

# **School Pay Policy**

## **(Revised 2025)**

**For school-based staff under the purview of  
a Governing Body**

**Applies to:**

Headteacher

Teachers

Locally managed support staff



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# SCHOOL PAY POLICY

## 1. Introduction

The purpose of this local pay policy is to provide a clear framework for the Governing Body of MY Schools Together Federation to exercise its powers in relation to the pay of employees for whom it is the relevant body i.e. locally managed.

This policy cannot override the requirements of the current national pay and conditions documents. The key purpose of the policy is to state the Governors' determination regarding the use of any advisory pay elements.

This policy provides a framework for determining salaries on appointment and during the annual review which is mandatory for teachers. It outlines the principles that will apply to all salary decisions and establishes pay review as a whole school consideration.

The Governing Body strives to be an equal opportunities employer and as such, opposes all forms of unlawful or unfair discrimination. Governors will operate a pay system that is transparent, based on objective criteria and free from bias.

All employees will be recruited, trained and developed on the basis of their ability and the requirements of the job. The Governors will ensure pay decisions throughout the school comply with the legal provisions of the Equalities Act 2010 and any other relevant legislation.

The Governing Body acknowledges the Department of Education (DfE) warning that pay discretion must not be exercised with the objective of increasing final salary for pension purposes. Teachers' Pensions Regulations allows the Secretary of State to intervene where there is evidence of an unreasonable increase in salary and may disregard for pension purposes any such award, specifically salary increases over 10% awarded in the teacher's final year will be disregarded by Teachers Pensions.

## 2. Definitions and Abbreviations

- The 'relevant body' is the body with the authority and responsibility for implementing teachers' pay and conditions of service. In a locally managed school this is the Governing Body and those given delegated responsibility by the Governing Body.
- Reference to 'the Governors' is to the full Governing Body.
- The 'School Pay Committee' is a committee of Governors with delegated responsibility to hear pay recommendations on behalf of the full Governing Body.
- The 'Appeals Committee' is a committee of Governors (at least equal in number to the Pay Committee) who do not sit on the Pay Committee, with delegated authority to hear appeals arising from pay decisions.
- The Department for Education (DfE).
- The 'Local Authority (LA)' is Oldham Council.

### 3. Employees Covered by this Policy and Procedure

This pay policy covers **all** staff under the purview of the Governing Body.

This policy applies equally to part-time and temporary staff employed by the school.

This policy does **not** cover staff who may regularly work in the school but for whom the LA remains the relevant body i.e. where appointment, deployment and staffing decisions are not locally managed by the Governors.

### 4. General Principles

As the 'relevant body', the Governors agree to:

- 4.1. Maintain and improve the quality of services by having a staffing structure and pay policy which supports the aims/mission statement of the school and the School Development Plan.
- 4.2. Ensure that each member of staff is valued and receives proper recognition for their work and their contribution to the school.
- 4.3. Ensure fair and open treatment of staff within the school and to enhance and maintain staff morale through the management of the pay policy and through an awareness of the impact of decisions on all members of staff and on other schools.
- 4.4. Recognise the importance of a well-motivated staff of the highest quality through the appropriate use of recruitment and retention policies.
- 4.5. Use the flexibility inherent in the national conditions of service for all staff in a positive and constructive fashion within the resources available.
- 4.6. Adhere to the principle of pay portability and will apply this principal in practice when making all new appointments.
- 4.7. Keep annual uplifts separate from pay progression and ensure that all increases should be applied to all points within all pay ranges and allowances

In seeking to apply these aims, the Governors will take account of advice issued by the LA, the DfE, National Employers' Organisations, the Teacher Associations and Trade Unions.

The Governing Body will undertake an annual review of the whole school pay policy in light of the previous year's implementation and any changes to national conditions of service.

All staff and their representatives will be consulted during the policy review and given access to a copy of the final policy. Under the European General Data Protection Regulation (GDPR) 2018 this policy will be made available on request.

## 5. The Role and Responsibilities of the School

The Governing Body has a statutory responsibility to determine a school pay policy to ensure there is a review of all teacher salaries in line with that policy and the agreed staffing structure for the school. Pay decisions and the basis for pay determination (including safeguarding) must be given in writing to all teachers within one month of the pay decision and an opportunity to appeal with representation afforded.

The Governing Body must appoint support staff in accordance with nationally and locally agreed scales and grades and formally consider re-grading applications as well as appeals arising from those decisions.

To ensure that women receive the same pay as men if they are employed to do the same work or work of an equal value and that equality of opportunity is ensured during pay decisions and processes.

To establish a Pay Committee with delegated responsibility to hear pay recommendations and a separate Appeals Committee to hear appeals arising from pay decisions.

## 6. The Role and Responsibilities of the LA

To issue advice and guidance on the interpretation of the Teachers' Pay and Conditions Document.

To advise Governors of national and local grading structures for support staff.

To maintain accurate records of school, pay decisions for the purposes of statutory statistical returns.

## 7. Financial Considerations

The Governors will allocate monies annually for staff salaries to cover all planned commitments for the coming year.

In considering the financial support for pay decisions, the Governors will ensure best value for money.

As appropriate, the Governors will determine appropriate salary grades for support staff in accordance with LA recommended grading and according to job weight. This is not budget dependent, and salaries will match national and/or local job grading.

The Governing Body will ensure that school budget considerations will have no bearing on pay progression decisions.

## 8. Mainscale Classroom Teachers

### 8.1 Pay on appointment

Qualified classroom teachers who have not yet applied to be paid on the Upper Pay Range shall be paid on the Main Pay Scale for Qualified Teachers. The Governing Body will match existing salary points for all new appointments.

The Governing Body may, if necessary, use its discretion to award a recruitment incentive benefit to secure the candidate of its choice.

### 8.2 Pay determinations for existing main pay range teachers, effective from 1 September 2025

The pay committee will use the points contained within appendix F.

Appraisal objectives will become more challenging, but still achievable as the teacher progresses up the Mainscale pay range.

The Pay Committee will review the teacher's pay in accordance with paragraph 19.1 of the STPCD.

Pay progression will be awarded unless the teachers is subject to formal capability proceedings in accordance with paragraph 19.2 (b) (ii) of the STPCD.

If the evidence shows that a teacher has demonstrated exceptional performance, the Governing Body will consider the use of its flexibilities to award enhanced pay progression.

All pay judgments will be judged against evidence. Sources of evidence are contained in the school's appraisal policy.

The pay committee will be advised by the Headteacher in making all such decisions. Any pay revision (i.e. no movement, one point, two points or more) will be clearly attributable to the performance of the teacher in question. In the event of an appeal process the pay committee will be able to justify its decisions.

## 9. Applications to be paid on the Upper Pay Range

Any qualified teacher can apply to be paid on the UPR. If a teacher is simultaneously employed at another school(s) and they wish to apply to be paid on the UPR in that school(s) they may submit separate applications. The school will not be bound by pay decisions made by other schools.

All applications should include the results of the two most recent appraisals, under the Appraisal Regulations 2012. When such information isn't applicable or available, e.g. those returning from maternity leave or sickness absence, a written statement and summary of evidence designed to demonstrate the applicant has met the assessment must be submitted by the applicant.

Those teachers who have been absent through sickness, disability or maternity may cite written evidence from previous years in support of their application.  
The PayScale for UPR Teachers is contained in Appendix D

### 9.1. Process

One application may be submitted annually. The closing date will be **31 October**; however, exceptions will be made in particular circumstances, e.g. those teachers who are on maternity leave or who are currently on sick leave. The process for applications is as follows:

- Complete the school's application form.
- Submit the application form and two successful appraisals to the Headteacher by the cut-off date of **31 October**.
- You will receive notification of the name of the assessor of your application within 5 working days.
- The assessor will assess the application, which will include a recommendation to the pay committee of the relevant body.
- The application, evidence and recommendation will be passed to the Headteacher for moderation purposes (if the Headteacher is not the assessor).
- The pay committee will make the final decision, advised by the Headteacher.
- Teachers will receive written notification of the outcome of their application by **30 November**. 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 'Assessment' below).
- Oral feedback will be provided by the assessor as soon as possible and written 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.
- Successful applicants will move to the minimum of the UPR on **1 September**.
- Schools may use their discretion to move applicants UPR 2 in cases of exceptional performance
- Unsuccessful applicants can appeal the decision.

### 9.2. Assessment:

The teacher will be required to meet the criteria set out in paragraph 15 of the STPCD, namely, the following:-

- the teacher is highly competent in all elements of the Teacher Standards; and
- the teacher's achievements and contribution to the school are substantial and sustained.

In this school, this means:

- they are highly competent in all elements of the relevant standards
- their achievements and contribution to an educational setting or settings are substantial and sustained which are reflected in an increased quality of work
- they have demonstrated that they are an integral part of the life of their school
- makes a distinctive contribution to improving pupils learning and raising pupil standards
- should be self-reflective and maintain up to date knowledge and skills
- is expected to be able to provide coaching, mentoring and advice to less experienced employees and support them to meet the relevant standards and develop their own practice.

Further information, including information on sources of evidence is contained within the school's appraisal policy.

### **9.3. Annual Pay determinations effective from 1 September 2025**

The UPR in this school will consist of three points: UPR 1 (minimum), UPR 2 (mid-point), UPR 3 (maximum) as set out below

UPR 1: 47,472

UPR 2: 49,232

UPR 3: 51,084

Progression through the UPR will be considered annually, in line with the STPCD.

The pay committee in making such a determination, it will consider the following:

- paragraph 19 and the criteria set out in paragraph 15.2 of the STPCD
- the appraisal report and the pay recommendation of the appraiser
- the appraisal evidence that the teacher has maintained the criteria set out in paragraph 15.2. Namely, that the teacher is highly competent in all elements of the relevant standards and that the teacher's achievements and contribution to an educational setting or settings are substantial and sustained. The meaning of these criteria is set out in the section of this policy entitled applications to be paid on the UPR above.

Teachers on the UPR will be eligible for pay progression unless they are subject to capability proceedings.

Further information, including sources of evidence, is contained within the school's appraisal policy.

The pay committee will be advised by the Headteacher in making all such decisions.

## 10. Lead Practitioner Roles

### 10.1. Establishing Lead Practitioner Roles

The Governing Body will take account of paragraph 16 and 49 of STPCD 2025 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 leadership role in developing, implementing and evaluating policies and practices in the school that contribute to school improvement.
- The improvement of teaching schools within school *[and (if a requirement of the post) within the wider school community]* which impact significantly on pupil progress.
- Improving the effectiveness of staff and colleagues, particularly in relation to specific areas such as *[schools to insert specific areas here]*.

### 10.2. Pay on appointment

The Pay Committee will determine a pay range for each leading practitioner post in accordance with paragraph 16 of the STPCD 2025 and paragraphs 33-37 of the section 3 guidance. The relevant body will use pay points and ensure there's appropriate scope in the pay range to allow for pay progression over time. The relevant body will leave (insert number) points for pay progression.

### 10.3. Lead Practitioner Pay determinations with effect from 1 September 2025

The Headteacher will agree appraisal objectives for the leading practitioner.

The pay committee shall have regard to the results of the leading practitioner's appraisal, including the pay recommendation, when exercising any discretion in relation to their pay, in accordance with paragraph 19 of the STPCD 2025.

The appraisal evidence for the leading practitioner should show the following:

- they have made good progress towards their objectives
- they are an exemplar of excellent teaching skills that impact significantly on pupils' progress in the school (and if relevant, the wider school community)
- they have 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
- they are highly competent in the Teachers' Standards
- they have shown strong leadership in developing, implementing and evaluating policies and practice in their workplace that contribute to school improvement.

'Highly competent' and 'substantial' are defined in the section entitled applications to be paid on the UPR.

Pay progression for individual teachers will be made as part of the school's appraisal process.

Further information, including sources of evidence, is contained within the school's appraisal policy.

The pay committee will be advised by the Headteacher in making all such decisions.

## 11. Unqualified Teachers

### 11.1 Pay on appointment

The pay committee will pay any unqualified teacher in accordance with paragraph 17 the STPCD 2025.

The pay committee will determine where a newly appointed unqualified teacher will enter the scale, having regard to any qualifications or experience s/he may have, which they consider to be of value.

The pay committee will consider whether it wishes to pay an additional allowance, in accordance with paragraph 22 of the STPCD 2025.

The pay range for unqualified teachers is as outlined in Appendix 1.

### 11.2 Unqualified Teacher Pay determinations effective from 1 September 2025

- The pay committee will review the unqualified teacher's pay in accordance with paragraph 19.1 of the STPCD.
- Pay progression will be awarded to a teacher unless the teacher is subject to capability proceedings.
- Pay progression will consist of an increase of one incremental point per annum within the pay range previously set for the individual teacher.
- Where an unqualified teacher is subject to formal capability proceedings, pay progression will be withheld.

Judgements will only be made on evidence gathered that is related to the appraisal process.

Information on sources of evidence is contained within the school's appraisal policy.

The pay committee will be advised by the Headteacher in making all such decisions.

The pay committee will be able to justify its decisions objectively.

## 12. Teaching and Learning Responsibility Payments

### TLR 1, TLR 2 and TLR 3 Payments

The pay committee may award a TLR to a classroom teacher in accordance with paragraph 20 of the STPCD and paragraphs 47 to 54 of the section 3 guidance. TLR1 or TLR2 will be for a clearly defined and sustained additional responsibility in the context of the school's staffing structure to ensure the continued delivery of high-quality teaching and learning and for which the teacher is made accountable. All job descriptions will be regularly reviewed.

The committee will make clear, if applicable, the responsibility or package of responsibilities for which a TLR is awarded and consider the criterion and factors set out in paragraph 20.4.

The pay committee will ensure sufficient differential exists between different levels of TLR and take account of the responsibilities for which the TLR is awarded. All decisions will be objectively justified.

In this school, the different levels of TLRs are as follows:

- a) the minimum of TLR2 band is £3,527 and the maximum is £8,611
- b) the minimum of TLR1 is £10,174 and the maximum is £17,216

The pay committee may award a TLR3 of between £702 and £3,478 for clearly time-limited school improvement projects or one-off externally driven responsibilities as set out in paragraph 20.3. The project/responsibility will focus on teaching and learning, require the exercise of a teacher's professional skills and judgement, and have an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils.

The governing body will set out in writing to the teacher the duration of the fixed term, and the amount of the award will be paid in monthly instalments. In line with paragraph 53 of the section 3 guidance, the pay committee will not award consecutive TLR3s for the same responsibility unless that responsibility relates to tutoring to deliver additional support to pupils as a result of learning disruption during the pandemic. If a TLR3 is awarded to a part-time teacher, the pro rata principle will not apply. No safeguarding will apply in relation to an award of a TLR3.

## 13. Leadership Posts (Headteacher, Deputy, Assistant Headteacher)

### 13.1 Headteacher Pay

#### Pay on appointment

The Pay Committee will review the school's Headteacher group and the head's pay range in accordance with paragraphs four, five, six, seven and eight (ordinary school) or paragraphs seven and eight (special schools) of the STPCD 2025.

If the Headteacher takes on permanent accountability for one or more additional schools, the pay committee will set a pay range in accordance with the provisions of paragraph 6.6 or 7.9 of the STPCD 2025.

For Headteacher appointments, the pay committee will determine a seven point pay range, taking account of the full role of the Headteacher all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations including recruitment issues. The Pay Committee will take into account the factors set out in Appendix E when determining an appropriate pay range. It will also take account of any other considerations it feels are relevant and minute carefully its decisions and reasons for those decisions.

The Pay Committee will consider using its discretion, in exceptional circumstances only, to exceed the 25 per cent limit beyond the maximum of the group range when setting the pay range for the Headteacher, as set out in paragraph 9.3 of the STPCD 2025. However, before doing so, it will make a fully documented business case and seek external independent advice.

The Pay Committee will use advisory points within the leadership pay range.

At the appointment stage, candidate specific factors will be taken into account when determining the starting salary.

The Pay Committee will have regard to the provisions of paragraph 9.4 of the STPCD 2025 and will also take account of the pay and ranges of other staff, including any permanent payments, to ensure that appropriate differentials are created and maintained between posts of differing responsibility and accountability. There must be a clear point between the bottom of the Headteachers salary range and the top of the Deputy Headteacher range to ensure appropriate differentials.

The Pay Committee will consider the use of temporary payments for clearly time-limited responsibilities or duties only, in accordance with paragraph 10 of the STPCD 2025.

The Pay Committee will consider whether the circumstances specific to the role or candidate warrant a higher than normal pay range. It will exercise its discretionary powers, where appropriate, in accordance with paragraph 9.3 of the STPCD 2025. It will only set a range the maximum of which is more than 25 per cent above the maximum value of the group range in exceptional circumstances. In such circumstances, it will make a business case to the Governing Body and the Governing Body will seek external independent advice before giving agreement.

The Pay Committee will consider whether there is a need for any temporary payments for clearly time-limited responsibilities or duties. The total sum of the temporary payments made to a head will not exceed 25 per cent of the annual salary which is otherwise payable to the head; and the total sum of salary and other payments made to a head must not exceed 25 per cent above the maximum of the Headteacher group, except in wholly exceptional circumstances.

The Pay Committee may determine that temporary and other payments be made to a head which exceeds the limit above in wholly exceptional circumstances where it has made a business case and with the agreement of the Governing Body. The Governing Body will seek external independent advice before providing agreement.

## **13.2 Current Serving Headteachers**

The Pay Committee will only re-determine the pay range of a serving Headteacher, in accordance with paragraph 9 the STPCD 2020, if the responsibilities of the post change significantly; or if the Pay Committee determines this is required to maintain consistency with pay arrangements for new appointments to the leadership group or with pay arrangements for a member(s) of the leadership group whose responsibilities significant change

It will also re-determine the pay range if the group size of the school increases, or if the head takes on permanent accountability for an additional school(s).

If the Pay Committee re-determines the Headteacher's pay range, it will take account of all indefinite responsibilities of the post, any specific challenges and all other relevant factors, including retention issues. The Pay Committee will take into account the factors set out in Appendix E when determining an appropriate pay range. It will also take account of any other considerations it feels are relevant and minute carefully its decisions and reasons for those decisions.

The Pay Committee will consider using its discretion, in exceptional circumstances, to exceed the 25 per cent limit beyond the maximum of the group range, as set out in paragraph 9.3 of the STPCD 2025. However, before agreeing to do so, it will make a fully documented business case and will seek external independent advice.

Where the head's performance is exceptional, it may award accelerated performance related pay progression taking account the most recent appraisal and any recommendation on pay.

If the Pay Committee decides to re-determine the pay range, it will only determine the head's pay range in accordance with the STPCD 2025 and associated guidance.

The Pay Committee will consider the use of temporary payments for clearly temporary responsibilities or duties only, in accordance with paragraph 10 the STPCD 2025.

The total sum of temporary payments made to a head must not exceed 25 per cent of the annual salary which is otherwise payable to the head; and the total sum of salary and other payments made to a head must not exceed 25 per cent above the maximum of the Headteacher group, except in wholly exceptional circumstances.

The Pay Committee may determine that additional/temporary payments be made to a head which exceeds the limit above in wholly exceptional circumstances and with the agreement of the Governing Body. The Governing Body will seek external independent advice before providing agreement.

The pay committee will review the Headteacher's pay in accordance with paragraph 11.1 of the STPCD.

Pay progression will be awarded unless the Headteacher is subject to formal capability proceedings.

Pay progression will consist of an increase of one incremental point per annum within the pay range previously set for the Headteacher.

Where the Headteacher is subject to formal capability proceedings, pay progression will be withheld in line with paragraph 11.2.(b) STPCD.

### **13.3 Deputy/Assistant Headteachers**

#### **Pay on appointment**

The pay committee will determine a pay range and take account of the full role of the Deputy/Assistant Headteacher (part 2), including all indefinite responsibilities of the role, any challenges that are specific to the role and all other relevant considerations (paragraph 9.2), such as recruitment issues. The pay committee will consider the factors set out in appendix A of this policy when determining an appropriate pay range. It will also take account of any other considerations it feels are relevant, and it will minute its decisions and reasons for those decisions carefully.

#### **The pay committee will use pay points in the pay range.**

At the appointment stage, candidate-specific factors will be considered when determining the starting salary. If necessary, the governing body will adjust the pay range to ensure an appropriate scope of [insert number] pay points for progression.

The pay committee will consider whether the award of any additional payments are relevant, as set out in paragraph 26 of the STPCD and section 3 paragraphs 60 to 69.

### **13.4 Serving Deputy/Assistant Headteachers**

The pay committee will review and re-determine the Deputy/Assistant Headteachers' pay range when there has been a significant change in the responsibilities of the serving Deputy/Assistant Headteacher (section 3, paragraph 10). It will also review and, if necessary, re-determine the pay range to maintain consistency with pay arrangements for new appointments to the leadership group, or maintain pay arrangements for a member(s) of the leadership group whose responsibilities significantly change.

When determining the pay range of a serving Deputy/Assistant Headteacher, the pay committee will take account of all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations (paragraph 9.2), including retention issues.

The pay committee will consider the factors set out in appendix A of this policy when determining an appropriate pay range. It will also take account of any other considerations it feels are relevant, and it will minute its decisions and reasons for those decisions carefully.

The pay committee will ensure the maintenance of appropriate differentials between different posts in its staffing structure, but it will note paragraph 9.4.

The pay committee will consider whether the award of any additional payment is relevant, as set out in paragraph 26 of the STPCD and paragraphs 60 to 69 of section 3.

The pay committee will use pay points in the pay range, and it will leave appropriate scope for pay progression of at least [insert number] pay points.

The pay committee will review the Deputy/Assistant Headteacher's pay in accordance with paragraph 11.1 of the STPCD.

Pay progression will be awarded unless the Deputy/Assistant Headteacher is subject to formal capability proceedings.

Pay progression will consist of an increase of one incremental point per annum within the pay range previously set for the individual teacher.

Where the Deputy/Assistant Headteacher is subject to capability proceedings, pay progression will be withheld in accordance with paragraph 11.2.(b) of the STPCD.

The Pay Committee may award accelerated performance related pay progression if there has been exceptional performance, taking account of the results of the most recent appraisal and any pay recommendation.

### **13.5 Leadership Acting Allowances**

Acting allowances are payable to teachers who are assigned and carry out the duties of Headteacher, Deputy Headteacher or Assistant Headteacher in accordance with paragraph 23 the STPCD 2025. The Pay Committee will, within a four-week period of the commencement of acting duties, determine whether or not the acting postholder will be paid an allowance.

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 at an appropriate point of the Headteacher's ISR, Deputy Headteacher range or Assistant Headteacher range, as determined by the Pay Committee.

Payment will be backdated to the commencement of the duties.

In all cases, acting-up arrangements are intended to be temporary, should be regularly reviewed and should cease as soon as it is practicable to make permanent arrangements.

## **14. Special Needs Allowance**

The pay committee will award a SEN spot value allowance on a range of between £2,787 and £5,497 to any classroom teacher who meets the criteria as set out in paragraph 21 of the STPCD.

When deciding on the amount of the allowance to be paid, the governing body will consider the structure of the school's SEN provision, whether any mandatory qualifications are required for the post, the qualifications or expertise of the teacher relevant to the post, and the relative demands of the post (paragraph 21.3 of the STPCD).

The governing body will also establish differential values in relation to SEN roles in the school to reflect significant differences in the nature and challenge of the work entailed so that the different payment levels can be objectively justified. The governing body will take account of paragraphs 55 to 59 of the section 3 guidance.

## 15. Part Time Teachers

**Teachers:** the governing body will apply the provisions of the STPCD in relation to part-time teachers' pay and working time, in accordance with paragraphs 40, 41 and 42 onwards, and paragraphs 28, 35, 39-44 and 79-87 of the section 3 guidance.

**All staff:** the Headteacher and governing body will use their best endeavours to ensure all part-time employees are treated no less favourably than a full-time comparator.

## 16. Additional Discretionary Payments for Teaching Staff

In accordance with paragraph 26 of the STPCD and paragraphs 60-69 of the section 3 guidance, the relevant body may make payments as they see fit to a teacher, excluding a Headteacher, in respect of the following:

- continuing professional development is undertaken outside the school day
- activities relating to the provision of initial teacher training as part of the ordinary conduct of the school
- participation in out-of-school hours learning activity agreed between the teacher and the Headteacher
- additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools.

The pay committee will make additional payments to teachers in accordance with the provisions of paragraph 26 where advised by the Headteacher.

## 17. Recruitment and Retention Benefits

The governing body can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive (paragraph 27 of the STPCD and paragraphs 70-72 of the section 3 guidance).

The pay committee will consider exercising its powers under paragraph 27 of the STPCD when they consider it is appropriate to do so to recruit or retain relevant teachers. It will make clear at the outset, in writing, the expected duration of any such incentive or benefit, and the review date after which it may be withdrawn.

The governing body will, nevertheless, conduct an annual formal review of all such awards.

No new awards of recruitment and retention incentive benefits will be made to a Headteacher, Deputy Headteacher or Assistant Headteacher other than as the

reimbursement of reasonably incurred housing or relocation costs. However, where the governing body is already paying such an incentive or benefit, determined under a pre-2014 STPCD and subject to review, it may continue with it at the existing value until such time as the leadership group member moves to the new leadership group pay arrangements, as set out in paragraph 27.3 of the STPCD 2025.

At that point, all recruitment and retention factors in relation to a leadership group member will be considered when determining the pay range

## 18. Salary Sacrifice Arrangements

Where the employer operates a salary sacrifice arrangement, a teacher may participate in any arrangement and their gross salary shall be reduced accordingly, in accordance with the provisions of paragraph 28 of the STPCD 2025 and paragraph 73 of the section 3 guidance of the STPCD 2025.

## 19. Support Staff

### 19.1 Mandatory Pay Elements

The Governing Body recognises the important role played by all support staff and will work within the national and local structures as agreed with the appropriate trade unions to ensure that staff are remunerated appropriately and in accordance with the general principles established in the review of the salaries of all staff in the school.

The Governors acknowledge the role of the LA (the Employer and/or Maintaining Authority) in the determination of support staff salaries and will appoint staff to grades currently in use by the LA and as justified by the responsibilities of the post in question. The Governors will work with the LA to find solutions that meet the school's requirements and be consistent with the Authority's legal obligations. The Governors are mindful that their decisions may have implications for others within the same Authority. Partnership on grading decisions will ensure that the requirements of equal pay legislation are complied with.

Before establishing and advertising any new unique support staff post a copy of the job description and person specification will be sent to the LA (Job Evaluation Team) to enable advice on grading to be given.

### 19.2 Discretionary Pay Elements

Although an annual review of all support staff salaries is not a requirement, the Governors will undertake a regular review of job descriptions and responsibilities in order to ensure appropriate pay levels and differentials are maintained. Salary adjustments will apply (i.e. a regrading) where there is evidence of increased responsibility comparable to a higher graded post.

Governors will continue to ensure that administrative and clerical tasks previously undertaken by teachers remain with support staff. There will be a regular review of: the suitability of tasks to the member of staff's established role; whether sufficient time has been made available; what time could be freed up; whether additional training is needed,

and; any implications for pay and grading. Significant changes will be achieved through consultation and agreement or by giving statutory notice of and justification for the change.

Governors will consider using their discretion with regard to setting minimum pay levels in school in line with the requirements of the Oldham Living Wage.

Governors will make **honoraria payments** to recognise temporary additional duties where a member of the support staff assumes additional responsibility in the absence of more senior colleague(s). The payment will be in accordance with the proportion (%) of the increased responsibility. Staff will only be asked to act up into roles for which they are properly prepared and qualified to undertake. Additional payment will be for acting up periods in excess of four weeks. If the whole post is covered in the acting-up arrangement, the whole salary of the vacant post will be applied.

**Ex-gratia payments** will only be made as a one-off reward to staff who voluntarily made a significant contribution to the school in an unforeseen isolated set of circumstances. Ex-gratia payments will not be made to staff on a regular basis for planned responsibility for which other pay provisions apply.

All support staff will have the same opportunity to discuss their job description and remuneration with a member of the senior management team. A **request for a grading review** may be at any time where a member of staff feels his/her salary is not appropriate to the job description and/or level of responsibility of the job. As appropriate, salary adjustments will be made on the basis of the job descriptions and person specification, objective measurement on the NJC Job Evaluation Scheme and LA advice on grading precedents and comparable salary data. A copy of the process for support staff grading review can be found at Appendix D.

**Incremental progression** may be accelerated subject to a transparent process and Governing Body approval.

## 20. Pay Committee and Remit

To achieve the aims of the whole-school pay policy in a fair and equitable manner.

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

To observe all statutory and contractual obligations.

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

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.

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

To work with the Headteacher to ensure the governing body complies with the Education (School Teachers' Appraisal) (England) Regulations 2012.



## 21. Records

All decisions of the Pay Committee, together with criteria used, will be formally minuted (in accordance with the regulations applicable to any committee of the Governing Body).

Schools must give each teacher an annual written statement of his/her salary review by 31 October and the Headteacher by 31 December by latest.

## 22. Appeals Procedure

On receipt of the written statement of their annual salary review, all teachers have the right of appeal and must be informed of this entitlement. Although there is no annual requirement to review the salaries of support staff, a review may be undertaken as a matter of course or because an employee feels there have been significant changes to his/her responsibility or role which merits a review. On notification of the outcomes of such a review, the same appeals procedure applies. A copy of the Appeals Process can be found at Appendix C.

The grounds for an appeal are that the Headteacher / Pay Committee:

- Incorrectly applied any Pay and Conditions of Service provision
- Failed to have proper regard for statutory guidance
- Failed to take proper account of relevant evidence (performance)
- Took account of irrelevant or inaccurate evidence (performance)
- Was biased, or
- Otherwise unlawfully discriminated against the employee

## 23. Sources of Information and Support

Department for Education website @ [www.education.gov.uk](http://www.education.gov.uk)

By contacting your school's LA Senior People Services Adviser or your local trade union representative.

## 24. Interpreting the Policy

In the event of a dispute regarding the interpretation of the policy advice must be sought from LA People Services. The LA may seek national or local employers' organisation advice before issuing any guidance.

Any advice regarding interpretation will automatically become incorporated into this policy and will be binding on all schools that have adopted it. This is to ensure consistency in practice across all schools.

<b>POLICY ADOPTION AND REVISION DETAILS</b>			
<b>LEAD ADVISER</b>	Andy Collinge	<b>NEXT REVIEW DUE</b>	
<b>SIGNED OFF BY LA DATE</b>		<b>L.A</b>	Summer 2026
<b>ADOPTED BY SCHOOL ON</b>	30 Sept 2025	<b>GOVERNORS' REVIEW</b>	Autumn 2026

# APPENDIX A

## Application For Progression To The Upper Pay Range

Applications for progression to the Upper Pay Range received by 31 October will be considered for progression to the Upper Pay Range. Successful applications will be backdated to 1st September.

### Eligibility Criteria

In order to progress onto the Upper Pay Range a teacher must: -

- 1) Demonstrate a high level of competence in all the elements of the Teacher Standards.
- 2) Demonstrate the criteria set out in paragraph 9.2 of the Schools Pay Policy.

You must enclose copies of your appraisal reports for the two years prior to your application. Please hand a copy of your application to the Headteacher by 31 October 2025.

**Part 1: Teacher Details**  
**To be completed by the applicant**

Surname	
First Name(s)	

Please included details here of appraisal reports from other schools.

Name and Address of School/LA	Dates of Employment	Name of Headteacher/Manger

Declaration by the teacher

I confirm that at the date of this request I meet the eligibility criteria as set out in the School Pay Policy and I submit the relevant appraisal reports for assessment.

Signed	Date

Part 2: To be completed by the Headteacher

Name of Teacher		Faculty	
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Application approved YES/NO\*

Rationale for non-approval including specific areas for professional development.

Signed:	Date
Headteacher	

## Appendix B

### Statutory Advice Leadership Pay

The statutory provisions of the STPCD 2025 state that when determining the pay range of a leadership group member, the relevant body must consider 'all of the permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations' (Part 2, paragraph 9.2 of the STPCD 2025).

NAHT has determined that these factors below, along with any others that are relevant to your establishment, should be considered when determining pay ranges for the leadership group:

- **Social challenge:**
  - number of pupils eligible for the pupil premium/free school meals
  - number and challenge of children with special needs (NB pupils with statements or education, health and care plans (EHCP) are considered when calculating the group size of the school)
  - number of 'looked after' children
  - level of pupil mobility in the area
  - number of pupils with English as a second language
- **The complexity of the pupil population and school workforce**
  - number of staff
  - variety of school workforce (e.g. teachers, speech therapists, etc)
  - small school
  - rural school
  - specialist units or centres
- **Any specific challenges associated with running more than one school, e.g. managing geographically split sites**
- **Contribution to the wider educational development**
  - NLE, SLE, LLE responsibilities that don't have a time limit
  - teaching school status
  - other relevant issues (e.g. ECT lead, multi-stakeholders, etc)
- **Recruitment and retention issues**

## Appendix C

### Appeals procedure

The STPCD requires schools and LAs 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 appraiser/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 understand the rationale for the pay recommendation better or bring any further evidence to the attention of the appraiser/reviewer, they should be given the opportunity to do so before the final pay recommendation is drafted in the appraisal report. 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 appraisal report will be updated to reflect the discussion.

If a teacher believes 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 four of the Trade Union and Labour Relations (Consolidation) Act, 1992) and the ACAS Code of Practice.

### Appeal hearing procedure

It is the intention that any appeal under this policy will be dealt with promptly, thoroughly and impartially.

### Guidance

- When a teacher feels 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, and 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 trade union representative.

## **Appeal procedure: informal stage**

As part of the pay determination process, the line manager (the recommendation provider) will make a recommendation to the decision maker (the person 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 and the reasons for it, and 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 (within 10 school working days from the date of the outcome letter or within a mutually agreed date beyond the 10 working days). The appeal must include a statement, in sufficient detail, of the grounds of the appeal. If an initial appeal is raised, the decision maker must then arrange to meet with 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 review their decision through a paper-based process and in the light of the documentation provided to them. They will then write to the teacher to notify them of the outcome of the review and 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 (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: formal stage**

On receipt of the written appeal, the governing body will establish an appeal committee that should consist of 3 governors, none of whom are employees in the school or have been previously involved in the relevant pay determination process.

A meeting of the appeal committee should be convened 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 chair of the appeal committee will invite the appellant to set out their case. Both the recommendation maker and the decision maker will also be asked to outline to the committee the process that was observed and their contribution to the pay 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.

When a teacher has lodged an appeal against a pay decision and 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.

## **Terms of reference for the pay committee**

- To achieve the aims of the whole-school pay policy in a fair and equitable manner
- To apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review
- To observe all statutory and contractual obligations
- To minute clearly the reasons for all decisions and then report the fact of these decisions to the next meeting of the full governing body
- 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
- To keep abreast of relevant developments, and to advise the governing body when the school's pay policy needs to be revised
- To work with the Headteacher to ensure the governing body complies with the Education (School Teachers' Appraisal) (England) Regulations 2012.

## Appendix D: Pay Ranges 2025/26

### STPCD Unqualified teachers' pay range - advisory reference

Minimum	U1	22,601
	U2	25,193
	U3	27,785
	U4	30,071
	U5	32,667
Maximum	U6	35,259

### Main pay range

Minimum	M1	32,916
	M2	34,823
	M3	37,101
	M4	39,556
	M5	42,057
Maximum	M6	45,352

### Upper Pay Range

Minimum	U1	47,472
	U2	49,232
Maximum	U3	51,048

### Leading Practitioners' Pay Range

Minimum	52,026
Maximum	79,092

## Leadership Reference Points 2025/26

<b>1</b>	51,773
<b>2</b>	53,069
<b>3</b>	54,394
<b>4</b>	55,747
<b>5</b>	57,137
<b>6</b>	58,569
<b>7</b>	60,145
<b>8</b>	61,534
<b>9</b>	63,070
<b>10</b>	64,691
<b>11</b>	66,368
<b>12</b>	67,898
<b>13</b>	69,596 90,255
<b>14</b>	71,330
<b>15</b>	73,105
<b>16</b>	75,049
<b>17</b>	76,772
<b>18*</b>	77,924
<b>18</b>	78,702
<b>19</b>	80,655
<b>20</b>	82,654
<b>21*</b>	83,860
<b>21</b>	84,699
<b>22</b>	86,803
<b>23</b>	88,951
<b>24*</b>	
<b>24</b>	91,158
<b>25</b>	93,424

<b>26</b>	95,735
<b>27*</b>	97,136
<b>27</b>	98,106
<b>28</b>	100,540
<b>29</b>	103,030
<b>30</b>	105,595
<b>31*</b>	107,131
<b>31</b>	108,202
<b>32</b>	110,892
<b>33</b>	113,646
<b>34</b>	116,456
<b>35*</b>	118,169
<b>35</b>	119,350
<b>36</b>	122,306
<b>37</b>	125,345
<b>38</b>	128,447
<b>39*</b>	130,274
<b>39</b>	131,578
<b>40</b>	134,860
<b>41</b>	138,230
<b>42</b>	141,693
<b>43*</b>	143,796

\* These points are the maximum salaries for the eight Headteacher group ranges