

# St Augustine's Academy



## Pay Policy

Approved by:

Date: 22.10.25

Next review due  
by:

September 2026

*'Let your light shine before others, that they may see your good deeds and glorify your Father in Heaven.'*  
*Matthew 5:16*

## **STATEMENT OF INTENT**

This policy will be applied to the pay of all staff employed to work in the school, excluding any staff whose pay is not determined by the governing body. The prime statutory duty of governing bodies in England, as set out in paragraph 21 (2) of the Education Act 2002 is to "...conduct the school with a view to promoting high standards of educational achievement at the school." The pay policy is intended to support that statutory duty.

The governing body will act with integrity, objectivity and honesty in the best interests of the school; will be open about decisions made and actions taken, and will be prepared to explain decisions and actions to interested persons.

Nothing in the above requires the governing body to disclose material relating to any employee, or anyone proposed to be employed at the school, nor to any named pupil or candidate for admission to the school, nor to any matter which, by reason of its nature, the governing body is satisfied should remain confidential.

## **GENERAL PROVISIONS**

### **Equal Opportunities Policy**

The governing body will comply with relevant legislation: race relations; sex discrimination; age discrimination; disability discrimination; religion or belief; equal pay; employment relations; and the part-time workers and fixed term employee regulations. The governing body will promote equality in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.

### **Provision and Means of Revising Job Descriptions**

The head will ensure that each member of staff is provided with a job description in accordance with the staffing structure agreed by the governing body. Job descriptions will identify key areas of responsibility and may contain targets consistent with the school development plan. Job descriptions will show who is responsible for what, and who is responsible to whom; job descriptions will also make clear what responsibilities are common to all posts. All job descriptions will be reviewed annually as part of the appraisal process. In consultation with the individual employee concerned, consideration will be given to whether necessary and reasonable changes to the job description should be made to reflect the changing needs of the school.

### **Maintenance or Creation of Differentials**

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

### **Use of Discretions**

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

### **Support for Staff**

In accordance with the principles of contractual change and the remodelling agenda the governing body will fulfil its statutory duties consequent on the National Agreement and will endeavour to provide appropriate support for all staff, such as good working facilities. All members of staff will be told how the school's training and development policy affects them and will have the opportunity to review their training and development needs with their line manager, taking into account available resources. The governing body will observe all health and safety requirements, in particular, as regards working time.

### **Access to Records**

The head will ensure reasonable access for individual members of staff to their own employment records.

### **Appraisal**

The governing body will comply with the relevant legislation in England concerning the appraisal of teachers in England.

The governing body will fulfil its obligations (for teachers) under:

- the School Teachers' Pay and Conditions Document (hereafter referred to as the Document)
- the Conditions of Service for School Teachers in England and Wales
- relevant legislation

(For support staff):

- the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service

### **PROCEDURES**

The governing body will determine the annual pay budget on the recommendation of the pay committee. The governing body has delegated its pay powers to the Pay and Personnel Committee (as pay committee). Any person employed to work at the school, other than the head, must withdraw from a meeting at which the pay or performance appraisal of any other employee of the school, is under consideration. The head must withdraw from that part of the meeting where the subject of consideration is his or her own pay. A relevant person must withdraw where there is a conflict of interests or any doubt about his/her ability to act impartially.

No member of the governing body who is employed to work in the school shall be eligible for membership of this committee.

The head will attend the pay committee in an advisory capacity. Where the pay committee has invited either a representative of the LA or the SIP to attend and offer advice on the determination of the head's pay, that person will withdraw at the same time as the head while the committee reaches its decision. Any member of the committee required to withdraw will do so.

The governing body will determine the terms of reference for the pay committee annually.

Decisions will be communicated to each member of staff by the head in writing in accordance with paragraph 4 of the Document. Decisions on the pay of the head will be communicated by the chair of the governing body, in writing, in accordance with paragraph 4 of the Document. An instruction to amend pay from the relevant date will be issued immediately after the time limit for the lodging of an appeal has passed, or immediately after an appeal has been concluded.

As required by the Document, all teaching staff salaries, including those of the head, will be reviewed annually. The governing body will endeavour to complete teachers' annual pay reviews by 31 October and the headteacher's annual pay review by 31 December if circumstances allow. They will, however, complete the process without undue delay.

The award of a point on the upper pay spine will normally be considered two years after any previous award in accordance with paragraph 19.4 of the Document and paragraph 33 of section 3 Guidance. The governing body will not exercise its discretion to award points on the upper pay spine at less than two-year intervals.

## **Appeal Procedure**

The governing body has an appeals procedure in relation to pay in accordance with the provisions of paragraph 3(b) of the Document.

All staff will receive a written statement of the determination of their pay as set out above. The statement will advise teachers of the decision of the pay committee, the reasons for the decision and the teacher's right to make representations to the pay committee. If the teacher wishes to take advantage of this right he must write to the Chair of the pay committee within 10 working days, setting out a statement of his case. The pay committee will arrange to meet to consider the representations. The teacher will have the right to attend the meeting to make his case orally. The pay committee will reconsider their decision and notify the teacher of the outcome and of the teacher's right of appeal.

If the teacher wishes to take advantage of an appeal, he must write to the clerk to the governing body within 10 working days of the date of notification of the pay committee's reconsidered decision. He must include a statement of the grounds for his appeal and some details of the facts on which he will rely. The clerk to the governing body will aim to convene a meeting of the Appeal Committee, which the teacher will have the right to attend, within 20 working days of receiving written notification from the teacher. The Appeal Committee will write to the teacher to advise him of their decision.

Any appellant has the right to see all relevant papers and to be accompanied/represented by a workplace colleague or trade union/association representative.

## **Head Teacher Pay**

The governing body will, when a new appointment needs to be made, determine the pay range to be advertised and agree pay on appointment as follows and in accordance with paragraphs 5, 6 and 9.2 to 9.4:

- the pay committee will review the school's head teacher group in accordance with paragraphs 5 & 6 (ordinary school), or paragraphs 5 & 7 (special school), and paragraph 9 of the Document;
- In accordance with paragraphs 9.2 to 9.3 of the document, when determining an appropriate pay range, the board must take into account all of the permanent responsibilities of the role, any challenges that are specific to the role, and all other relevant considerations. In the case of a new appointment, the board may wish to consider whether the requirements of the post and the extent to which the preferred candidate meets those requirements are such that it would be appropriate to set the starting salary above the minimum of the relevant headteacher group. The board must ensure that there is appropriate scope within the range to allow for performance-related progress over time. Pay ranges for headteachers should not normally exceed the maximum of the headteacher group. However, the headteacher's pay range may exceed the maximum where the board determines that circumstances specific to the role or candidate warrant a higher than normal payment. The board must ensure that the maximum of the headteacher's pay range and any additional payments made under paragraph 10 does not exceed the maximum of the headteacher group by more than 25% other than in exceptional circumstances; in such circumstances, the governing body must seek external independent advice before providing such agreement and support its decision with a business case.

The governing body will determine the salary of a serving head teacher in accordance with paragraph 5, 6 and 9.2 to 9.4 of the Document.

- the pay committee will review the school's head teacher group in accordance with paragraphs 5 & 6 (ordinary school), or paragraphs 5 & 7 (special school), and paragraph 9 of the Document;
- In accordance with paragraphs 9.2 to 9.3 of the document, when determining an appropriate pay range, the board must take into account all of the permanent responsibilities of the role, any challenges that are specific to the role, and all other relevant considerations. In the case of a new appointment, the board may wish to consider whether the requirements of the post and the extent to which the preferred candidate meets those requirements are such that it would be appropriate to set the starting salary above the minimum of the relevant headteacher group. The board must ensure that there is appropriate scope within the range to allow for performance-related progress over time. Pay ranges for headteachers should not normally exceed the maximum of the headteacher group. However, the headteacher's pay range may exceed the maximum where the board determines that circumstances specific to the role or candidate warrant a higher than normal payment. The board must ensure that the maximum of the headteacher's pay range and any additional payments made under paragraph 10 does not exceed the maximum of the headteacher group by more than 25% other than in exceptional circumstances; in such circumstances, the governing body must seek external independent advice before providing such agreement and support its decision with a business case.
- the appointed governors are conscious of the duty to set performance objectives in default of agreement. (Paragraph 11 of the Document.) This power will only be exercised as a last resort, after the appeal procedure has

been exhausted. The general pay appeals procedure will apply. The head is, additionally, entitled to submit a written statement, commenting on any objectives set, which will be taken into account at the time of the review,

- the appointed governors will review the performance of the head against the performance objectives and advise the pay committee. The pay committee will award up to two points where objectives are met (paragraph 11)

### **Acting Allowances**

Acting allowances are payable to teachers who are assigned and carrying out the duties of head in accordance with paragraph 38 of the Document. The pay committee will determine whether or not the acting postholder will be paid an allowance. In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and paid from the first day of absence.

Any teacher who carries out the duties of head, deputy head, or assistant head, for a period of a half term or more, will be paid at an appropriate point of the head's ISR, deputy head range or assistant head range, as determined by the pay committee. Payment will be backdated to the commencement of the duties.

### **Pay Scale for Classroom Teachers**

Classroom teachers will be paid in accordance with paragraphs 17 and 18 of the Document (pay scale for classroom teachers) or paragraph 19 (pay scale for post-threshold teachers)

**Qualifications:** All newly qualified teachers, from 1 September 2002, will start at point M1, irrespective of degree qualifications.

**Teaching experience:** In accordance with paragraphs 18.1.1-18.1.6 of the Document, teaching experience will be rewarded on the basis of one point for each year of service as defined in paragraph 18.1.1. The pay committee will also count as service any period of absence approved by the head and governing body during which experience relevant to teaching is acquired. (Paragraph 1.8 of the Document.)

**Experience other than teaching:** (Paragraph 18.2 of the Document). The pay committee will not exercise its discretion to recognise experience, other than teaching experience.

**Leadership experience:** The pay committee recognises that a classroom teacher who was employed before 1st September 2000 as a head teacher, deputy head teacher or assistant head teacher is entitled to be paid on the Upper Pay Spine. The pay committee shall determine the point on the upper pay spine that a classroom teacher, in these circumstances, shall be paid (paragraph 19.3.3 of the Document). In the case of a teacher who was first employed as a head teacher, deputy head teacher or assistant head teacher on or after 1 September 2000, he or she will have to occupy such a post for an aggregate period of 1 year or more in order to be paid on the Upper Pay Spine. Otherwise he/she will be entitled to be paid at point M6 of the classroom teacher pay scale. In the case of a teacher who was employed as an Advanced Skills Teacher, irrespective of the date of appointment to an AST post, he or she is entitled to be paid on the Upper Pay Spine.

**Withholding experience points:** Experience points may be withheld in a year when a teacher has performed unsatisfactorily. The pay committee may exercise this

discretion only in the context of a formal capability procedure. The pay committee will restore the withheld point at the conclusion of the capability procedure where satisfactory performance has been achieved.

**Additional experience points:** The pay committee has a discretion to award one additional experience point where the teacher's performance in the previous 12 months was excellent having regard to all aspects of his professional duties, but in particular classroom teaching, in accordance with paragraph 18.2.1(c) of the Document. The pay committee does not intend to exercise this discretion but will keep the matter under periodic review.

### **Threshold and Upper Pay Spine**

The pay committee will pay teachers who are successful at the threshold in accordance with paragraph 19 of the Document. In accordance with paragraphs 19.4 and 19.5 of the Document, the pay committee will determine that one point be awarded to a teacher on the upper pay spine who, throughout the relevant period, has met the criteria set out at paragraph 19.4.1 of the Document and paragraph 54 to 77 of the section 3 guidance. In reaching its decision, the pay committee will have regard to the results of the teacher's review statement, including the pay recommendation, when exercising discretion in accordance with the provisions of paragraph 19.5.1 of the Document. Teachers will be invited to provide supporting evidence through the appraisal system.

### **Teaching and Learning Responsibility Payments**

The pay committee may award a TLR to a classroom teacher in accordance with paragraph 21 of the Document and paragraphs 63 to 70 of section 3 of the guidance. These payments will be for clearly defined and sustained additional responsibility in the context of the school's staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning. All job descriptions will be regularly reviewed and will make clear, if applicable, the responsibility or package of responsibilities for which a TLR is awarded, taking into account the criterion and factors set out at paragraph 80 of the section 3 guidance.

### **Unqualified Teachers**

The pay committee will pay any unqualified teacher in accordance with paragraph 35 of the Document. 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.

### **Support Staff**

The pay committee notes its powers to determine the pay of support staff in accordance with paragraph 17 and 29 of the School Staffing (England) Regulations 2009. The pay committee will determine the pay grade of support staff in accordance with the scale of grades currently applicable in relation to employment with the LA, which the pay committee consider appropriate for the post. In reaching its determination, the pay committee will consider the advice of the LA, but will not consider itself bound by that advice. Appeal procedures are set out in paragraph 2.4 above.

There may very occasionally be opportunities for hourly paid staff to work additional hours over and above their contractual hours. Such extra hours will only be paid if authorised by the headteacher in advance of the hours being worked.

### **Part-time Employees**

The pay committee will apply the provisions of this policy on a pro rata basis to all part-time employees, in accordance with paragraph 46 of the Document.

### **Advanced Skills Teachers**

It is not currently the intention of the governing body to employ Advanced Skills Teachers.

### **Excellent Teacher Scheme**

It is not currently the intention of the governing body to employ teachers under the excellent teacher scheme.

### **Additional Payments**

In accordance with paragraph 49 of the Document and paragraphs 157-166 of section 3 of the guidance, the governing body may make payments as they see fit to a teacher, including a headteacher in respect of:

- continuing professional development 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 head teacher or, in the case of the head teacher, between the head teacher and the relevant body.

The pay committee will not exercise this discretion under paragraph 49 of the Document but will periodically review this provision of the policy.

### **Recruitment and retention incentives and 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 50 of the Document and paragraphs 167-169 of the section 3 guidance). The pay committee will not exercise this discretion under paragraph 50 of the Document but will periodically review this provision of the policy.

### **PAY AWARDS 2025-26**

The Governing Board agree to uphold and implement the Standard Teachers Pay and Conditions document 2025 and future iterations (subject to review) upon its ratification. Such changes to be backdated to 1<sup>st</sup> September 2025 as applicable.

- The Board also agrees to any pay uplift for support staff agreed as part of changes to the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service with effect from April 2025 as well as future iterations such as may come into effect in April 2026 (subject to review) and to be backdated to that time.

## **REVIEW OF PAY POLICY**

The pay policy will be reviewed from time to time in consultation with all staff affected. In any event, the policy will be reviewed each time a new School Teachers' Pay and Conditions Document comes into effect.