Pay Policy

This Policy has been adopted and approved by Oxlip Learning Partnership and is to be used by all members of the Trust.

History of Document:

Issue No.	Author/ Owner	Date Written	Approved by Trust on	Comments	Next review date
V1	CEO	Oct 2024	16-Oct-2024		Annually
V2	DoHR	Aug 2025	15-Oct-2025	Updated pay scales in App E. and added section 8.	September 2026
V2a	DoHR	1-April-2026	n/a	Updated support staff pay scale in line with NJC and minimum wage changes.	Summer 2026
V2b	DoHR	1-Jul-2026	30-Jun-2026	Updated in line with Trust decision to apply current NJC support staff pay award offer	Summer 2026
V2c	DoHR	1-Sept-2026	4-Sept-2026	Updated in line with Trust decision to apply Teacher pay award offer	Autumn 2026
V3	DoHR	1-Oct-2026		Updated in line with draft STPC Document 2026, and creation of standalone Executive Pay policy	Summer 2027

Contents

Item		Page
1	Introduction	1-2
2	Delegation of Decision Making	2-4
3	Exercise of Discretion Under the STPC Document	4-7
4	Leading Practitioner Posts	7
5	The Leadership Group	7-8
6	Annual Assessment of the Salary of Teachers	8
7	Determination of the Leadership Group Salaries	8-9
8	Additional Payments for Teaching Staff	9-10
9	Unqualified Teachers	10
10	Salaries of Support Staff	10-11
11	Salary Sacrifice Scheme	11
12	Review of the Policy	11
13	Linked Policies and Documents	11
Appendices		**Page**
A	Procedure for a reconsideration of pay determination or a professional growth and development review decision	12
B	Procedure for an appeal against a pay determination or a professional growth and development review decision	13
C	Access to and Remaining on the Teachers' Upper Pay Range	14
D	Allowances	15
E	Teaching and Learning Responsibility (TLR) Payments	16-17
F	Staff Salary Ranges and Pay Scales	18-19

All HR policies and procedures are available from Oxlip Learning Partnership School Offices, along with the Oxlip Workforce Privacy Notice and Record Retention Policy, which provide specific details in accordance with the GDPR principles.

1. Introduction

The Oxlip Learning Partnership (the Trust) will operate a whole Trust Pay Policy as the 'relevant body', as defined in the School Teachers' Pay and Conditions Document 2026, and for the pay arrangements agreed for all the support staff which will:

- grade posts appropriately within the conditions of employment identified in the current STPC Document and the conditions of service for support staff
- take into account pay relativities between posts within the Trust
- ensure that the annual professional growth and development review (thereafter, Review) of all staff in accordance with their conditions of employment and by 31st October or as soon as possible thereafter, 31st December for the CEO/Principals.
- where a pay determination leads or may lead to the start of a period of safeguarding, the Trust will give the required written statement of notification as soon as possible and no later than one month after the date of the determination.

- ensure that discretion available under the STPC Document is exercised in a fair and equitable manner.
- give recognition to assigned increased responsibility for Teaching and Learning Responsibilities, whether for a permanent post, temporary projects or acting post basis.
- ensure that all teachers employed by the Pay Body undertaking duties that attract a TLR1 or TLR2 will be paid in proportion to the responsibilities being carried out. This means the TLR will not be subject to the "pro-rata principle" by default. This applies to both full and part-time teachers. A part-time teacher undertaking the full responsibilities attached to the TLR will receive the full value of that TLR.
- Comply with the salary safeguarding arrangements in the current STPC Document.
- ensure that an approved evaluation process is used to determine the appropriate salary range for members of support staff.

The normal expectation is that any progression within pay ranges will be one point at a time.

This policy will be available to all the staff of the Trust.

2026 Pay Award

Teaching staff - The minimum and maximum of the pay ranges and allowances for the September 2026 pay award are set out in the School Teachers' Pay and Conditions (STPC) Document 2026. The new pay ranges are shown in Appendix F.

Support staff - The NJC pay award for Support Staff was agreed in July 2026, backdated to April 2026. The revised pay scale is shown at Appendix F.

2. Delegation of Decision Making

2.1 CEO and Principal/s

Except where otherwise stated, the Trust, having determined the policy as set out below, will delegate the day to day management of the policy to the CEO and the Principals. The CEO will report to the Trust HR Committee those occasions when the delegated responsibility has been exercised in respect of the discretionary elements of the current STPC Document and the pay provisions for support staff.

The CEO, in accordance with this policy, shall make annual recommendations on the salary of all staff to the Trust HR Committee.

The Trust requires that the CEO and Principals, in exercising the delegated responsibilities, have appropriate regard to the budget approved by the Trust and the requirements of employment legislation, particularly The Equality Act 2010, The Employment Rights Act 1996, The Employment Relations Act 1999 and The Employment Act 2002, as well as The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, The ACAS Code of Practice (section 199 of the Trade Union and Labour Relations (Consolidation) Act 1992, and The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

The Trust expects the CEO and Principals to seek appropriate advice on the application of this policy.

2.2 An appropriate committee structure

The Trust will delegate to a committee of Trustees, hereafter referred to as the "Trust HR Committee", decisions arising out of this policy or the professional growth and development policy. The number of Trustees on the committee for the purposes of this policy shall normally be three. No member of the Appeals Committee, referred to below, will be a member of the HR Committee. No Trustee who is employed at the school may be a member of the HR Committee for the purposes of this policy or the Appeals Committee.

The Trustees will delegate to a committee of Trustees, hereafter referred to as the 'Trust Appeals Committee', any appeals by individual members of staff against decisions of the HR committee arising out of this policy or the professional growth and development policy. The number of Trustees on the Appeals committee for the purposes of this policy shall normally be three. Any appeal will be dealt with before a final decision is reported to the Trustees.

2.3 Review of decisions

Any employee, including the CEO/Principal, will have the opportunity to have any decision that affects their Review and/or their pay reconsidered. To do this they shall, within five working days of being given the written details of their salary, make a request in writing to the decision maker for a formal statement of the reason/s for the decision.

The reason/s will be provided to the employee within five further working days by the Director of HR on behalf of the decision maker. If, having considered the statement of reason the employee still wishes for a review of the decision they shall submit written grounds for seeking a review to the Trust HR Committee (via the HR office) within five working days of receipt of the written statement of reasons. The reason for a review will be one or more of the following:

That the decision

- incorrectly applied any provision of the appropriate salary and/or professional growth and development policy
- in the case of a teacher, failed to have proper regard for contractual provision or guidance of the STPC Document
- failed to take proper account of relevant evidence
- took account of irrelevant or inaccurate evidence
- was biased; or
- otherwise unlawfully discriminated against the employee.

The HR Team on behalf of the Chair of the Trust HR Committee will, normally within 10 working days of receipt of the written application for a review, make arrangements for the employee to make representations in person to the Trust HR Committee regarding the reasons for the written application. The employee may be accompanied at that meeting by a workplace colleague or representative of their trade union. The Trust HR Committee will also have an adviser present. The Trust HR Committee may ask the CEO or Principal (or in the case of the request for a review coming from the CEO/Principal, the Chair of Trustees or a representative of the Trustees referred to below) to be present and to comment on the reasons for the application for the review.

The decision of the Trust HR Committee will be provided to the employee in writing as soon after the review as possible. The employee will be advised that they have the right of appeal against the review decision.

The procedure to be followed for the review hearing is attached at Appendix A of this policy.

2.4 Appeals Against Salary or Review Decisions

If the employee decides to appeal against the reviewed determination as defined in 2.3 above then they shall, within five days of receipt of the reviewed determination, notify the Appeals Committee (via the HR Office) in writing of the appeal and the reasons for it. The HR Team on behalf of the Chair of the Appeals Committee will arrange, normally within 20 working days of the receipt of the written notice of appeal, giving at least 5 working days' notice, a meeting of the Appeals Committee of the Trustees. The employee will be entitled to attend and to be accompanied as in 2.3 above. The Appeal Committee may also ask the CEO and/or the Chair of the Trust HR Committee (or in the case of the request for a review coming from the CEO/Principal, the Chair of Trustees or a representative of the Trustees referred to in 2.8 below) to be present and to comment on the reasons for the decision of the Review panel.

The procedure to be followed for the appeal is attached at Appendix B of this policy. The decision of the Appeal Committee delegated to deal with appeals shall be final and will be reported to the Trustees.

2.5 Threshold Application

Qualified teachers who have reached the maximum of the main classroom teachers' range may apply to be paid on the upper pay range in accordance with the STPC Document and as outlined in the Trust's professional growth and development policy. An application must be made to the Principal by 30th September. Successful applicants will progress to point 1 on the Upper Pay Range from 1st September in the academic year to which the application deadline date applies.

A successful applicant will have demonstrated:

- that as a teacher they are highly competent in all elements of the relevant standards; and
- that their achievements and contributions to the school are substantial and sustained

(See Appendix C for the Academy Trust School's definition of "substantial progress towards the maximum of the main classroom teachers range", "highly competent" and "substantial and sustained".)

The CEO shall inform the Trust HR Committee of the recommendations for the threshold application as soon as possible after the closing date has passed and inform the teacher of the outcome. The teacher shall be given written notification of their salary position following the outcome of the application. The CEO and/or Principal shall provide oral feedback on the relevant criteria indicated. Feedback shall also include advice on any areas that would benefit from further development.

Any decision regarding successful placement on the upper pay range will only apply to posts in this Trust.

2.6 Reviews and Appeals against any Threshold Application Decision

A teacher may seek a formal review of the decision by the Trust HR Committee by submitting a request in writing together with reasons for a review as identified in 2.3 of this policy. The HR Team on behalf of the Chair of the HR Committee will make arrangements, normally within 10 working dates of the written application for a review, to meet with the employee who may be accompanied by a workplace colleague or representative of their trade union. The outcome of the review shall be provided in writing together with notification of the right of appeal.

If the employee decides to exercise their right to have the Threshold determination reviewed or to appeal against the determination it shall be in accordance with clause 2.3. and 2.4 of this policy.

2.7 CEO and Principals' Review

The Chief Executive Officer's Review will be carried out by a committee of the Trust Board who will recommend any pay awards to the HR Committee and Trust Board.

The Review Body for the Principals will recommend any pay awards to the HR Committee and Trust Board, the Review Body may include the relevant Director of School Improvement, the CEO, the Chair of the Local Advisory Board and the Chair of the HR Committee.

It is the stated wish of the Trustees that the delegated Trustees shall avail themselves of appropriate training.

3. Exercise of Discretion Under the STPC Document

3.1 Starting salary of new classroom teacher appointments.

When advertising a teaching post, the Trust will identify the range of salaries it is prepared to pay subject to qualifications and experience. The Trust will not normally agree to match the salary on which the applicant is/was paid in their last school without first considering the merits of the application and its relationship to the salary of teachers employed at the Trust.

Where the Principal or selection panel regards a teacher has relevant teaching or other experience, which is directly relevant to the post being offered then an appropriate salary will be

offered within the advertised range. Any such decision will be agreed with the CEO before being offered.

When considering the correct salary to pay a supply teacher after they become eligible under Agency Workers' Rights to be considered against the Trust's pay range, the Trust will consider their qualifications and experience and determine an appropriate point on the Main or Unqualified Pay Range subject to a maximum of MPR 6. Supply Teachers will not be paid on the Upper Pay Range as they have not met the Trust's threshold requirements**.**

3.2 Calculation of Part Time Teachers' salaries

The Trust will ensure that all part time teachers employed in the school will have their salaries calculated in accordance with the STPC Document and the "pro rata principle" except where a part time teacher is awarded a TLR3. Duties that attract a TLR1 or TLR2 will be paid in proportion to the responsibilities being carried out. Determination of pro-rata TLR payments by the Trust will be as set out in Appendix E of this policy.

The Trust will ensure that the total amount of time for which a part time teacher may be directed by the Principal/s is calculated in accordance with the STPC Document and the "pro rata principle".

All part time teachers will be advised of the way in which their salary and directed time are calculated.

3.3 Recruitment/Retention Incentives

The Trust will make careful use of any payment of recruitment/retention incentives or benefits in accordance with paragraph 27 of the STPC Document.

The arrangements adopted by the Trust will be made known to the staff and are set out as Appendix D to this policy.

3.4 Non-consolidated Recognition Awards

Where the CEO considers it appropriate they may recommend to the Trust HR Committee that a teacher shall be awarded non-consolidated recognition award in accordance with paragraph 28 of the STPC Document. This award is in recognition of exceptional contribution or achievement and must not be consolidated into salary or used as alternative to salary progression or other payments available under the STPC Document. Awards will be considered in circumstances including, but not limited to:

- Exceptional contribution to improving pupil outcomes.
- Outstanding contribution to school improvement priorities.
- Exceptional leadership of a project or initiative resulting in significant benefits to pupils or the school.
- Innovative practice resulting in demonstrable improvements in teaching, learning or organisational effectiveness.
- Exceptional support, mentoring or development of colleagues.
- Significant contribution to the wider life, reputation or strategic development of the school.

The non-consolidated award will be paid as a lump sum at the next salary payment after the Trust HR Committee's decision.

3.5 Staffing Structure

The CEO/ Principals will annually recommend to the Trustees a staffing structure for the Trust/schools that:

- take account of any financial limits determined by the Trustees;

- identifies the posts to which allowances will be allocated for Teaching and Learning Responsibilities (TLR) and Special Educational Needs (SEN) in accordance with the requirements of the STPC Document, on a permanent basis;
- will determine the value of any TLR post that is to be paid for a short term period. A structure identifying a payment within the range for TLR3, the length of time for which it will be paid, and the reason for the short term payment will be provided to the HR Committee of the Trustees. A TLR3 paid to a part time teacher will be paid in full without reference to the "pro-rata principle";
- identifies the level of allowance to be allocated to each permanent TLR post between the maximum and minimum limits set out for each TLR in the STPC Document, and the different levels that may be paid within each TLR in the staffing structure in accordance with the STPC Document;
- identifies the level of allowance to be allocated to each permanent SEN post between the maximum and minimum limits set out in the STPC Document. The value of any allowance should be based on whether any mandatory qualifications are required, other qualifications and expertise relevant for the post and the relative demands of the post;
- identifies the level of salary to be allocated to any leading practitioner posts, together with the salary ranges to be assigned to each post;
- identifies posts to be paid on the Leadership Group pay range together with the salary ranges assigned to each post;
- identifies the staffing structure for support staff posts together with the evaluated salary range assigned to each post

In the event that the recommendation contains significant changes in the staffing structure the recognised trade unions will be informed and consulted before the final salary structure is published.

The current TLR ranges are shown in Appendix G.

3.6 Progression for teachers paid on the main pay range, the upper pay range or unqualified teachers' pay range

At the time of the annual Review of teachers' salaries referred to in section 6 of this policy, the Trust HR Committee will consider written recommendations from the CEO that a teacher should progress to the next point on the main pay range, the upper pay range or the unqualified pay range for the school, depending on which range the teacher is currently paid. The CEO will also provide written reasons why any teacher should not progress on a pay range.

Any recommendations for incremental progression made by the CEO shall be in respect of the outcome of the Trust professional growth and development process, including evaluation against the Teachers' Standards. In the case of teachers on the Upper Pay Range the CEO/Principals will also have regard to the teacher's overall and wider contribution to the Trust/school. In coming to the recommendation, due consideration will be given to individual circumstances e.g. split classes or circumstances of individual students.

Before the CEO decides whether or not to make a written recommendation to the Trust HR Committee, the Trustees will expect that the CEO and Principal/s will have had due regard to the Trust's Teachers' Expectations at each pay point. The Trust's criteria for determining whether or not a teacher shall progress are set out in the Trust's professional growth and development policy.

Providing staff continue to meet their relevant professional standards and engage in the process of professional growth, in most cases, pay progression will be automatic to the top of their pay range.

The CEO and Principal/s may recommend that there will be no progression on the range in a given year where the teacher has not met their relevant professional standards and engaged in the process of professional growth. A newly qualified teacher who achieves the required standards at

the end of each year of their induction will normally progress to the next point on the main pay range.

Where an employee is absent due to long term sickness absence at the time of a salary review, decisions will be contingent upon individual circumstances and based on the professional growth and development process during relevant periods of attendance during the academic year in question.

Where an employee is absent due to maternity leave, decisions will be no less favourable than if the employee had not been absent due to reasons related to maternity.

4. Leading Practitioner Posts

Any leading practitioner post/s must comply with the requirements of the STPC Document.

A newly appointed leading practitioner shall be appointed to the minimum of the associated Trust pay range (see Appendix F).

The primary purpose of a leading practitioner post is for the modelling and leading improvement of teaching skills. In addition, the leading practitioner will take a leading role in developing, implementing and evaluating policies and practice that will contribute to school improvement.

At the time of the annual assessment of teachers' salaries referred to in section 6 of this policy, the Trust HR Committee will consider recommendations from the CEO/Principal that any leading practitioner should progress to the next point to the maximum of the pay range. Any recommendations for incremental progression made shall be in respect of the outcome of the Trust professional growth and development process

5. The Leadership Group

5.1 Vice and Assistant Principals

The Trust, following consideration of the relevant criteria set out in the STPC Document, will determine the individual range for a newly appointed Vice Principal or Assistant Principal's salary as recommended by the CEO.

At the time of appointing a new Vice Principal or Assistant Principal the selection panel of the Trust making the new appointment shall determine the salary point on the individual range to be paid. The point to which the teacher is appointed on the individual range shall not exceed the third point.

5.2 Progression for Vice and Assistant Principal

At the time of the annual assessment of teachers' salaries referred to in section 6 of this policy, the Trust HR Committee will consider recommendations from the Principal/s that any Vice or Assistant Principal should progress to the next point, subject to the maximum of the individual range. The Trustees expect that the goals which are set for a Vice or Assistant Principal under the professional growth and development policy will have become progressively more challenging as the teacher has gained experience in their current role.

Where it considers it has substantial difficulties in retaining the services of a current Vice or Assistant Principal the Trustees may decide to change the salary range of a Vice or Assistant Principal in accordance with the STPC Document in order to retain their services. Only in exceptional circumstances may the Vice or Assistant Principal's range overlap the Principal's Pay Range. The Vice or Assistant Principal's salary cannot be placed on a new range, except at their current point or the minimum point, whichever is greater, until the September following the determination of a changed range.

6. Annual Assessment of the Salary of Teachers

6.1 Annual assessments

During September of each year, or as soon as possible thereafter, the Principal/s will carry out an annual assessment of salary for each teacher, including Vice and Assistant Principals, leading practitioners and unqualified teachers employed in the school in accordance with the Trust's professional growth and development policy and this policy. The Principal/s will make recommendations to the CEO who will make recommendations to the Trust HR Committee.

When the HR Committee has considered the recommendations from the CEO for all teachers employed at the Trust its decision will be provided in writing, by 31st October or as soon as possible thereafter, to each teacher on the appropriate teacher salary assessment form. The salary assessment form will give information on each relevant aspect of the teacher's salary on which the Trust has discretion under this policy.

7. Determination of Leadership Group Salaries

7.1 Group of the School; Principals Pay Range (PPR) and salary ranges for other members of the leadership group

For the purposes of determining the group of the school by which the PPR for the Principal is identified, the Trust will re-calculate annually the appropriate unit total of the school.

The Trust will assign the school to the appropriate Headteacher Group (HTG), (as described in the STPC Document), whenever a new Principal is to be appointed and on such occasions as the Trustees see fit. The Principal may make representations to the Trust HR Committee to consider assigning the school to a new HTG.

If Trust see fit to change the group of the school having re-calculated the unit total of the school in accordance with the STPC Document and the school is entitled to be in a different HTG, the Trust will identify a PPR which will ensure that the minimum of the PPR is not below the minimum of the salary range for the HTG.

When a new Principal is appointed; when the HTG is changed as above; or when a Vice or Assistant Principal range is set which equals or exceeds the minimum of the current PPR the Trust, in accordance with the STPC Document, will re-determine a PPR on which the Principal's salary will be paid, according to the size and circumstances of the school. The PPR of the school shall be a range of seven consecutive salary points within the HTG range for the school.

The selection committee, set up to appoint a new Principal, shall determine the salary point on the PPR to be paid. The selection committee will ensure that there is room for salary progression to be determined by subsequent performance. The selection panel shall have regard to advice available from persons engaged by the Trust.

In the event that the Trust agree to a school's Principal also being made the Principal of another school on a permanent basis, the Principal's salary will be determined in accordance with STPC Document (see 6.1).

Where such a decision is made then the Trust will also review the salary ranges of any other teachers affected by the arrangement by increased responsibilities. Where such arrangements are temporary the safeguarding provisions will not apply.

The salary ranges for a Vice or Assistant Principal shall be determined with reference to the school's HTG as defined by the STPC Document.

The current range for Leadership roles can be viewed in Appendix I.

7.2 Annual Review of Principal's salary

At the beginning of each academic year, or at any such time as the Trust, in consultation with the Principal/s may decide, the Review Body will agree with the Principal/s, or, in the absence of

agreement, set objectives together with indicators/measures appropriate to each objective. The objectives will reflect priorities identified in the Trust/School's development plan.

The performance review and review statement will be conducted in accordance with the Trust's professional growth and development policy.

In the autumn term of each year, the Review Body will consider whether the Principal should progress to the next point, subject to the maximum of the PPR. The recommendation shall reflect the Review Body's views based on the outcome of the annual review.

The recommendation for the Principal/s will be made by the CEO on behalf of the Review Body who are detailed in section 2. The Review Body will make their decision known to the Principal/s in writing on the salary assessment form by 31st December at the latest, to be backdated to 1st September. The Principal/s will not be entitled to attend the meeting (or part of the meeting) of the Review Body where the decision is made.

If the Principal/s wish to seek a review of the decision of the Review Body regarding their pay, they may do so in accordance with the procedure set out in section 2.3 of this policy. The Principal/s will have the right of appeal against the decision of the Trust HR Committee in accordance with the procedure set out in section 2.4 of this policy.

7.3 Determination of Discretionary payments to Principals

The Trust may decide to pay additional payments to the Principal/s in accordance with paragraph 10 of the STPC Document.

Where a decision is made to increase the Principal's salary beyond the maximum of the appropriate HTG determined in accordance with section 7.2 above, the total sum of all payments made to the Principal will not exceed 25 per cent of the maximum of the HTG, except in exceptional circumstances, which will be approved by the Trust.

In the event that it is considered there are wholly exceptional circumstances which make it necessary to exceed the provision set out above then the Trustees will take external independent advice in accordance with paragraph 9.3 of the STPC Document before agreeing to such a decision.

7.4 Acting allowances for an Acting Principal, Acting Vice Principal, Acting Assistant Principal or a teacher Acting up in a TLR post

In the prolonged absence of the Principal, a Vice Principal, an Assistant Principal or a TLR post holder, the Trust may appoint a teacher to act up during this period. From the date that the Trust consider it necessary to make an acting appointment, the Trust will pay an allowance equal to the difference between the salary currently paid to the person appointed to act up and a point considered appropriate by the Trust on the PPR for the Principal or the range of salaries for the Vice or Assistant Principal or the level of TLR in question. The STPC of employment for a Principal, Vice or Assistant Principal will also apply to any person in receipt of such an acting allowance.

If, during any absence of the Principal, Vice or Assistant Vice Principal or a TLR post holder, the acting appointment is made and maintained for a period then the Trust will consider within four weeks of the acting appointment whether or not the teacher shall be paid an acting allowance calculated in accordance with the paragraph above. If no allowance is paid the Trust may reconsider the position at any time.

8. Additional Payments for Teaching Staff

In the event that the Principal/s, following consultation with the teacher(s) affected, decides to request staff to undertake

- CPD undertaken outside of the school day
- Activities relating to the provision of ITT as part of the ordinary conduct of the school day, or
- Out of school hours learning activities,

then payments as below will be made to teachers agreeing to participate in such activities. This will be on a voluntary basis and outside of directed time.

The daily rate payable to each individual teacher undertaking such CPD or ITT activities and entitled to such a payment will be determined by the Trustees. Periods of less than a day will be paid pro rata.

Where additional responsibilities and activities are undertaken by a teacher resulting from the Principal/s having responsibility for more than one school, as provided for in section 7.1 of this policy, the Trust HR Committee will review the teacher's salary to reflect the additional responsibilities and activities. The decision of the Trust HR Committee will be reported to the next meeting of the Trustees.

9. Unqualified Teachers

The Trust may employ unqualified teachers/instructors in its schools. Such unqualified teachers will be paid in accordance with paragraph 17 of the STPC Document.

The point on the Trust's unqualified teacher range, within the maximum and minimum of the range as set out in paragraph 17 of the STPC Document, at which a new appointment will be paid, will be determined by the Principal/s, and will take account of the qualifications and experience considered to be relevant to the post to which the person is appointed.

In addition to the appropriate point on the unqualified teachers' pay range the CEO/ Principal/s, may award an additional annual allowance in accordance with paragraph 22 of the STPC Document to a person appointed as an unqualified teacher who either takes on a sustained additional responsibility or who they believe has additional qualifications and/or experience to warrant such an award. The CEO/ Principal/s will report any award of such an allowance to the Trust HR Committee.

The same arrangements for salary progression for teachers will also apply to unqualified teachers.

The same safeguarding arrangements will apply to an unqualified teacher as to other teachers, i.e. if as a result of changes to the STPC Document, the Trust's pay policy or staffing structure of the Trust/School an unqualified teacher would be paid a lower salary their salary will be protected for a period up to 3 years from the date of the change subject to the provisions of the STPC Document.

10. Salaries of Support Staff

10.1 Support Staff Appointments

On appointing a member of the support staff, the job description determined for the post to which the employee is to be appointed will be evaluated in accordance with an approved scheme.

The CEO/ Principal/s, will determine the appropriate point on the evaluated range having regard to:

- relevant qualifications and/or competencies
- recruitment/retention needs of the school in respect of the post

10.2 Review of responsibilities

An employee or their line-manager has the right to request a re-evaluation of the grading of their post if there has been a substantial change to the duties or responsibilities. If the evaluation provides for a higher grading that salary will be paid to the post holder from a date determined by the CEO/ Principal/s and, in the case of a temporary increase in responsibility, the date to which the new salary will be paid. In the event that the evaluation provides for a lower salary the employee will be entitled to salary protection for a period in accordance with the Trust's Organisational Change policy. The new salary level will be reported to the Trust HR Committee at its next meeting.

Post holders have the right to appeal, as per determined in the Trust's Job Evaluation and Grading Policy.

10.3 Annual assessments

The CEO will make recommendations for support staff incremental progression (to the next point on their pay grade, subject to the maximum) to the Trust HR Committee during September of each year, or as soon as possible thereafter.

When the HR Committee has considered the recommendations from the CEO its decision will be provided in writing, by 31st October or as soon as possible thereafter, to each support staff member on the appropriate salary statement form. The salary statement form will give information on each relevant aspect of the individual's salary on which the Trust has discretion under this policy.

10.4 Honorarium payments

Where the CEO considers it appropriate they may recommend to the Trust HR Committee that a named member(s) of the support staff shall be awarded an honorarium for the excellence of their performance during the previous year. The honorarium may either be paid as a lump sum payment at the next salary payment after the Trust HR Committee's decision, or as a 1/12 increase in monthly salary over the next year.

11. Salary Sacrifice Scheme

The Trust will support and encourage any salary sacrifice scheme as identified in the STPC Document and made available by the Trust, from which teachers or support staff employed in the school benefit where there is no additional cost to the Trust's budget.

12. Review of the Policy

This policy will be reviewed annually and in line with any changes to legislation.

The Trust will consult with the staff and the recognised trade unions at the time of the annual or any other significant review of the policy, where changes are made that affect the application of the policy.

However, where amendments to the policy are made that do not affect the application of the policy, these changes will not be consulted on. The revised document will be circulated to staff.

13. Linked Policies and Documents

- Professional Growth and Development Policy
- Teachers' Standards
- Organisational Change Policy
- Job Evaluation and Grading Policy

Appendix A

Procedure for a reconsideration of pay determination or a professional growth and development review decision

1. Case for the employee

The employee or representative:

a) presents the employee's written application for the review.
b) the members of the Trust HR Committee may ask questions of the employee

2. The CEO (or representative of the Review Body – see Note 3 below):

a) explains the process and evidence used to come to the decision under review with reference to the written statement of reasons for the decision of the Trust HR Committee previously provided to the employee.
b) the members of the Trust HR Committee may ask questions of the CEO, or representative of the Review Body, as may the employee or representative.

3. Summing up and withdrawal

a) the employee, or representative, has the opportunity to sum up their case if they so wish.
b) all persons other than the members of the Trust HR Committee and the adviser (see Note 5 below), are then required to withdraw.

4. Trust HR Committee decision

a) The Trust HR Committee and the person who is advising, are to deliberate in private, only recalling other persons to clear points of uncertainty on evidence already given. Any recall will involve all persons involved in the earlier hearing.
b) The Chair of the Trust HR Committee will announce the decision of the review to the employee, which will be confirmed in writing within five working days.

Notes:

1. *For the purposes of the hearing, the Trust HR Committee and the employee will have the following documents:*
   - *the written statement of reasons for the decision of the Trust HR Committee previously provided to the employee*
   - *the written statement of reasons for the application for the reconsideration from the employee. (The grounds for the reconsideration must comply with paragraph 2.3 of the pay policy).*
   - *any additional documents to be referred to must be provided to the other party at least two working days before the date of the hearing.*
2. *For the purposes of the hearing, the Trust HR Committee may ask the CEO (or in accordance with Note 3 below, a representative of the Review Body) to be present. In that event the CEO (or representative of the Review Body) may also be asked questions by the members of the HR Committee and by the employee or their representative. The CEO (or representative of the Review Body) may not be involved in the decision of the Trust HR Committee.*
3. *Where the Principal has asked for the review the Trust HR Committee may ask the CEO or a representative of the Review Body referred to in section 2.8 to be present.*
4. *The employee may be accompanied by a representative of their trade union or a workplace colleague.*
5. *The Trust HR Committee will have an adviser present to advise on fact and the law.*
6. *The reconsideration is not an appeal against the decision.*

Appendix B

Procedure for an appeal against a pay determination or a professional growth and development review decision

1. The Appeal of the employee

The employee or representative:

a) introduces the employee's written reasons for the appeal and the representative/s of the Trust HR Committee/ CEO and then members of the Appeal Committee may ask questions of the employee
b) may call witnesses, each of whom will have provided a written statement of the information they wish to give, and each witness may be asked questions by the representative/s of the Trust HR Committee/ CEO and then by the Appeal Committee

2. The response of the Trust HR Committee/ CEO

The representative/s of the Trust HR Committee/ CEO

a) explain the process and evidence used to come to the decision being appealed with reference to the written statement of reasons for the decision of the Trust HR Committee previously provided to the employee, and the employee or representative and then members of the Appeal Committee may ask questions of the representative/s of the Trust HR Committee/ CEO
b) may call witnesses, who will have provided a written statement of the information they wish to give, and each witness may be asked questions by the employee or their representative and then by the Appeal Committee

3. Summing up and withdrawal

a) the representative/s of the Trust HR Committee/ CEO has the opportunity to sum up if they so wish.
b) the employee, or representative, has the opportunity to sum up their case if they so wish.
c) all persons other than the Appeal Committee and its adviser are then required to withdraw.

4. Review Appeal Committee decision

a) the Appeal Committee and the person who is advising on law, procedure, and merits of the case (See Note 4 below) are to deliberate in private, only recalling the parties to clear points of uncertainty on evidence already given. Any recall must involve both parties
b) the Chair of the Appeal Committee will announce the decision to the employee, which will be confirmed in writing

Notes:

1. *For the purposes of the appeal, the Appeal Committee will have the following documents:*
   - *the written statement of reasons for the Trust HR Committee decision previously provided to the employee*
   - *the written statement of reasons for the appeal from the employee. (The grounds for the appeal must comply with paragraph 2.3 of the pay policy).*
   - *any additional documents to be referred to must be provided to the other party at least two working days before the date of the appeal*
2. *For the purposes of the appeal, the Trust HR Committee representatives/CEO may call the Principal/s (or in accordance with note 3 below, a member of the Review Body) as a witness for the Trust HR Committee. In that event the Principal/s (or Trustee) may be questioned as a witness.*
3. *Where the Principal/s has asked for the appeal, the representative/s of the Trust HR Committee/ CEO may call a member of the Review Body referred to in paragraph 2.8 of the policy above as a witness.*
4. *The Appeal Committee will appoint an adviser to advise on the law, procedure, and merits of the case.*
5. *The employee may be accompanied by a representative of his/her trade union or a workplace colleague.*

Appendix C

Access to and Remaining on the Teachers' Upper Pay Range

Any qualified teacher who has reached the maximum of the main classroom teachers' range may apply to the Principal/s to be paid on the Upper Pay Range. An application may only be made once in an Academic year and must be made by 30th September. The Trust will not be bound by pay decisions made by other schools.

A successful applicant will have demonstrated:

- That as a teacher they are highly competent in all elements of the relevant standards; and
- That their achievements and contributions to the school are substantial and sustained

For the purpose of this pay policy:

- ***Substantial progress towards the maximum of the main classroom teachers'*** *range* normally means having successfully completed their ECT (Early Career Teacher) and having shown substantial and sustained good or better performance, which is properly rooted in evidence, for at least the last three out of a further four years (five years in total).
- ***Highly competent*** means performance which is not only good but is good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the Trust in order to help them meet the relevant standards and develop their teaching practice.
- ***Substantial*** means of real importance, validity and value to the Trust; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards, including results where the progress of pupils exceeds expectations; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning and achievement.
- ***Sustained*** means maintained continuously over a period of 2 years.

Crossing The Threshold

Application to move to the Upper Pay Range is through the Review process and will include reference to reviews which demonstrate the criteria over a two-year period. Teachers are not required to maintain a portfolio of evidence. Principals should highlight that staff are eligible, however, as it is a voluntary process, teachers should make their Principal aware that they wish to be considered to progress on to the Upper Pay Range.

All applications will be assessed robustly, transparently and equitably by the Principal with advice from the Professional Adviser and Director of HR. A recommendation will be made to the CEO who will make the final recommendation to the HR Committee.

Where the application is unsuccessful, the employee will be seen by the Principal and Professional Adviser to explain the reasons why the application does not satisfy the assessment criteria. A successful applicant will progress to point 1 of the Upper Pay Range where it is expected that the level of competence and contribution assessed will be at least sustained. Further progression on the Upper Pay Range will be dependent on additional evidence that the application has developed further and taken on further responsibilities across the Trust.

Maintaining Performance on the Upper Pay Range:

Further progression on the Upper Pay Range will be dependent upon meeting the criteria above, maintaining good/ outstanding performance and making a wider contribution to teaching and learning in the school which is having an impact upon pupils. Application to move within the Upper Pay Range is through the Review process and will include reference to reviews which demonstrate the criteria over a two-year period. This will include evidence that the applicant has developed further and has taken on additional responsibilities across the school. All applications will be assessed robustly, transparently and equitably by the Principal with advice from the Professional Adviser and Director of HR. A recommendation will be made to the CEO who will make the final recommendation to the HR Committee.

Where the application is unsuccessful, the written notification will indicate the areas where the judgement is that the teacher's application does not satisfy the assessment criteria. A successful applicant will progress to the next point on the Upper Pay Range (UPR) where it is expected that the level of performance assessed will fully meet the criteria of substantial and sustained and highly competent. This will require additional evidence that the application has developed further and taken on further responsibilities across the school.

Appendix D

Allowances

D1. Recruitment and Retention Allowances or Benefits

This Appendix identifies the circumstances under which the Trust will pay allowances and/or benefits for the purposes of recruiting and retaining staff. Recruitment or Retention allowances will be considered as a method of attracting or retaining outstanding teachers and support staff where the Trust would be adversely affected by not recruiting or retaining them. Recruitment and retention allowances will be pensionable payments. On expiry of a recruitment allowance it may be replaced by a retention allowance. Decisions on recruitment allowances or retention allowances will be made by the Principal/s following consultation with the CEO.

Prior to consultation the Principal/s will set out:

1. The reasons why the post should attract a recruitment or retention allowance with reference to other allowances awarded and any available recruitment or retention information.
2. The start and end dates of the allowance
3. The amount of the allowance and its percentage of substantive salary which will not exceed (15%)

The Principal must make the CEO aware of any Recruitment and Retention Allowances, and have these approved by the CEO before they are paid to the employees. The decision to award a recruitment or retention allowance will be communicated to the employee in writing stating the start date and end date, the amount and whether it is recruitment or a retention allowance.

D2. Special Educational Needs Allowances

An SEN Allowance will be awarded to a classroom teacher in the circumstances below. This allowance does not apply to the SEND Co-ordinator. Where the SENDCo is not on the Leadership scale they will receive an appropriate TLR.

The Trust must award a SEN allowance to a classroom teacher:

a. In any SEN post that requires a mandatory SEN qualification and involves exclusive teaching of pupils with SEN;
b. In a special school;
c. Who teaches pupils in one or more designated special classes or units in a School, or in the case of an unattached teacher, in a local authority unit or service;
d. In any non-designated setting (including any short stay school in England) that is similar to a designated special class or unit, where the post:
    i. Involves a substantial element of working directly with children with special educational needs;
    ii. Requires the exercise of a teacher's professional skills and judgement in the teaching of children with special educational needs; and
    iii. Has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the school or unit within the school or, in the case of an unattached teacher, the unit or service.

Where a SEN allowance is to be paid, the Trust must determine the spot value of the allowance, taking into account the structure of the School's SEN provision and the following factors:

- Whether any mandatory qualifications are required for the post;
- The qualifications or expertise of the teacher relevant to the post;
- The relative demands of the post.

Appendix E

Teaching and Learning Responsibility (TLR) Payments

The Trust will award Teaching and Learning Responsibility (TLR) payments in accordance with the provisions of the STPC Document.

TLR payments are awarded for sustained additional responsibilities which:

- are focused on teaching and learning
- require the exercise of a teacher's professional skills and judgement
- are clearly defined within a job description
- are not required of all classroom teachers

Establishing the value of a TLR

The Trust will ensure that responsibilities attracting a TLR payment are clearly specified and appropriately remunerated. The Trust will determine the appropriate TLR band and value having regard to:

- the scope and scale of the responsibility
- the impact of the role on teaching and learning
- the number of staff and pupils affected
- the strategic importance of the role within the school
- the level of accountability associated with the role

The Trust will ensure consistency in the allocation of TLR payments across the school.

Determining Pro-Rata TLR Payments

Where a TLR responsibility represents less than a full leadership responsibility, the Trust may determine that the associated payment should be awarded on a pro-rata basis.

A pro-rata TLR may arise where:

- the scope of the role represents a defined proportion of a full leadership responsibility, or
- the role is shared between two or more post holders, or
- the role is undertaken by a part-time teacher, and the responsibilities are correspondingly reduced.

In such circumstances, the Trust will determine the proportion of the TLR payment that is appropriate to the scale of the role and the time required to undertake the responsibilities effectively.

Job Descriptions and Time Allocation

All TLR roles will be supported by a written job description that clearly defines:

- the purpose and scope of the role
- the specific duties and responsibilities
- the staff, pupils or curriculum areas affected
- the expected time commitment required to undertake the role

Where a TLR payment is applied on a pro-rata basis, the job description will indicate the proportion of a full leadership responsibility represented by the role, including an indicative allocation of time associated with the duties. This ensures that the payment is proportionate to the responsibilities undertaken and supports transparency in pay decisions.

Job-Share Arrangements

Where a TLR role is undertaken as part of a job-share arrangement, the TLR payment will normally be apportioned between the post holders in accordance with their share of the responsibilities and contractual working time. The Trust will ensure that the division of responsibilities is clearly documented to support the allocation of the payment.

Review of TLR Responsibilities

The Trust will review TLR responsibilities periodically to ensure that:

- the duties remain aligned with school priorities
- the scale of the role remains proportionate to the payment
- the role continues to meet the criteria set out in the STPC Document

Where the scope of responsibilities changes significantly, the Trust may review the level of the associated TLR payment.

Transparency and Fairness

The Trust is committed to ensuring that decisions relating to TLR payments are:

- transparent
- consistent
- evidence-based
- aligned with the school's staffing structure

All TLR responsibilities will therefore be clearly documented within each school's staffing structure.

Appendix F

Staff Salary Ranges and Pay Scales

All Teaching Staff: Sept 2026					
MPR	Main	UPR	Upper	Unq.	Unqualified
1	£34,069	1	£49,134	1	£23,732
2	£36,042	2	£50,956	2	£26,075
3	£38,400	3	£52,835	3	£28,758
4	£40,941			4	£31,124
5	£43,529			5	£33,811
6	£46,940			6	£36,494

For former GCET teaching staff: Sept 2026							
LPR	Leading Practitioner Range	TLR 1		TLR 2		TLR 3		R&R
1	£59,425	1A	£10,531	2A	£3,651	3A	£727	£500
2	£60,915	1B	£12,955	2B	£6,073	3B	£1,370	£1,000
3	£62,556	1C	£15,383	2C	£7,297	3C	£2,052	£1,500
4	£64,000			2D	£8,913	3D	£2,738	£2,000
5	£65,599	SEN Allowance				3E	£3,421	£2,500
		£3,833						

For former JMAT teaching staff: Sept 2026				
TLR 1		TLR 2		TLR 3 (for a time related project)
1A	£10,531	2A	£3,651	£727 - £3,600
1B	£13,293	2AB	£4,865	
		2B	£6,080	
		2BC	£7,297	
		2C	£8,507	SEN Allowance
		2CA	£8,913	£2,885 - £5,690

The Leadership Group Pay Ranges					
SPINE POINT	Sep-26	SPINE POINT	Sep-26	SPINE POINT	Sep-26
L1	£53,586	L15	£75,664	L29	£106,637
L2	£54,927	L16	£77,676	L30	£109,291
L3	£56,298	L17	£79,460	L31	£111,990
L4	£57,699	L18	£81,457	L32	£114,774
L5	£59,137	L19	£83,478	L33	£117,624
L6	£60,619	L20	£85,547	L34	£120,532
L7	£62,251	L21	£87,664	L35	£123,528
L8	£63,688	L22	£89,842	L36	£126,587
L9	£65,278	L23	£92,065	L37	£129,733
L10	£69,956	L24	£94,349	L38	£132,943
L11	£68,691	L25	£96,694	L39	£136,184
L12	£70,275	L26	£99,086	L40	£139,581
L13	£72,032	L27	£101,540	L41	£143,069
L14	£73,827	L28	£104,059	L42	£146,653
				L43	£148,829

Support Staff Pay Award: 1st April 2026									
Grades		Scale Point	Annual Amount	Hourly Rate	Grades		Scale Point	Annual Amount	Hourly Rate
Key:					Grade 5		26	£38,510	£19.96
Below the Bar							27	£39,481	£20.46
Above the Bar							28	£40,444	£20.96
						Grade 6	29	£41,177	£21.34
Junior Rate		Junior 1	£15,434	£8.00			30	£42,123	£21.83
Junior Rate 18-20		Junior 2	£20,933	£10.85			31	£43,149	£22.37
							32	£44,253	£22.94
						Grade 6	33	£45,529	£23.60
	Grade 2	3	£25,614	£13.28			34	£46,579	£24.14
Grade 3	Grade 2	4	£26,016	£13.48	Grade 7		35	£47,665	£24.71
		5	£26,427	£13.70			36	£48,738	£25.26
		6	£26,847	£13.92			37	£49,817	£25.82
Grade 3		7	£27,274	£14.14			38	£50,908	£26.39
		8	£27,709	£14.36			39	£51,928	£26.92
	Grade 4	9	£28,153	£14.59			40	£53,051	£27.50
		10	£28,608	£14.83	Grade 7		41	£54,143	£28.06
		11	£29,071	£15.07			42	£55,224	£28.62
		12	£29,542	£15.31			43	£56,293	£29.18
		13	£30,023	£15.56			44	£58,160	£30.15
		14	£30,515	£15.82		Grade 8	45	£59,475	£30.83
	Grade 4	15	£31,015	£16.08			46	£60,794	£31.51
		16	£31,525	£16.34			47	£62,120	£32.20
		17	£32,046	£16.61			48	£63,440	£32.88
		18	£32,578	£16.89			49	£64,758	£33.57
		19	£33,119	£17.17			50	£66,077	£34.25
Grade 5		20	£33,673	£17.45		Grade 8	51	£67,386	£34.93
		21	£34,237	£17.75			52	£68,713	£35.62
		22	£34,811	£18.04			53	£70,034	£36.30
		23	£35,570	£18.44			54	£71,352	£36.98
		24	£36,581	£18.96			55	£72,679	£37.67
		25	£37,563	£19.47			56	£73,999	£38.36