Castle Camps Primary School

Revised Pay Policy 2026/27

SUBJECT TO RATIFICATION OF THE STPCD - expected in November 2026

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EPM Pay Policy

For the Guidance of the Governing Body, Academy or Trust

Definitions:

- Headteacher also means Chief Executive Officer, Executive Principal, Principal, Head of School
- School also means Academy or Academies
- Governors also means Trustees or Directors

- Pay Body means governing body for a Maintained School, Single Academy or Trustees, Directors or Members of a Trust (according to the employer's Scheme of Delegation).

1. Introduction

September 2026 Pay Award

1.1. The minimum and maximum of the pay ranges and allowances for the September 2026 pay award are set out in the STPCD 2026, along with advisory rates for the Pay Ranges.

1.2. The Pay Body will operate the Pay Policy as the 'relevant body', as defined in the STPCD, and for the pay arrangements agreed for all the support staff which will:

1.2.1 Grade posts appropriately within the conditions of employment identified in the current STPCD and the conditions of service for support staff employed by the Pay Body.

1.2.2 Take into account pay relativities between posts within the teachers of the Pay Body and support staff of the Pay Body.

1.2.3 Ensure that the annual appraisal of all teaching staff, including those absent from duty for any reason, is fairly and properly conducted in accordance with the School's Appraisal Policy as soon as possible **by 31 October.**

1.2.4 Where a pay determination leads or may lead to the start of a period of pay protection, the Pay Body will give the required written statement of notification as soon as possible, and no later than one month after the date of the determination.

1.2.5 Ensure that discretion available under the STPCD is exercised in a fair and equitable manner.

1.2.6 Give recognition to assigned Teaching and Learning Responsibilities (TLR), whether for a permanent post, an acting period, or a temporary project (TLR3).

1.2.7 The Pay Body will ensure that all teachers employed by the Pay Body undertaking duties that attract a TLR1 or TLR2 will be paid in proportion to the responsibilities being carried out. This means the TLR will not be subject to the "pro-rata principle" by default. This applies to both full and part-time teachers. A part-time teacher undertaking the full responsibilities attached to the TLR will receive the full value of that TLR.

1.2.8 Comply with the salary safeguarding arrangements in the current STPCD.

1.2.9 Ensure that an appropriate evaluation process is used to determine the salary range for members of support staff.

1.3. This policy statement will be available to employees of the Pay Body.

2. Delegation of Decision Making

Headteacher

2.1. The Pay Body will delegate the day-to-day management of this policy to the Headteacher, except where stated otherwise. Where the Headteacher has used discretion, as allowed under certain provisions of the STPCD and the pay provisions for support staff, they will ensure the Pay Body is informed.

2.2. The Headteacher shall make annual recommendations on the salary of all employees to the Pay Body, to be effective from 1 September. This will include sufficient information for the Pay Body to assess their position with regard to the gender pay gap reporting requirements and public sector equality duty.

2.3. The Headteacher will have regard for the budget and the requirements of employment legislation; in particular the following, and shall seek advice as and when required:

- The Equality Act 2010 (including requirements under the Public Sector Equality Duty and Gender Pay Gap reporting requirements)
- The Employment Rights Act 1996
- The Employment Relations Act 1999
- The Employment Act 2002
- The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- The ACAS Code of Practice (section 199 of the Trade Union and Labour Relations (Consolidation) Act 1992
- The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002

An Appropriate Committee Structure

2.4. The Pay Body will appoint a committee of governors (hereafter referred to as the "Review Committee") who will be responsible for making decisions arising out of this policy. The number of governors on the committee shall normally be five, of which at least three governors shall sit in rotation. Staff Governors cannot be a member of this committee.

2.5. The Pay Body will also appoint a committee of governors (hereafter referred to as the “Review Appeal Committee”) to hear any appeals. The number of governors on the committee shall normally be five, of which at least three governors shall sit in rotation. These Governors must be different Governors to those that sit on the Review Committee and cannot be employed by the Pay Body.

2.6. The Clerk to the Pay Body will be responsible for arranging meetings of the above Committees. Such meetings will normally be arranged within 20 working days of the date the employee requests the meeting, and five working days’ notice of the date and time of the meeting will be given.

Those entitled to attend meetings of these Committees are outlined in Appendix A and B.

Review of Recommendations to, or Decisions of, the Review Committee

2.7. Prior to submitting a salary recommendation to the Review Committee, the Headteacher (or Chair of the Appraisal Review Committee in the case of the Headteacher, see 2.21) will inform the employee of their recommendation along with confirmation as to when the Review Committee is meeting.

2.8. If an employee is not satisfied with the pay recommendation, they will have the opportunity to discuss the recommendation informally with the appraiser or Headteacher (or Chair of the Appraisal Review Committee in the case of the Headteacher) before the recommendation is passed to the Review Committee.

2.9. If the employee does not agree with the recommendation, they are entitled to attend a meeting with the Review Committee. The employee must, however, provide a written statement in advance of this meeting.

This statement must indicate the reason/s why they disagree with the recommendation and must fall within one or more of the following:

That the recommendation:

- incorrectly applied any provision of the appropriate salary
- in the case of a teacher, who failed to have proper regard for the STPCD statutory/ contractual guidance
- failed to take proper account of relevant evidence
- took account of irrelevant or inaccurate evidence
- was biased; or
- otherwise unlawfully discriminated against the employee

The employee will have at least five working days' notice between the date they are informed of the recommendation and the date of the meeting of the Review Committee to confirm to the Clerk of the Pay Body that they wish to attend the meeting and to provide the written statement. The statement should be submitted to the Clerk of the Pay Body who will provide a copy to the Review Committee and the Headteacher (or Chair of the Headteacher's Appraisal Review Committee, in the case of the Headteacher) prior to the meeting.

2.10. At the meeting, the employee will have the opportunity to make representations, including presenting evidence, calling witnesses and the opportunity to ask questions.

2.11. The decision of the Review Committee will be provided to the employee in writing, along with details of how to appeal (see below).

2.12. The procedure to be followed for the review hearing is attached in Appendix A.

Appeals against Salary Decisions

2.13. The employee may appeal against the decision of the Review Committee. Any appeal must be made in writing to the Clerk to the Pay Body, within five working days of receipt of the Review Committee's decision. The appeal should outline the grounds for appeal, in line with 2.9 above.

2.14. The decision of the Review Appeal Committee shall be final. Once an appeal has been resolved, the final decisions regarding the assessment of salaries shall be reported to the Pay Body.

2.15. The procedure to be followed for the appeal is attached in Appendix B of this policy.

Threshold Application

2.16. An application must be made by **30th September 2027** and submitted to Alexandra O'Connor, Headteacher.

A successful applicant will progress to a point on the upper pay range determined by the Headteacher from 1st December 2027. Increases in pay will be effective from this date and will be backdated if required.

The policy may determine that successful applicants will progress to the minimum of the upper pay range or delegate discretion to the Headteacher to determine to which point on the upper pay range the successful applicant may progress. See Appendix C.

A successful applicant will have demonstrated through the appraisal process:

- that they are highly competent in all elements of the relevant standards; and
- that their achievements and contributions are substantial and sustained.
- See Appendix C for the Pay Body's definition of "highly competent" and "substantial and sustained".

2.17. The Headteacher shall inform the teacher of the recommendation they will be making to the Review Committee regarding the threshold application as soon as possible after the closing date has passed. The Headteacher shall provide verbal feedback on the relevant criteria indicated or, in the case of an unsuccessful application, in writing on the original application form. Feedback shall also include advice on aspects of performance that would benefit from further development. The process to be followed where the employee does not agree with the recommendation is as outlined in paragraphs 2.7 to 2.14.

2.18. Upper pay range decisions will only apply to posts under the employment of this Pay Body.

Statement of Salary

2.19. Salary assessment forms will be issued as soon as practicably possible to confirm salary decisions reached.

The Chair of the Pay Body

2.20. The Chair of the Pay Body will be available to the Headteacher for consultation, should they be required. For this reason, the Chair of the Pay Body may not be a member of the Review Committee or Review Appeal Committee.

The Appraisal Review Committee for the Headteacher's Review

2.21. The Pay Body will delegate 3 governors, none of whom shall be employees of the Pay Body, to carry out the appraisal review for the Headteacher. The delegated governors may be supported by an external adviser appointed by the Pay Body. The agreed objectives and indicators/measures may be referred for moderation to the Chair of the Pay Body.

2.22. It is the stated wish of the Pay Body that the delegated governors should be appropriately trained.

3. Exercise of Discretion Under the STPCD

Starting Salary of New Classroom Teacher Appointments

3.1. When advertising a teaching post the Pay Body, or delegated committee, will identify the range of salaries the Pay Body is prepared to pay, subject to qualifications and experience. The Pay Body has the discretion to match current/previous salaries, the appropriate salary will be offered in consideration of the merits of the application and the salary of teachers currently employed by the Pay Body.

3.2. Where the Headteacher or selection panel regards a teacher to have the relevant teaching experience or non-teaching experience, which is **directly relevant** to the post being offered, then an appropriate salary will be offered within the advertised range.

3.3. The Headteacher will confirm salary decisions, and the rationale behind them, to the appropriate committee of the Pay Body.

Calculation of Part-Time Teachers' Salaries

3.4. The Pay Body will ensure that all part-time teachers employed by the Pay Body will have their salaries calculated in accordance with the STPCD and the "pro-rata principle", except where a part-time teacher is awarded a TLR3. Duties that attract a TLR1 or TLR2 will be paid in proportion to the responsibilities being carried out.

3.5. The Pay Body will ensure that the total amount of time for which a part-time teacher may be directed is calculated in accordance with the STPCD and the "pro-rata principle".

3.6. All part-time teachers will be advised of how their salary and directed time are calculated.

Recruitment/Retention Incentives

3.7. The Pay Body may have a policy regarding any payment of recruitment/retention incentives or benefits in accordance with paragraph 27 of the STPCD.

3.8. The policy adopted by the Pay Body will be made known to employees and set out as Appendix D to this policy.

Non-consolidated recognition awards

3.9. The Pay Body may have a policy regarding any payment of modest non-consolidated awards to teachers to recognise exceptional contribution or achievement in accordance with paragraph 28 of the STPCD.

3.10. The policy adopted by the Pay Body will be made known to employees and set out as Appendix I to this policy.

Staffing Structure

3.11. The Headteacher will recommend, to the Pay Body, a staffing structure for the School that:

- Takes account of any financial limits determined by the Pay Body or delegated committees
- Identifies the posts to which allowances will be allocated for permanent TLRs, in accordance with the requirements of the STPCD
- Will determine the value of any TLR post that is to be paid for a short-term period. A statement identifying a payment within the range for TLR3, the length of time for which it will be paid, and the reason for the short-term payment will be provided to the appropriate committee of the Pay Body
- Identifies the level of allowance to be allocated to each permanent TLR post between the minimum and maximum limits set out for each TLR in the STPCD, and the different levels that may be paid within each TLR in the staffing structure in accordance with the STPCD
- Identifies the level of salary to be allocated to any Leading Practitioner posts together with the salary ranges to be assigned to each post
- Identifies posts to be paid on the leadership group pay range together with the salary ranges assigned to each post
- Identifies any post to which a salary from the Special Educational Needs (SEN) range of salaries will be allocated together with the level of each allowance to be paid
- Identifies the staffing structure for support staff posts together with the evaluated salary range assigned to each post

The staffing structure and pay ranges approved by the Pay Body shall be published with this pay policy.

3.12. If the recommendation contains changes in the staffing structure that will directly impact on employees employed by the Pay Body, employees and recognised trade unions will be informed and consulted under appropriate procedures before the final salary structure is followed.

Special Educational Needs

3.13. The Pay Body will award an allowance to any teacher who satisfies the requirement of the STPCD, paragraph 21.

3.14. The post and allowance/s will be identified in the staffing structure and will be spot salaries selected from the SEN range. The value of allowances should be based on whether any mandatory qualifications are required, other qualifications and expertise relevant for the post and the relative demands of the post.

4. Pay Progression for Teachers Paid on the Main Pay Range, Upper Pay Range, and Unqualified Teachers Pay Range (see Appendix E)

4.1. On or before 1 September of each year, or as soon as possible thereafter, the Headteacher will consider whether or not to increase the salary of teachers who have completed a year of employment since the previous annual pay determination. For teachers on the upper pay range, the Headteacher will consider salary increments every two years.

4.2. Pay progression must be awarded to teachers on the Unqualified, Main and Upper Pay Ranges, except where the teacher is in capability proceedings, in which case the Headteacher may decide to withhold progression.

4.3. The Review Committee will receive the pay recommendations from the Headteacher by 31st October of the current year at the latest and will then make any decisions relating to salary increase or otherwise. Any awards will be backdated to 1st September of the current year.

4.4. In the case of early career teachers (ECTs), the Headteacher must determine the teacher's performance and any pay recommendation by means of the statutory induction process set out in the Education (Induction Arrangements for School Teachers) (England) Regulations 2012. The Headteacher must also ensure that ECTs are not negatively affected by the extension of the induction period from one to two years. This change does not prevent a school from awarding pay progression to ECTs at the end of the first year.

4.5. In the case of Leading Practitioner posts, the Pay Body may decide to include such a post in the structure where it receives a recommendation from the Headteacher to consider this.

4.6. Where a leading practitioner is appointed the Pay Body shall select an individual post range on the pay range designated for leading practitioners, taking into account the criteria set out in Appendix F

4.7. Where a teacher has been absent through long-term illness or on maternity leave (or other long-term leave) the Headteacher will ensure that a review has been conducted. If a review cannot be conducted until the teacher returns to school, the Headteacher will conduct a review following the teacher's return. If the recommendation is to pay the teacher on a higher salary in the appropriate pay range the award may be backdated to the date on which the award would normally have been paid.

5. The Leadership Group (See Appendix F)

Deputy and Assistant Headteachers

5.1. The Pay Body, following consideration of the relevant criteria set out in the STPCD, will determine the pay range for a newly appointed Deputy Headteacher or Assistant Headteacher's salary. These should be determined with reference to the School's Headteacher Pay Range (see 5.7 – 5.13 below).

5.2. At the time of appointing a new Deputy Headteacher or Assistant Headteacher, the selection panel of the Pay Body shall determine the salary point on the pay range. The selection panel shall have regard to advice available from persons engaged by the Pay Body.

Pay Progression for Deputy and Assistant Heads

5.3. On or before 1 September of each year, or as soon as possible thereafter, the Headteacher will consider whether or not to increase the salary of any Deputy or Assistant Headteachers who have completed a year of employment since the previous annual pay determination.

5.4. Where performance related pay has been removed: Pay progression must be awarded to teachers on the Leadership Pay Range, except where the teacher is in capability proceedings, in which case the Headteacher may decide to withhold progression.

5.5. The Review Committee will receive the pay recommendations from the Headteacher by 31st October of the current year/or other date as determined by the Pay Body at the latest and will then make any decisions relating to salary increase or otherwise. Any awards will be backdated to 1st September of the current year.

5.6. Where there are substantial difficulties in retaining the services of a current Deputy Headteacher or Assistant Headteacher the Pay Body may decide to change the salary range in accordance with the STPCD. Only in exceptional circumstances may the Deputy Headteacher or Assistant Headteacher's range overlap the Headteacher's pay range.

Headteachers Determination of Leadership Group Salaries

Group of the School; Headteacher Pay Range (HTPR) and Pay Ranges for Other Members of the Leadership Group

5.7. On an annual basis, or whenever there is a significant change in circumstances affecting the school's unit total, the Pay Body will recalculate the group size of the school to ensure that the school's headteacher group (HTG) remains appropriate.

5.8. The Pay Body will assign the school to the appropriate HTG whenever a new Headteacher is to be appointed and on such occasions as the Pay Body sees fit. The Headteacher may make representations to the Review Committee to consider assigning the school to a new HTG.

5.9. If the Pay Body changes the group of the school having re-calculated the unit total, the Pay Body will identify any new HTPR which will ensure that the minimum of the HTPR is not below the minimum of the salary range for the HTG.

5.10. The HTPR of the School shall be a range of consecutive salary points selected by the Pay Body within the HTG range for the school.

5.11. The Recruitment Selection Committee, set up to appoint a new Headteacher, shall determine the salary point on the HTPR for the new Headteacher to be paid, ensuring that there is room for salary progression. The Recruitment Selection Committee shall have regard to advice available from persons engaged by the Pay Body.

5.12. If the Pay Body agrees to the Headteacher also being made the Headteacher of another School permanently, the Headteacher's salary will be determined in accordance with STPCD (paragraph 6.6).

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

Annual Review of Headteacher's Salary

5.14. At the beginning of each academic year, or at any such time deemed appropriate the Pay Body (in consultation with the Headteacher) may decide whether or not to increase the salary of the Headteacher. The Appraisal Review Committee referred to in 2.21 will agree with the Headteacher or (in the absence of an agreement) set objectives together with indicators/measures appropriate to each objective. The objectives will reflect the priorities identified in the school's development plan.

5.15. The salary progression decision must be informed by a written recommendation included in the Headteacher's annual appraisal report. The Pay body should consider this recommendation when deciding on any salary increase.

5.16. Where performance related pay has been removed: Pay progression must be awarded to teachers on the Leadership Pay Range, except where the teacher is in capability proceedings, in which case the Governors may decide to withhold progression.

5.17. If a previous document set a pay range where the maximum salary is higher than what is allowed under the current guidelines, the Headteacher will continue to receive the higher salary until the pay range is reviewed and updated according to the new guidelines.

5.18. An external adviser appointed by the school will support the Appraisal Review Committee in carrying out the annual review of the Headteacher. The review and review statement will be conducted in accordance with the Pay Body's Appraisal Policy.

5.19. Prior to submitting the recommendation to the Review Committee, the Appraisal Review Committee will advise the Headteacher of the proposed pay recommendation. If they are not satisfied with the recommendation, they may seek a review in accordance with 2.8 – 2.10 above.

5.20. In the Autumn Term of each year, (or where determined differently by the Pay Body as referred to in 5.14 above, in the half term immediately prior to the anniversary of the setting of the criteria), the Review Committee will receive a written recommendation from the Appraisal Review Committee (having consulted the Chair of Pay Body, if they are not an appraisal review governor).

5.21. The recommendation will include a rationale for the proposed level of salary to be paid from 1 September, including the recommended salary level and any additional payments as identified in the STPCD, paragraph 10. Any proposed progression within the HTPR will identify the recommended number of points proposed.

5.22. The Review Committee will consider the recommendation, together with any representations from the Headteacher, and inform the Headteacher in writing by providing a salary statement, by 31 December, to be backdated to 1 September.

5.23. The Headteacher will have the right to appeal against the decision of the Review Committee in accordance with the procedure set out in paragraph 2.13 of this policy.

Determination of Discretionary Payments to Headteachers

5.24. The Pay Body may decide to pay additional payments to the Headteacher in accordance with paragraph 10 of the STPCD.

5.25. Where a decision is made to increase the Headteacher's salary beyond the maximum of the appropriate HTG determined in accordance with paragraphs 5.24 above, the total sum of all payments made to the Headteacher will not exceed 25 per cent of the maximum of the HTG, except in wholly exceptional circumstances, which will be approved by the Pay Body.

5.26. If it is considered necessary to exercise the provision set out in 5.24 above, the Pay Body will take external independent advice in accordance with paragraph 9.3 of the STPCD before agreeing to such a decision.

Acting Up Allowances

5.27. If during any absence of the Headteacher, Deputy or Assistant Headteacher or a TLR post holder, a teacher is assigned and carries out the duties of the post, then the Pay Body will consider within four weeks of the duties being assigned whether or not the teacher shall be paid an acting allowance calculated in accordance with 5.28 below. If no allowance is paid the Pay Body may reconsider the position at any time.

5.28. In the prolonged absence of the Headteacher, a Deputy Headteacher, an Assistant Headteacher or a TLR post holder, the Pay Body may appoint a teacher to act up during the absence of the post holder. From the date that the Pay Body considers it necessary to make an acting appointment, an allowance will be paid equal to the difference between the salary currently paid to the person appointed to act up and a point considered appropriate by the Pay Body. The relevant conditions of service detailed within the STPCD will apply to any person in receipt of such an acting allowance.

6. Unqualified Teachers

6.1. The Pay Body may employ unqualified teachers/instructors in the School. Such unqualified teachers will be paid in accordance with paragraph 17 of the STPCD.

6.2. The point on the Pay Body's unqualified teacher range, within the maximum and minimum of the range as set out in paragraph 17 of the STPCD, at which a new appointment will be paid, will be determined by the Headteacher, in consultation with the Chair of the Pay Body, and will take account of the qualifications and experience considered to be relevant to the post.

6.3. In addition to the appropriate point on the unqualified teachers' pay range the Headteacher, in consultation with the Chair of the Pay Body, may award an additional annual allowance in accordance with paragraph 22 of the STPCD to a person appointed as an unqualified teacher who either takes on a sustained additional responsibility, which is focussed on teaching and

learning and requires the exercise of a teacher's professional skills and judgement or who the Headteacher and Chair of the Pay Body believes has additional qualifications and/or experience to warrant such an award.

6.4. The Headteacher will report any award of such an allowance to the Review Committee of the Pay Body.

6.5. The arrangements for salary progression (outlined in 4.1 – 4.7 above) and salary safeguarding for teachers also apply to unqualified teachers.

7. Salaries of Support Staff

7.1. On appointing a member of support staff the job description determined for the post will be evaluated in accordance with the adopted Local Authority job evaluation scheme or via benchmarking internally and externally. Advice on appropriate evaluation processes will be sought from persons engaged by the Pay Body.

7.2. The Headteacher, in consultation with the Chair of the Pay Body, will determine the appropriate point on the evaluated range having regard to:

- Relevant qualifications and/or competencies; and
- Recruitment/retention needs of the school in respect of the post.

The decision of the Headteacher will be reported to the Review Committee.

7.3. If at any time the Headteacher, in consultation with the Chair of the Pay Body, considers that a member of the support staff is being asked to undertake increased or decreased responsibilities permanently, the job description may be re-evaluated. If the evaluation provides for a higher salary, that salary will be paid to the post holder from a date determined by the Headteacher and, in the case of a temporary increase in responsibility, the date to which the new salary will be paid will also be stated. If the evaluation provides for a lower salary, the employee will be entitled to pay protection for a period in accordance with Local Authority's policy for Community Schools. The new salary level will be reported to the Review Committee at its next meeting.

7.4. The Headteacher will make any recommendation to the Review Committee in respect of the salary of any member of the support staff to take effect annually on 31st October. Where the Headteacher considers it appropriate, a recommendation to the Review Committee that a named member/s of the support staff shall be awarded an honorarium for the excellence of their performance during the previous year. The honorarium may either be paid as a lump sum payment at the next salary payment after the Review Committee's decision or as a 1/12 increase in monthly salary over the next year.

7.5. If any member of support staff wishes to appeal against their salary level they may ask for a re-evaluation of their job description. If a member of the support staff decides to appeal against a decision of the Review Committee, then they shall enter a formal written statement of appeal. The appeal shall be heard by the Review Appeal Committee referred to in paragraph 2.5 above.

7.6. Support Staff pay scales are set out in Appendix H.

8. Apprentices

8.1. Apprentices will **not** be paid with in line with Appendix E or H, rather the rates of pay will be determined with reference to the Government's statutory minimum rates for apprentices that take into account the apprentices age and the year of their apprenticeship.

9. Salary Sacrifice Scheme

9.1. The Pay Body will support and encourage any salary sacrifice scheme as identified in the STPCD and made available by the Local Authority in the case of Maintained Schools, from which teachers or support staff employed in the School benefit where there is no additional cost to the Pay Body's budget.*

10. Review of the Policy

10.1. The Pay Body will review this policy annually, or on any occasion when it is requested to do so by the Headteacher.

10.2. The Pay Body will consult with employees and the recognised trade unions at the time of the annual or any other review of the policy, where changes are made that affect the application of the policy.

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

Appendix A: Procedure for a Review of a Salary Determination by the Review Committee of the Pay Body

This procedure complies with the guidance of the Secretary of State 'Implementing your School's Approach to Pay'.

1. Case for the Employee

The employee is entitled to be accompanied by a representative of their trade union or a workplace colleague.

The employee or representative:

a) Presents the employee's written application for review.

b) The members of the Review Committee may ask questions of the employee.

2. The Chair of the Review Committee:

a) Explains the process and evidence used to come to the recommendation/decision under review with reference to the written statement of reasons for the recommendation/decision previously provided to the employee.

b) If the Review Committee has asked the Headteacher (or a governor as referred to in note 3 below) to be present at the hearing the Headteacher (or governor) may be asked questions by members of the Review Committee, and the employee or representative.

3. Summing Up and Withdrawal

a) The employee, or representative, has the opportunity, to sum up, their case if they so wish.

b) All persons other than the members of the Review Committee and the adviser (See note 5 below) are then required to withdraw.

4. Review Committee Decision

a) The Review Committee and the person who is advising, (other than the Headteacher or a governor) are to deliberate in private, only recalling other persons to clear points of uncertainty on evidence already given. Any recall will involve both parties.

b) The Chair of the Review Committee will announce the decision of the review to the employee, which will be confirmed in writing within five working days.

Notes:

1. For the purposes of the review, the Review Committee and the employee will have the following documents:
    - The written statement of reasons for the recommendation/decision previously provided to the employee.
    - The written statement of reasons for the application for the review from the employee. (The grounds for the appeal must comply with paragraph 2.9 of the pay policy).
    - Any additional documents to be used at the review hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.
2. For the purposes of the review, the Review Committee may ask the Headteacher (or in accordance with note 3 below, a governor) to be present. In that event, the Headteacher (or governor) may also be asked questions by the members of the Review Committee and by the employee or their representative. The Headteacher (or governor) may **not** be involved in the decision of the Review Committee.
3. Where the Headteacher has asked for the review, the Review Committee may ask the Chair of the Pay Body or a representative of the governors referred to in 2.20 above to be present.
4. The Review Committee may have an adviser present.
5. The review is not an appeal against the recommendation/decision.

Appendix B: Procedure for an Appeal against a Salary Decision of the Review Committee to the Review Appeal Committee of the Pay Body

This procedure complies with the guidance of the Secretary of State 'Implementing your School's Approach to Pay'.

1. The Appeal of the Employee

The employee is entitled to be accompanied by a representative of their trade union or a workplace colleague.

The employee or representative:

a) Introduces the employee's written reasons for the appeal and the representative of the Review Committee and then members of the Review Appeal Committee may ask questions of the employee.

b) May call witnesses, each of whom will have provided a written statement of the information they wish to give, and each witness may be asked questions by the representative of the Review Committee and then by the Review Appeal Committee.

2. The Response of the Review Committee

The representative of the Review Committee:

a) Explains the process and evidence used to come to the decision being appealed with reference to the written statement of reasons for the decision of the Review Committee previously provided to the employee, and the employee or representative and then members of the Review Appeal Committee may ask questions of the representative of the Review Committee.

b) May call witnesses, who will have provided a written statement of the information they wish to give, and each witness may be asked questions by the employee or their representative and then by the Review Appeal Committee.

3. Summing Up and Withdrawal

a) The representative of the Review Committee has the opportunity, to sum up, if they so wish.

b) The employee, or representative, has the opportunity, to sum up, their case if they so wish.

c) All persons other than the Review Appeal Committee and its adviser (see note 4 below) are then required to withdraw.

4. Review Appeal Committee Decision

a) The Review Appeal Committee and adviser are to deliberate in private, only recalling the parties to clear points of uncertainty on evidence already given. Any recall must involve both parties.

b) The Chair of the Review Appeal Committee will announce the decision to the employee, which will be confirmed in writing.

Notes:

1. The employee will be invited to the appeal meeting in writing giving no less than 10 days' notice of the meeting.
2. For the purposes of the appeal, the Review Appeal Committee will have the following documents:
    - The written statement of reasons for the Review Committee decision was previously provided to the employee.
    - The written statement of reasons for the appeal from the employee. (The grounds for the appeal must comply with paragraph 2.9 of the pay policy).
    - Any additional documents to be used at the appeal hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.
2. For the purposes of the appeal, the Review Committee representative may call the Headteacher (or in accordance with note 3 below, a governor) as a witness for the Review Committee. In that event, the Headteacher (or governor) may be questioned as a witness.
3. Where the Headteacher has asked for the review the representative of the Review Committee may call the Chair of Governors and/or one of the governors referred to in paragraph 2.21 of the policy above as a witness.
4. The Review Appeal Committee may appoint an adviser who may not be an employee of the Pay Body.

Appendix C: Access to the Teacher's Upper Pay Range

Where a member of staff has made a request to move onto the Teacher's Upper Pay Range, the Pay Body defines the following terms as follows:

Highly Competent

Performance which is not only good but also demonstrates that the teacher has developed to a point where they are an asset to the school. The teacher will be expected to have made an impact on pupil progress and standards, and demonstrate a depth of knowledge and skill that makes them a key contributor to the overall performance of the school.

Substantial

A substantial contribution is one that is significant, meaningful and demonstrably beneficial to pupils' learning, progress, wellbeing or the wider effectiveness of the school.

This may be evidenced through:

- Consistently effective teaching that positively influences pupils' learning and progress.
- Positive contributions to curriculum development, assessment or teaching practice.
- Sharing professional expertise, resources and effective strategies with colleagues.
- Supporting the development of colleagues through collaboration, mentoring or informal professional support.
- Contributing meaningfully to whole-school priorities, improvement initiatives or the wider school community.

Sustained

A sustained contribution is one that has been demonstrated consistently over a reasonable period of time, normally evidenced through the two most recent appraisal cycles, rather than arising from isolated achievements or short-term activities.

This means:

- The teacher has demonstrated consistently high professional standards over time.
- Their positive contribution is established and recurring rather than a one-off achievement.
- There is evidence of continuing professional effectiveness and positive impact.
- The assessment considers the teacher's overall professional contribution rather than requiring identical achievements in each year.
- In line with union guidance, it is not required to produce an additional evidence portfolio and that existing appraisal evidence should normally be sufficient

When making an application, the applicant should follow the guidelines listed below:

- Written applications should be made by 9am on the 30th September. There is no formal template.
- Applications should be made in writing to the Headteacher.
- Applications for progression to the Upper Pay Range will be assessed against the relevant Teachers' Standards, alongside evidence that the teacher's achievements and contributions have been substantial and sustained. Staff are encouraged to draw upon relevant examples of their professional practice, achievements and impact within their application. This may include reference to existing

appraisal records, pupil progress, inclusive teaching practices and contributions to the wider school community. Supporting evidence may demonstrate several Teachers' Standards; there is no expectation for staff to produce a separate portfolio. Applications will be considered fairly and holistically, recognising the valuable contributions teachers make through their normal classroom responsibilities.

- There is no formal template but the evidence given should be written against the teaching standards, outlining the justifications over a two year period
- The assessment will take account of individual circumstances, including part-time working, maternity, adoption or parental leave, disability-related absence, other authorised absence and relevant previous teaching experience.
- All applications will be considered and presented to the pay committee by the Headteacher and the final decision rests with the pay committee
- Applicants will be notified within five working days after the pay committee meeting, which will be communicated via the Headteacher
- The minimum pay level awarded will be UPS1 under the authority of the Headteacher

UPS Pay Ranges for 2026/27 and 2027/28 are as follows:

U1 (Minimum)	£49,134	£50,609
U2	£50,956	£52,485
U3 (Maximum)	£52,835	£54,421

Appendix D: Teachers: Recruitment and Retention Allowances

In exceptional circumstances, the Pay Committee may consider Recruitment and Retention Allowances or Benefits to address specific staffing needs as they arise. Any retention allowances would need to be considered alongside the schools' current financial decision. To ensure fair and consistent application, these provisions will undergo an annual review. Where allowances or benefits are awarded, the following parameters apply:

- **Allowances & Review Dates:** Recruitment allowances are time-limited and will only continue past their designated review date if re-evaluated and converted into a retention allowance. Retention allowances are assigned a strict end/review date, after which they will lapse or be withdrawn.
- **LA Guidelines & Tax Liability:** Where Local Authority model policies are adopted, awards will align with Local Authority guidance, and advice must be sought regarding maximum allowable thresholds to prevent tax liabilities for the recipient.

Appendix E: The Salary Points and Progression on the Main, Upper and Unqualified Teacher Pay Ranges

The Main Pay Range for 2026

The starting salary points for the main pay range 2026 are set out below.

- £34,069 in the Rest of England
- £35,602 in the Fringe
- £39,196 in Outer London
- £41,729 in Inner London

Any part-time teachers whose full-time equivalent basic earnings meet the eligibility criteria receive the award on a pro-rata basis according to their working hours.

The award should be paid to all eligible teachers, whether located on a published pay point or not and should be independent of any progression considerations.

The treatment of teachers between existing published pay points, including the management of possible leapfrogging, will be at the discretion of the relevant body, which should ensure that no teachers located just above the pay thresholds for eligibility are significantly disadvantaged, relative to other teachers.

Relevant bodies should ensure that implementation of the pay award complies with the National Living Wage policy.

Salary Points on Main Pay Range

		England & Wales	Fringe	Outer London	Inner London
Main Pay Range	M1 (MPR minimum)	34,069	35,602	39,196	41,729
	M2	36,042	37,647	41,246	43,713
	M3	38,400	39,979	43,403	45,787
	M4	40,941	42,513	45,673	47,961
	M5	43,529	45,070	48,438	50,666
	M6 (MPR maximum)	46,940	48,479	52,241	54,131

Salary Points on Upper Pay Range

		England & Wales	Fringe	Outer London	Inner London
Upper Pay Range	U1 (UPR Minimum)	49,134	50,625	54,047	59,650
	U2	50,956	52,442	56,047	62,581

	U3 (UPR Maximum)	52,835	54,328	58,120	64,684

Salary Points on Unqualified Pay Range

		England & Wales	Fringe	Outer London	Inner London
Unqualified Teacher Pay Range (UTPR)	U1 (UTPR Minimum)	23,732	24,909	27,727	29,336
	U2	26,075	27,589	30,412	32,018
	U3	28,758	30,272	33,094	34,702
	U4	31,124	32,636	35,465	37,068
	U5	33,811	35,321	38,146	39,747
	U6 (UTPR Maximum)	36,494	38,004	40,831	42,429

Appendix F: Salary Ranges and Arrangements for Teachers Paid on the Leadership Group Range

School Classification: Group 1 Primary School

Leadership Position	Pay Range
Headteacher	L6–L15
Deputy Headteacher	L1–L6

The Governing Body has determined the above leadership pay ranges in accordance with the School Teachers' Pay and Conditions Document (STPCD).

These ranges reflect the size and context of the school, the responsibilities of each leadership role and the school's leadership structure.

When determining leadership salaries, the Governing Body will consider the responsibilities of the post, the experience and skills of the individual, recruitment and retention needs, and the school's financial circumstances.

The Governing Body recognises that the Headteacher and Deputy Headteacher ranges overlap at L6. Any such overlap must be justified by exceptional circumstances in accordance with the STPCD.

Leadership pay ranges may be reviewed when:

- A new leadership appointment is made.
- The responsibilities of an existing leadership post change significantly.
- Changes to the school's circumstances or leadership structure justify a review.
- A review is necessary to maintain fairness and consistency.

The Governing Body may consider a Headteacher salary above the normal Headteacher Group maximum only in exceptional circumstances and in accordance with the STPCD and would not exceed 25% above the HTG.

Leadership salaries will be reviewed annually in line with the school's Pay Policy and the STPCD. All pay decisions will be fair, transparent, appropriately documented and financially sustainable.

Appendix G: Support Staff pay scales

Unlike teachers, school support staff in England and Wales do not have a statutory national pay scale, therefore the schools use the National Joint Council (NJC) "Green Book" pay spine in line with local authority guidance.

NJC School Support Staff Pay Scale

(FTE salaries based on a standard 37-hour working week, 52 weeks a year)

Spinal Column Point (SCP)	2026/27 FTE Salary	Hourly Rate Equivalent	Typical School Role Benchmarks
SCP 3	**£25,614**	£13.28	Entry Level / Level 1 Teaching Assistant (TA), Midday Supervisor
SCP 4	**£25,992**	£13.48	Level 1 / Level 2 TA, Clerk
SCP 5	**£26,412**	£13.70	Level 2 TA, Caretaker
SCP 6	**£26,847**	£13.92	Level 2 TA (Top of typical band)
SCP 7	**£27,274**	£14.14	Level 3 TA (Entry level)
SCP 8	**£27,707**	£14.37	Level 3 TA / School Administrator
SCP 9	**£28,153**	£14.60	Level 3 TA / Science Technician
SCP 10	**£28,608**	£14.83	Level 3 TA / Finance Assistant
SCP 11	**£29,071**	£15.07	Level 3 TA (Top of typical band)
SCP 12	**£29,542**	£15.32	Higher Level Teaching Assistant (HLTA) Entry, Senior Admin
SCP 13	**£30,023**	£15.57	HLTA / Cover Supervisor
SCP 14 to 23	*Graduated up to ~£36k*	*Varies*	Senior Support, Pastoral Officers, Exams Officers, Network Techs
SCP 24	**£36,581**	£18.97	HLTA (Upper Range) / Office Manager
SCP 25	**£37,563**	£19.47	HLTA (Maximum) / Business Manager

Please note: because most school support roles operate only during term time (typically 38 or 39 weeks a year), actual take-home salaries are usually 80% to 85% of the FTE figures shown above. Annual pay is calculated using a formula accounting for working hours and pro-rated holiday entitlement, then divided into 12 equal monthly payments so staff are still paid through school holidays.

Appendix H: Determining Pro-Rata Teaching and Learning Responsibility (TLR) Payments

As a small school, it is recognised that all teaching staff are expected to undertake additional responsibilities as part of their normal professional duties and to contribute to the wider leadership, organisation and development of the school. These responsibilities will not ordinarily attract an additional payment. Only in exceptional circumstances, and where the school's budget permits, will the governing body consider awarding a Teaching and Learning Responsibility (TLR) payment, normally at TLR3 or the lowest appropriate level permitted under the School Teachers' Pay and Conditions Document (STPCD). Any such award must meet the relevant statutory criteria, reflect clearly defined responsibilities that go beyond those normally expected of classroom teachers, and be consistent with the school's staffing structure and financial priorities.

Principles
The school will award Teaching and Learning Responsibility (TLR) payments in accordance with the provisions of the School Teachers' Pay and Conditions Document (STPCD).
TLR payments are awarded for sustained additional responsibilities which:

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

The governing body will ensure that responsibilities attracting a TLR payment are clearly specified and appropriately remunerated.

Establishing the Value of a TLR
The governing body will determine the appropriate TLR band and value having regard to:

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

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

Determining Pro-Rata TLR Payments
Where a TLR responsibility represents less than a full leadership responsibility, the governing body may determine that the associated payment should be awarded on a pro-rata basis.
A pro-rata TLR may arise where:

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

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

Job Descriptions and Time Allocation
All TLR roles will be supported by a written job description that clearly defines:

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

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

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

Review of TLR Responsibilities
The governing body will review TLR responsibilities periodically to ensure that:
- the duties remain aligned with school priorities
- the scale of the role remains proportionate to the payment
- the role continues to meet the criteria set out in the STPCD

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

Transparency and Fairness
The governing body is committed to ensuring that decisions relating to TLR payments are:
- transparent
- consistent
- evidence-based
- aligned with the school's staffing structure

All TLR responsibilities will therefore be clearly documented within the school staffing structure and pay policy.