



Policy: Pay Policy

Policy reference no: 029

Date: September 2025

Person responsible for policy: Stephen Dean, Chief Executive Officer

Authorised by: Board of Trustees

Review date: December 2026

This Policy applies to all schools within the Primary QuEST Multi-Academy Trust. Primary QuEST is a Church of England Trust which seeks to ensure all pupils flourish, together in a supportive and caring environment.

Flourishing together through LIFE

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1. INTRODUCTION

- This Policy has been adopted by the Trust Board and is intended to ensure that all groups of staff in the Trust are fairly and consistently treated in relation to pay and pay related issues. Although the trustees, as the Relevant Body, are the authors of this document and have the responsibility for its implementation on a day to day basis, it is intended that staff in the Trust should be fully informed and consulted on its contents and on any future amendments.
- The Policy is linked to the Trust's appraisal system, and in accordance with the Trust Teachers' Pay and Conditions Document ([STPCD](#)) and the Education (Trust Teachers' Appraisal) (England) Regulations 2012, there are close links between employee performance and the Trust's pay decisions.
- A copy of this Pay Policy will be readily available to staff upon request.
- This policy will cover all staff employed on the establishment of this Trust, irrespective of grade or conditions of service. It will have reference to those statutory instruments and other conditions of service which affect pay and grading including as issued and revised:
 - The Trust Teachers' Pay & Conditions Document
 - The Conditions of service for Trust Teachers in England & Wales (Burgundy Book)
 - The NJC (Green Book) for Local Government
 - DFE Teachers' Standards

2. GENERAL PRINCIPLES

The purpose and aims of this policy are to:

- Guide and assist the trustees and head teacher in the strategic and day-to-day management of the Trust and its staff.
- Adopt a 'whole Trust' approach to pay issues, with pay decisions taken in the context of full consideration of the resources available to the Trust.
- Enhance the effectiveness of the Trust by ensuring that all staff are treated fairly, objectively and consistently in recognising and rewarding their contribution to the Trust. This policy is intended to be compliant with all equalities legislation
- Support the Trust Development Plan and to supplement other staff related policies relating to equal treatment, appointment and selection, performance management and staff development.
- Support the recruitment and retention of a high-quality workforce which will maximise the quality of learning in the Trust

- Provide a framework for making all staff aware of the Trust policies in relation to pay and to encourage their participation in developing these policies through consultation.
- Ensure that the Trust meets its legal responsibilities under the STPCD, local and national agreements, legislation and regulation.
- Support the Trust to remain within its budget for salaries and staffing.

3. THE PROCESS

The Trust Board will delegate the responsibility for administering and managing the Pay Policy on its behalf on a day-to-day basis to the Chief Executive Officer, supported as necessary by the Trust Business Manager and the head teachers, except insofar as the policy relates to the pay and conditions of the CEO themselves.

This specifically includes the following delegated responsibilities:

- To apply the Trust Pay Policy on behalf of the Trust Board fairly and equitably.
- To ensure that this policy links effectively with the Trust's Appraisal Policy for teachers (based on the Education (Trust Teachers' Appraisal) (England) Regulations 2012) and for support staff.
- To ensure all members of staff are provided with a current and accurate job description and that this document is regularly reviewed.
- To make appropriate arrangements for the performance management of members of the Leadership Group, including the Trust Business Manager and the Head Teachers within the MAT, including planning statement, moderation and review as laid down in the Trust's Appraisal Policy.
- To be responsible for the annual pay and performance related decisions for staff and for receiving and processing requests for the review of pay and grading based on changed duties and responsibilities during the course of the working year.
- To make appropriate arrangements for representations from members of staff to be heard on pay related matters including salary, grading or pay decisions and to seek whatever additional evidence, information or advice is necessary to respond to such requests. The Trust's Appraisal Policy will allow requests for review of the assessment of the performance of a member of staff, but not matters of pay progression. It is recognised that these factors can often be closely linked and so the Headteacher or CEO will advise the employee of the most appropriate route for review to follow. This will ensure that an employee will be guaranteed a fair consideration of their representations, but will not be entitled to pursue the same concerns through two separate review routes.

- To periodically undertake a review of the Individual Trust Range and to report findings and/or make recommendations for change to the Trust Board in relation to the grading of members of the Leadership Group.
- To ensure that each teacher in the Trust has an annual review of their salary and a written salary statement, no later than one month after the date of determination.

The CEO will keep results of individual reviews and decisions confidential. The CEO will report to the full Trust Board periodically regarding progress but will not report on the details of decisions reached to ensure that sufficient Local Advisors / Trustees remain available to hear appeals should this be necessary. Where this work indicates that changes will have significant implications for the Trust budget an urgent report will be made direct to the Chair of Trustees.

4. THE PAY APPEALS PANEL

The Trust Board will select a number of trustees to hear appeals relating to pay related decisions on its behalf. The composition and role of this Panel is as follows:

Composition

The Pay Appeals Panel will be made up of three trustees one of whom will act as Chair of the Panel. None of these trustees are employed within the Trust.

The Appeals Panel will

- Follow the appeals procedure
- Ensure that the terms of the Pay Policy and related procedures have been correctly applied
- The workings of the Panel will be confidential and no details of individual cases will be released. These progress reports will include recommendations for changes to the Pay Policy where this is felt to be desirable

Representations about pay recommendations and/or decisions

Please note: A summary of the full representations and appeals process is included as Appendix 2. A copy of this appendix should be made available to staff if they wish to register a pay related concern.

Staff members who wish a recommendation or decision in relation to their pay to be reconsidered may:

- Seek an informal discussion with the Head Teacher about pay recommendations to resolve the issue. Requests for this informal discussion must be lodged within 10 working days of receiving notice of the pay recommendation.
- In the event that the informal discussion fails to produce an acceptable result, the recommendation goes ahead and is confirmed in a written pay statement issued by the CEO or TBM; the staff member may submit written representations to the Chair of the Pay Appeal Panel about the pay decisions. Such representation should include any

additional facts/evidence for reconsideration and be submitted within 10 working days of the receipt of the salary statement.

- The Pay Appeal Panel will acknowledge receipt of the employee's representations and arrange a meeting within 20 working days of receipt to consider the member of staff's concerns. The member of staff will be given the opportunity to be accompanied at this meeting by a work colleague or trade union representative if they wish.
- The result of this hearing will be given in writing within a reasonable period, normally 5 working days. The decision included in this response will be final and binding in terms of this policy.

5. PAY DECISIONS

Pay decisions resulting from the 2025/2026 Appraisals

In determining pay for teachers, the Trust Board will apply the following principles: For teachers currently employed in the Trust, progression on Main and Upper Pay scales will be determined in accordance with the School Teachers Pay and Conditions Document (STPCD) 2012 & the DFE Teachers' Standards:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/283566/Teachers_standard_information.pdf

Threshold applications for progression to the Upper Pay Scale for September 2025 (i.e. Round 13) will be considered in accordance with the STPCD 2012 & the DFE Teachers' Standards.

All other pay decisions

The Trust will review the salary progression for teaching staff through the appraisal system.

In determining the pay for Support staff, the Trust Board will apply the principles in section 17 of this document.

6. CLASSROOM TEACHERS

Basic pay determination on appointment for appointments made after 1st September 2025.

The CEO / Headteacher will determine the starting salary to be offered to the successful candidate.

In making such determinations the Headteacher may take into account a range of factors, including but not limited to:

- The nature and responsibilities of the post
- The level of qualifications, skills and experience required
- Pay relativities within the Trust
- The Trust's ability to recruit and retain staff
- The previous experience of a teacher.

Pay progression based on performance

- Decisions regarding pay progression will be made with reference to the employee's appraisal reports and the pay recommendations they contain. Appraisal reports will include if it is possible for a "no progression" determination to be made without recourse to the capability procedure.
- In the case of ECTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.
- To be fair and transparent, assessments of performance will be properly rooted in evidence. The evidence we will use will include e.g. self-assessment, pupil progress tracking, progress against teaching standards, parental and pupil feedback and performance against previous targets. Note that this is not a comprehensive list and is for illustrative purposes.
- Teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by CEO, TBM & HTs on behalf of the Trust Board, having regard to the appraisal report and taking into account advice from the headteacher. The Trust Board will ensure that appropriate funding is allocated for pay decisions made under this policy.
- Teachers will be eligible for normal progression if they are assessed as fully meeting the relevant standards, their teaching is assessed as at least of a good standard, and they have achieved the other specific performance targets allocated to them. Such progression will be no more than 1 point on the salary range per annum up to the top of the range.

Pay determinations for main pay range teachers,

The Trust Board have determined the pay scale for main pay range teachers, including part time teachers, in this Trust is: between the national minimum and maximum range for classroom teachers

The Trust will have a single pay range for qualified teachers in six steps:

25/26

M1 - £32,916 – ECT Year 1

M2 - £34,823 – ECT Year 2

M3 - £37,101

M4 - £39,556

M5 - £42,057

M6 - £45,352

Pay determination for upper pay range

The Trust will have a single pay range for upper pay range teachers in three steps:

UPS1 - £47,472

UPS2 - £49,232

UPS3 - £51,048

These bands are taken from nationally agreed scales and will be reviewed annually. They may be altered in line with, for example, the School Teachers Pay and Conditions Document (STPCD) 2012, nationally agreed guidelines or general inflation figures.

Appointment to a pay band on the UPR will be subject to the teacher meeting the Trust's criteria for progression to UPR including the criteria outlined in the Trust's Performance Management Operational Handbook and the allocation of accountabilities proportionate to such a senior teaching role. Progression between the ranges will be dependent on review against the standards described in the section of this Pay Policy dealing with pay progression.

There are two routes to the upper pay range

- 1) Recruitment to an upper pay range post.
- 2) Application to progress to UPR

These bands will be allocated on appointment and then by 2 yearly reviews to individual qualified teachers according to their role, duties and accountabilities within the Trust. The allocated role will be influenced by factors such as the teacher's relevant experience, skills, qualifications, contributions across the school and aptitude. Progression within and between the bands will be dependent on 2 yearly review against the standards described in the sections of this Pay Policy dealing with pay progression and the upper pay range. Teachers will have the right to be considered for progression between pay bands below the leadership group, and such progression will not unreasonably be withheld.

7. APPLICATION TO PROGRESS TO THE UPPER PAY RANGE

Round 13 Applications

If a teacher reached M6 on 1 September 2025 and applies before the 30 September 2025, under Round 13, their applications will be assessed using the STCPD **2012** (paragraph 20), i.e. against the Teachers' Standards and the post-threshold standards, having regard to the most recent appraisal reviews

Post Round 13 Applications

The Trust has determined that applications will be accepted for movement to the upper pay range once per year by 30th September.

Applications and Evidence

Any qualified teacher may apply to be paid on the upper pay range by the 30th of September of the Year following the one in which they reached M6 of the Qualified Teachers' Pay Range and any such application must be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range. If a teacher is simultaneously employed at another Trust(s), they may submit separate applications if they wish to apply to be paid on the upper pay range in that Trust/School or Academies/Schools. This Trust will not be bound by any pay decision made by another Trust or School.

- All applications should include the results of reviews or appraisals under the 2011 or 2012 regulations, including any recommendation on pay (or, where that information is not applicable or available, a statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria).
- Applications should contain evidence from the last 2 working years.

- Applications may be made to the Headteacher in consultation with the CEO/TBM for UPS status after one year due to sustained and significant impact in the school and the meeting of the teaching standards for a UPS1 teacher.
- Teachers who have worked in more than one Trust/School during the 2 years period can still make application and provide performance reviews/appraisals from previous Trust(s), although this Trust will not be bound by any decisions made in other Academies/Schools.

The Assessment (post Round 13)

An application from a qualified teacher will be successful where the Trust Board is satisfied that:

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

For the purposes of this pay policy:

- highly competent will include the ability, aptitude and experience to coach and mentor other teachers, and a demonstrated ability to perform at an outstanding level against the majority of the relevant teaching standards with any remaining standards being met to at least a good level.
- Substantial will include the teacher playing a critical role, and making a distinctive contribution in the life of the Trust.
- 'sustained' means maintained continuously over a period of at least the previous two years.

The application will be assessed by the CEO, TBM & HTs who will decide whether the standards for achieving UPS status have been demonstrated, and the teacher may be required to provide reasonable information, as advised by the head Teacher, in support of their application.

Once a teacher has been successfully assessed for UPR they will remain on that pay range whilst their period of employment in the Trust lasts or until they are successful in gaining promotion to a higher graded post.

After 2 years on a point of the upper pay range a teacher may apply, as part of the Performance Management process, to move to the next upper pay range point.

- All applications should include the results of reviews or appraisals under the 2011 or 2012 regulations.
- Applications should contain evidence from the last 2 working years.
- Teachers who have worked in more than one Trust/School during the 2 years period can still make application and provide performance reviews/appraisals from previous Trust(s), although this Trust will not be bound by any decisions made in other Academies/Schools.

An application from a qualified teacher will be successful where the Trust Board is satisfied that:

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

8. PART TIME TEACHERS

Teachers employed on an ongoing basis at the Trust but who work less than a full working week are deemed to be part-time. The Central Team will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the timetabled teaching week for a full-time teacher in an equivalent post.

- **Calculation of part time proportion for Classroom Teachers**

Employees Timetabled Teaching Week (ETTW)

Trust's Timetabled Teaching Week

The timetabled teaching week calculation excludes break times, registration and collective worships and the mandatory lunch break required under the Working Time Regulations when teachers are not required to be on duty.

An allowance will be made within the specified timetabled hours for a minimum of 10% planning, preparation and assessment time (PPA).

Part time teachers will work a similar proportion of directed time as their full-time colleagues based on the calculation given above. So for example if the FTE of the part time teacher is 0.6 this equates to 60% of directed time, i.e. 60% of 1265 or 759 hours per year.

- **Variation to timetabled/scheduled hours**

A part time teacher should not be required to attend work on any day of the week or part of any day of the week that they are not normally required to be available under the contract of employment. A teacher can be asked to attend work on a day outside their normal timetable and, if they agree to this additional work, they will be compensated for this additional work either by providing time off in lieu or by making an additional payment.

- **Early Careers Teachers (ECT)**

Early Careers Teachers who opt to work part time will progress to Main Scale 2 at the completion of their ECT 1st year as confirmed by Odyssey Teaching Hub or the preferred supplier of additional training for ECTs. If this occurs during an academic year e.g. December or March the progression to Main Scale 3 will happen at the beginning of the next academic year.

Progression to Main Scale 3 will be at the completion of the ECT 2nd year as confirmed by Odyssey Teaching Hub or the preferred supplier of additional training for ECTs. If this occurs during an academic year e.g. December or March the progression to Main Scale 3 will happen at the beginning of the next academic year.

9. SUPPLY TEACHERS

Supply teachers are defined in this policy as teachers who are engaged on a short notice basis, where the Trust is not obliged to offer work and the teacher is not obliged to accept any work offered. A supply teacher will only be used on those occasions when it is necessary to fill a short term and/or unexpected vacancy where it is impractical to recruit by normal methods or for the time needed to undertake a recruitment and selection process. Supply teachers will be appointed to a pay point on the appropriate pay band according to the same criteria as those used for other newly appointed main range teachers in the Trust.

The method of payment will depend on the anticipated duration of the appointment. The Trust's policy for the payment of teachers employed on this basis is as follows:

- **Supply teachers employed where appointment is anticipated to be for 6 weeks or more**

Teachers will be employed on a temporary or fixed term contract as regular full or part time teachers. Contractual length will be linked to the specific reason for the appointment. Salary will be paid on a regular monthly basis and employment will be on a basis identical to the conditions that apply to other regular staff, except for notice periods which may be determined at the start of the contract to meet the circumstances e.g. as little as one weeks' notice to cover a sickness absence

- **Supply teachers employed where appointment is anticipated to be for less than 6 weeks**

Teachers will be employed on a day to day basis and will be paid by claim. Salary will be calculated using the following formula:

$$6.5 \quad \frac{\text{Weekly Hours worked}}{195} \quad \times \quad \frac{\text{Annual salary}}{195}$$

Supply teachers will be paid for the hours that they are required to work including preparation, assessment and marking time where these activities are required by the Trust. Supply teachers working for the Primary QuEST Trust are not generally required to carry out assessment and preparation activities and so, in that case, are paid for actual hours worked. Working requirements will be made clear and the hours to be claimed will be agreed with the supply teacher at the time the offer is made and before the commencement of their work. Supply Teachers who work a full timetabled day should be paid for a full day, of 6.5 hours which includes directed time, which must be agreed when the contract is offered.

It should be noted that the use of this calculation method enhances pay to include a 'rolled up' holiday entitlement to ensure that they receive a payment for periods when Academies are not in session proportionate to colleagues employed on a regular basis. This fact should be made clear to supply teachers. This arrangement will be subject to future change.

THE LEADERSHIP GROUP

The trustees will establish a grading structure for the Leadership group following consultation with the CEO.

10. HEADTEACHER / EXECUTIVE HEADTEACHER

- A head teacher will be paid salary based upon the leadership group pay spine.
- The Trust Board will determine an Individual School Range (ISR) for the head teacher which will consist of seven points within the appropriate range of salaries and the head teacher will be paid on a point within this range.
- In the case of an Executive Head Teacher the Trust Board will determine an ISR from the joint pupil numbers of the Academies/Schools involved.

- The salary range will be determined in accordance with the STPCD, with reference to the relevant School grouping and unit total, which is based upon the most recent return of the DFE Annual School/Trust Census. The Trust Board must ensure that the maximum of the ISR does not exceed the maximum of the head teacher group range.
- The head teacher must demonstrate sustained high quality of performance with particular regard to leadership, management and pupil progress at the Trust and will be subject to a review of performance against performance objectives before any performance points within the ISR will be awarded. The clarification of the application of the criteria for Leadership Group progression will be taken fully into account.
- In accordance with the STPCD a newly appointed head teacher will not be paid at a point exceeding the fourth point above the minimum of ISR.
- If the Trust needs to appoint a new head teacher, the trustees will review the ISR taking account of the size and circumstances of the Trust and any Executive Headship role. The trustees may also review the ISR at other times in accordance with the STPCD. The trustees will formally record its decision on the Trust's ISR, together with the rationale for the decision.
- The total sum of all discretionary payments made to the head teacher in any Trust year must not exceed 25 per cent of the amount that corresponds to the head teachers point on the leadership group pay spine. All discretionary payments received in relation to their role as a head teacher count towards the limit. The relevant trustees will keep a record of these each year and ensure that they do not exceed the limit.
- Head teachers are entitled to an annual salary review and progress within their salary range on the basis of criteria laid down in the Appraisal Policy. It is expected that headteacher will have met targets to receive a pay increase. Currently targets can be not met, partially met and met. When targets are partially met it is at the discretion of the CEO in consultation with the Trust Business Manager.

11. DEPUTY HEADTEACHER(s)/ASSISTANT HEADTEACHER(s)

- The trustees, in consultation with the CEO, will set the leadership group spine for the deputy headteacher / assistant headteacher. The highest paid classroom teacher is a notional point as determined in the STCPD and will be used as a point of reference.
- Any Deputy Headteacher / Assistant Head Teacher's salary range is a range of five consecutive points on the Leadership scale. The bottom of the range must be set above the salary for the best paid Classroom teacher as in the case of the Deputy Head Teacher. The top of the range must be set below the maximum of the Deputy Head Teacher's salary range.
- will ensure that the scale selected is within the range specified by the STPCD and adequately reflects the level of duties and responsibilities required of the Deputy Head Teacher and Assistant Head Teacher.

- The CEO will review the Deputy Head Teacher's and Assistant Head Teacher's salary range when a new appointment is to be made and periodically under other circumstances to reflect changes in the Trust's situation.
- A new Deputy Head Teacher or Assistant Head Teacher will normally be placed on the minimum of the established range of points on initial appointment. The trustees will, however, consider using its discretion to use any of the first three salary points on the ISR to match the existing salary of a preferred candidate.
- The Deputy Head Teacher and Assistant Head Teacher are entitled to an annual salary review and progress within their salary range on the basis of criteria laid down in the Appraisal Policy.
- In the event that the Deputy Head Teacher is required to replace the Head Teacher during an absence for a period of four weeks or more the trustees will pay an allowance to recognise the additional responsibilities involved. The allowance will be calculated as the difference between the Deputy Head Teacher's salary and the minimum of the Head Teacher's salary range and will be paid from the beginning of the acting appointment.
 - In the event that an Assistant Head Teacher or Classroom Teacher agrees to act up in a post within the Leadership Group, salary will be paid at the minimum of the salary range for the post involved or an amount equivalent to two points on the Leadership scale, whichever is greater. The allowance will be paid from the beginning of the Acting up period.
 - It is accepted that Assistant Head Teachers cannot be required to become Acting Head Teacher under these circumstances, but may agree to do so.

12. ADDITIONAL PAYMENTS TO HEAD TEACHERS/TEACHERS

- The Trust Board only has the discretion to make payments to teachers for continuing professional development, initial teacher training activities and out of Trust learning activities. The trustees have resolved to make such payments only in the most exceptional circumstances on the recommendation of the head teacher. The relevant body may make such payments as they see fit in line with the STPCD.

Honorariums are not accommodated in the STPCD therefore payment of this sort are prohibited (Section 3 General).

Discretionary Allowances and Payments

The STPCD makes provision for a Trust Board to award additional allowances to teachers under a number of circumstances. These are detailed below. The Trust will only use such allowances under very specific circumstances where there is clear factual reason to justify the additional payment. This reason will be clearly identified in each case and will be reflected in

job descriptions and/or appointment letters. For part time staff the allowance or payment will be pro-rata. The Trust Board may conduct an annual formal review of all such awards.

In relation to the head teacher, any additional payment under this section will form part of the 25% limit on the use of all discretions unless the Trust Board choose to use the “wholly exceptional circumstances” discretion. If the ISR has already been uplifted to reflect difficulties in recruitment, no additional recruitment allowance can be paid.

Because market conditions are changeable, the Trust will provide a recruitment/retention allowance in preference to a permanent change to the ISR

13. TEACHING AND LEARNING RESPONSIBILITIES ALLOWANCE

The head teacher may award a TLR to a classroom teacher. This will be agreed by the CEO. TLR 1 or 2 will be for clearly defined and sustained additional responsibility in the context of the Trust’s staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning. The job descriptions will make clear, the responsibility or package of responsibilities for which a TLR is awarded, taking into account the criteria and factors set out in the STPCD.

Details of this structure and the value of TLR payments to be used in this Trust are included as Appendix 1 at the end of this document.

The CEO may award a TLR3 of between £500 to £2500 for clearly time-limited Trust improvement projects, or one-off externally driven responsibilities. The CEO will set out in writing to the teacher the duration of the fixed term, and the amount of the award which will be paid in monthly instalments. At the end of the fixed term period the employee returns to their substantive role and no safeguarding will apply in relation to an award of a TLR3.

Only one TLR may be held at any time. Where duties of the post holder change, the value of the TLR should be re-determined.

Temporary and Acting TLR 1&2 Payments

Temporary awards of TLR payments will only be made during the absence of permanent TLR post holders or where there is a vacancy. Where temporary awards are made the reason for the temporary award will be made clear in writing together with the date the award will end and/or the event that will bring the additional duties and associated allowance to an end.

14. SENDCO Allowance

Payment of all or part of the SENDCO allowance is given to SENDCOs following the successful completion of the National SENDCO award. The following advice is provided as guidance for the headteachers who will determine the SENDCO award in each setting. The SENDCO allowance for 2025/2026 is £2,787

- a) Full award of the SENDCO allowance and no non-contact time.
- b) Half award of the SENDCO allowance and additional non-contact time (arranged with the headteacher).

15. RECRUITMENT & RETENTION INCENTIVES

Payment of Recruitment or a Retention incentive will be determined on the basis of local market conditions. The trustees have the discretion to award an allowance or other benefit to attract a suitable candidate to a post or to retain a teacher in a post. The amount and nature of this allowance or benefit is not specified in the document but the CEO and TBM will make clear at the outset, in writing, the expected duration of any such incentive or benefits and the review date after which they may be withdrawn. See guidance para 81

16. TRUST SUPPORT STAFF

Determination of grades (Job Evaluation)

The trustees propose to adopt the Gloucestershire County Council Support Staff Grading Structure ("Green Book" Employees) for support staff within the Trust following consultation with staff and their representatives. This structure is published in [appendix 1](#) at the end of this document.

The CEO and TBM will ensure that support staff grading is regularly reviewed and that appropriate advice regarding the grade of a post is obtained from HR support or elsewhere when:

- New posts are created.
- A review indicates that an existing post has changed to the extent that an evaluation is felt to be necessary.
- A member of staff requests a review of the grade of their post.

It is understood that the advice received in relation to the grading of posts under these circumstances will be based on a detailed job evaluation using the scheme applied throughout the county council or from elsewhere.

Appeals against the grading of posts

- Support staff will be able to submit appeals against the grading of their post to the CEO to review.
- The appeal must indicate the basis for the appeal and include any additional information necessary to support the appeal.
- The Pay Appeals Panel will consider such representations including any additional evidence provided and, using factual evidence provided, will uphold or dismiss the appeal.

Determination of starting salary on initial appointment to the Trust

Support staff new to the Trust will normally be placed on the minimum point of the scale to which they have been appointed. However, the trustees have discretion to, on the recommendation of the head teacher, give credit for skills and experience which is regarded as relevant and of particular value to the Trust.

Annual salary progression

- Incremental progression to the top of salary scales is automatic unless the Trust has determined there is unsatisfactory performance. Annual progression within a salary scale is intended to be recognition that members of the Trust's staff have met the requirements of their job and made a full contribution to the work of the Trust. Support staff who meet this requirement will be entitled to progress to the next point on scale on 1st April each year on the basis of satisfactory service throughout the previous calendar year. The trustees will make arrangements to ensure that a review of performance is undertaken during the Spring or Summer Term each year as part of this process.
- There are separate arrangements for staff in their first year of service when the payment of a first increment must be delayed until six months service has been accumulated.

Circumstances in which points will be delayed or withheld

The trustees have the power, in exceptional circumstances, to withhold or delay the award of an annual salary point in cases where service during the course of the previous calendar year has been found to be unsatisfactory. This power will only be used as a last resort and as part of an on-going formal performance procedure and where the member of staff has been given a formal warning, issued under one of those procedures. The trustees will require that there is evidence to demonstrate a full and proper process.

Review of job description and hours of work

The CEO will request that a member of the Leadership Team periodically review both the job description and hours of work for members of the Trust's support staff. The head teacher will be expected to make recommendations for changes where it is felt that hours of work have become insufficient for the needs of the Trust and/or for the re-evaluation of the grade of the post where the job description indicates that the job has changed.

Support Staff working in a part time capacity

Staff working throughout the year

Part time staff have identical entitlements in relation to pay as their full time colleague except that salary is paid on a pro rata basis to reflect the proportion of time worked. Salary entitlement for staff working all year round on a part time basis is as follows:

$$\frac{\text{Contracted hours of work}}{37} \times \text{Annual salary} = \text{Pro rata salary}$$

The resultant salary from this calculation includes the entitlement to 6.5 (7.5 after five years service) pro rata weeks of paid leave.

Annual leave entitlements are normally taken during Trust holiday periods

Term time only staff

The same conditions apply to staff employed on a term time only basis except that the calculation reflects the shorter working year and a pro rata paid leave entitlement:

<u>Contracted hours of work</u>	x	<u>Weeks worked + pro rata leave entitlement</u>	x	Annual
salary				
37		52.1429		

Pay/compensation for additional work

Support staff must receive compensation for any additional work they are required to do by the head teacher or line manager. Permission must be sought before additional work is undertaken. Compensation will be agreed when permission is given for the additional work and will take the form of time of in lieu at a mutually agreed time or an additional payment. For full time staff a payment will take the form of an overtime payment at the rate specified in conditions of service, for part time staff the payment will be at plain time until 37 hours have been worked (aggregated over the course of a month) then overtime rates will apply.

APPENDIX 1
Trust Support Staff Grading Structure

**GCC & School Support Staff Grading Structure ("Green Book" Employees")
September 2025**

Grade	SCP	Salary	Apprenticeship Level 4 (80% of Salary)
Grade 1	2	£24,413	
Grade 2	3	£24,796	
Grade 3	4	£25,185	
	5	£25,583	
	6	£25,989	
Grade 4	7	£26,403	
	8	£26,824	
	9	£27,254	
	10	£27,694	
Grade 5	11	£28,142	
	12	£28,598	
	13	£29,064	
	14	£29,540	
Grade 6	15	£30,024	£24,019
	16	£30,518	£24,415
	17	£31,022	£24,818
	18	£31,537	£25,230
	19	£32,061	£25,649
	20	£32,597	£26,077
Grade 7	21	£33,143	£26,514
	22	£33,699	£26,959
	23	£34,434	£27,547
	24	£35,412	£28,330
	25	£36,363	£29,090
Grade 8	26	£37,280	£29,824
	27	£38,220	£30,576
	28	£39,152	£31,322
	29	£39,862	£31,890
	30	£40,777	£32,622
Grade 9	31	£41,771	£33,417
	32	£42,839	£34,271
	33	£44,075	£35,260
	34	£45,091	£36,073
	35	£46,142	£36,913
	36	£47,181	£37,745

These pay scales reflect the last negotiated pay award by the National Joint Council for Local Government Services covering 2025-26 and the NMW/NLW pay changes April 2025.

Note: SCP 1 was removed from the pay spine with effect from 1 April 2023. Progression is subject to the provisions of the Salary Progression Scheme.

Job Evaluation grades & points	
Grade 1: 1 Up to 262 points	Grade 6: 384 – 421 points
Grade 2: 263 – 285 points	Grade 7: 422 – 459 points
Grade 3: 286 – 315 points	Grade 8: 460 – 506 points
Grade 4: 316 – 350 points	Grade 9: 507 – 540 points
Grade 5: 351 – 383 points	Grade 10: 541 – 585 points
Grade 11: 586 and above points	

Notice Periods	
Grades 1-7	1 month
Grades 8-9	2 month
Grades 10-11	3 month

Entry Level Apprentice Pay 2025/26	
Level 2 (Year 1)	£15,580
Level 2 (Year 2) (NMW*/NLW* or Y1 spot salary, whichever is higher)	£19,293 (18-20 Year old rate)
	£23,557 (21+ Year old rate)
Level 3 (Year 1)	£17,877
Level 3 (Year 2) (NMW*/NLW* or Y1)	£19,293 (18-20 Year old rate)

Grade 10	37	£48,226	£38,581
	38	£49,282	£39,426
	39	£50,269	£40,215
	40	£51,356	£41,085
Grade 11	41	£52,413	£41,931
	42	£53,460	£42,768
	43	£54,495	£43,596

spot salary, whichever is higher)	£23,557 (21+ Year old rate)
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**NMW (National Minimum Wage)*

**NLW (National Living Wage)*

APPENDIX 2

PAY APPEAL PANEL PROCEDURES

The arrangements for considering appeals are as follows:

A member of staff may appeal against any determination in relation to their pay or any other decision taken by the CEO / TBM / Headteacher that affects their pay.

1. The member of staff receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
2. If the member of staff is not satisfied, he/she should seek to resolve this by discussing the matter informally with the Headteacher or relevant line manager who will have been party to the reasons for the pay determination within ten working days of the decision.
3. Where this is not possible or where the employee continues to be dissatisfied, he/she may follow a formal appeal process.
4. The member of staff should set down in writing the grounds for questioning the pay decision, including any additional facts/evidence for reconsideration and send it to the Headteacher or relevant line manager, within ten working days of the notification of the decision being appealed against or of the outcome of the discussion referred to above.
5. A pay appeals panel will be appointed in accordance with the Primary Quest Pay Policy in order to hear the appeal. The panel should provide a hearing within 20 working days of receipt of the written grounds for questioning the pay decision to consider this and give the member of staff an opportunity to make representations in person. The appeal should be heard by a panel of three members of the relevant Local Advisory Board who were not involved in the original determination. If there are insufficient non-parent local advisors to make up this panel, then Primary Quest trustees may also be used for this purpose. The member of staff will be given the opportunity to be accompanied at this meeting by a work colleague or trade union representative if they wish.
6. The result of the hearing will be given in writing within a reasonable period, normally 5 working days. The decision included in this response will be final and binding in terms of this policy.