structure and Salary Values.

Schools have the option to include their current school structure, i.e. posts within the structure and their Salary Values. If your school does not wish to include this, please remove this page and reference to it in the contents page list.

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