



Pay Policy

Signed: Ian Lowe – September 2025

CEO

Signed: Trust Board – September 2025

Next Review: September 2026

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1. Introduction

Teachers September 2025 Pay Award

- 1.1. In line with the recommendations in the School Teachers' Review Body's (STRB's) 35th Report, from 1 September 2025 a 4% increase will be applied to all pay and allowance ranges and advisory points.
- 1.2. Decisions about teachers' pay progression are no longer linked to performance management appraisals. However, the Trust reserve the right to withhold progression if the teacher is in informal or formal capability proceedings and/or subject to dismissal procedures.
- 1.3. All staff are employed by PRIME7 Multi Academy Trust. The Pay Body is the Trust Board, and they will operate the Pay Policy as the 'relevant body', as defined in the STPCD:
 - Ensure that each teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October each year, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled. Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.
 - Where a pay determination leads or may lead to the start of a period of safeguarding, the Pay Body will give the required notification as soon as possible, and no later than one month after the date of the determination.
 - Grade posts appropriately, prior to advertising a vacancy within the conditions of employment identified in the current STPCD. On appointment it will determine the starting salary within that range to be offered to the successful candidate. In making such determinations, the Pay Body may take account a range of factors, including:
 - the nature of the post
 - the level of qualifications, skills and experience required
 - market conditions
 - the wider school context
 - There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school.
 - Ensure that all teaching staff receive regular, constructive feedback on their performance and development and are subject to annual appraisal that recognises their strengths, informs plans for their future development and helps to enhance their professional practice. Arrangements for appraisal are set out in the Appraisal & Capability Policy and will be conducted by 31 October 2025, at the latest; 31 December 2025, for the Headteachers, CEO and CFO.

- Ensure that discretion available under the STPCD is exercised in a fair and equitable manner.
- Give recognition to assigned Teaching and Learning Responsibilities (TLR), whether for a permanent post, an acting period, or a temporary project (TLR3).
- Comply with the salary safeguarding arrangements in the current STPCD.
- Ensure that an appropriate evaluation process is used to determine the salary range for members of support staff.

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

2. Delegation of Decision Making

CEO/Headteacher

- 2.1. Except where otherwise stated, the Pay Body will delegate the day-to-day management of the policy to the CEO in consultation with the Chair of the Pay Body. The CEO will report to the Pay Body those occasions when the delegated responsibility has been exercised in respect of the discretionary elements of the STPCD and the pay provisions for support staff.
- 2.2. The Headteacher shall make annual recommendations on the salary of all employees to the CEO and thereafter appropriate committee of the Pay Body. 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 Pay Body requires that the CEO has regard to the budget approved by the Trust and the requirements of employment legislation; in particular:
 - 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 delegate to a committee of Directors (hereafter referred to as the "Pay Committee") decisions arising out of this policy and/or the Appraisal & Capability Policy. The number of directors on the committee shall normally be three. No member of the Review Appeals Committee, referred to below, will be a member of the Pay Committee.

- 2.5. The Pay Body will delegate to a committee of directors (hereafter referred to as the “Review Appeal Committee”) any appeals by individual employees against decisions of the Pay Committee in 2.4 arising out of this policy or the Appraisal Policy. The number of directors on the committee shall be three. Any appeal will be dealt with before a final decision is reported to the Pay Body.
- 2.6. Meetings of the Pay Committee and the Review Appeal Committee will be convened by the Clerk to the Pay Body. 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 Annex A and B.

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

- 2.7. Prior to making a salary recommendation to the Pay Committee the Headteacher (or Chair of the Appraisal Review Committee in the case of the Headteacher) will inform the employee of their recommendation to the Pay Committee and the date this Committee will be considering their recommendation.
- 2.8. A teacher who is dissatisfied with a pay recommendation has the opportunity to discuss the recommendation informally with the appraiser or Headteacher before the recommendation is actioned.
- 2.9. Whilst there is no right of appeal to the Headteacher’s recommendation, if the employee does not agree with the recommendation to be made, then they may provide a written statement to the Clerk of the Pay Body which will be provided to the Pay Committee to consider alongside the pay recommendation and the employee will be invited to attend a formal meeting with the Pay Committee.

The statement provided by the employee 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 and/or appraisal policy
- in the case of a teacher, failed to have proper regard for statutory/contractual guidance of the STPCD
- 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 a minimum of five working days' notice between the date they are informed of the recommendation and the date of the meeting of the Pay Committee to provide this written statement. The Clerk of the Pay Body will provide the Headteacher (or Chair of the Headteacher's Appraisal Review Committee, in the case of the Headteacher) with a copy of the written statement submitted by the employee prior to the meeting of the Pay Committee.

- 2.10. The employee will be given the opportunity to make representations, including presenting evidence, calling witnesses and the opportunity to ask questions at a formal meeting with the Pay Committee. The decision of the Pay Committee will be provided to the employee in writing. The employee will be advised of the right of appeal against the decision of the Pay Committee to the Review Appeal Committee.
- 2.11. The procedure to be followed for the review hearing is attached at Annex A.

Appeals against Salary or Appraisal Decisions

- 2.12. The employee may appeal against the decision of the Pay Committee within five working days of receipt of the determination by notifying the Clerk to the Pay Body in writing of the reasons for the appeal, which must be as stated in paragraph 2.8 above.
- 2.13. 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.
- 2.14. The procedure to be followed for the appeal is attached at Annex B of this policy.

Threshold Application

- 2.15. An application must be made by the 31 October for the following September and submitted to the Headteacher.

A successful applicant will progress to a given point on the upper pay range must be made by October 31 for the following year determined by the Pay Body. See Annex 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 Annex C for the Pay Body's definition of "highly competent" and "substantial and sustained".

- 2.16. The Headteacher shall inform the teacher of the recommendation to be made to the Pay Committee regarding the threshold application as soon as possible after the closing date has passed. The Headteacher shall provide oral 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 paragraph 2.8 to 2.14.
- 2.17. Upper pay range decisions will only apply to posts under the employment of this Pay Body.

Statement of Salary

- 2.18. Teachers' salary assessment forms will be issued to confirm salary determinations.

The Chair of the Pay Body

- 2.19. The Chair of the Pay Body will be available to the Headteacher for consultation on those matters of this policy delegated to the Headteacher. In this instance, the Chair of Pay Body may not be a member of the Pay Committee or Review Appeal Committee.

The Appraisal Review Committee for the Headteacher's Performance Review

- 2.20. The Pay Body will delegate 1 governor/trustee and the CEO to carry out the appraisal review for the Headteachers. The agreed performance objectives and indicators/measures may be referred for moderation to a meeting of the Chair of the Pay Body.
- 2.21. It is the stated wish of the Pay Body that the delegated governors/trustees should be appropriately trained.
- 2.22. The Pay Body will delegate 2 Trustee to carry out the appraisal review for the CEO. The delegated Trustees may be supported by an external adviser appointed by the Pay Body.

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 will not normally agree to match current/previous salaries without first considering the merits of the application and the salary of teachers employed by the Pay Body.
- 3.2. Where the Headteacher or selection panel regards a teacher has 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 provide a statement for the appropriate committee of the Pay Body detailing the reasons the salary has been awarded, together with the position on the appropriate range in the Pay Body's salary structure.

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.
- 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 the way in which their salary and directed time are calculated.

Staffing Structure

- 3.7. The Headteacher, in conjunction with the CFO, will annually recommend to the CEO 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 pay ranges approved by the Pay Body shall be published within this pay policy.

- 3.8. In the event that 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 before the final salary structure is published.

Special Educational Needs

- 3.9. The Pay Body will award an allowance to any teacher who satisfies the requirement of the STPCD.
- 3.10. 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. The Leadership Group (See Annex F)

Deputy and Assistant Headteachers

- 4.1. 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.
- 4.2. At the time of appointing a new Deputy Headteacher or Assistant Headteacher, the selection panel of the Pay Body making the new appointment 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.

Awards for Performance to Deputy and Assistant Heads

- 4.3. At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the Pay Committee will consider recommendations from the Headteacher that any Deputy Headteacher or Assistant Headteacher be paid additional points subject to the maximum of their range. The Pay Body expects that the objectives for a Deputy or Assistant Headteacher will have become progressively challenging as the teacher has gained experience in the role.
- 4.4. 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.

5. Annual Assessment of the Salary of Teachers

Annual Assessments

- 5.1. On or before 1 September of each year, or as soon as possible thereafter, the Headteacher will carry out an annual assessment of salary for each teacher, including Deputy Headteacher's and Assistant Headteachers, leading practitioners and unqualified teachers employed in the school.
- 5.2. The Pay Committee will receive the pay recommendations from the Headteacher by 31 October of the current year at the latest (dependant on when Teachers pay

increases are announced), awards will be backdated to 1 September of the current year.

6. Determination of Leadership Group Salaries

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

- 6.1. For the purposes of determining the group of the school by which the HTPR is identified, the Pay Body will re-calculate annually the appropriate unit total of the school.
- 6.2. The Pay Body will assign the school to the appropriate Headteacher Group (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 Pay Committee to consider assigning the school to a new HTG.
- 6.3. If the Pay Body changes the group of the school having re-calculated the unit total, the Pay Body will identify a HTPR which will ensure that the minimum of the HTPR is not below the minimum of the salary range for the HTG.
- 6.4. 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.
- 6.5. The Recruitment Selection Committee, set up to appoint a new Headteacher, shall determine the salary point on the HTPR to be paid, ensuring that there is room for salary progression to be determined by subsequent performance. The Recruitment Selection Committee shall have regard to advice available from persons engaged by the Pay Body.
- 6.6. In the event that the Pay Body agrees to the Headteacher also being made the Headteacher of another School on a permanent basis, the Headteacher's salary will be determined in accordance with STPCD 2025.
- 6.7. 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.
- 6.8. The pay ranges for a Deputy Headteacher or Assistant Headteacher shall be determined with reference to the school's HTPR as defined by the STPCD.

Annual Review of Senior Leadership Salaries

- 6.9. At the beginning of each academic year, or at any such time as the Pay Body (in consultation with the Headteacher) may decide, the Appraisal Review Committee will agree with the Headteacher or (in the absence of agreement) set performance objectives together with performance indicators/measures appropriate to each objective. The performance objectives will reflect the priorities identified in the School's Development Plan.
- 6.10. An external adviser may be appointed by the Trust to support the Appraisal Review Committee in carrying out the annual performance review of the CEO. The performance review and review statement will be conducted in accordance with the Pay Body's Appraisal Policy.
- 6.11. The appraisal of the CFO will be conducted by the CEO and 1 Trustee (ideally the Chair of the Finance, Risk & Audit Committee).
- 6.12. In the Autumn Term of each year, the Pay Committee will receive recommendations from the Appraisal Review Committee (having consulted the Chair of Pay Body, if they are not an appraisal review governor/trustee) regarding the salary of the Headteacher. The recommendation shall reflect the Appraisal Review Committee views based on the outcomes of the annual performance review and the Chair of Pay Body's view of the Headteacher's overall performance during the year. Any recommendation for progression within the HTPR will identify the recommended number of points proposed. The Headteacher will be advised of the proposed recommendation and may make a written response to the recommendation.
- 6.13. The recommendation for the Headteacher/s and /or CEO will be made in a written statement to the Pay Committee, giving reasons for the recommendation and the level of salary that it is recommended should be paid from 1 September, including any additional payments as identified in the STPCD. The Review Committee will consider the recommendation, together with any written response from the Headteacher, and inform the Headteacher in writing by providing a salary statement, by 31 December, to be backdated to 1 September. The Headteacher will not be entitled to attend the meeting of the Pay Committee.
- 6.14. If the Headteacher wishes to seek a review of the decision of the Pay Committee regarding their pay, they may do so in accordance with the procedure set out in paragraph 2.19 of this policy. The Headteacher will have the right of appeal against the decision of the Pay Committee in accordance with the procedure set out in paragraph 2.12 of this policy.

Determination of Discretionary Payments to Headteachers

- 6.15. The Pay Body may decide to pay additional payments to the Headteacher in accordance with paragraphs 10 of the STPCD.
- 6.16. Where a decision is made to increase the Headteacher's salary beyond the maximum of the appropriate HTG, 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.
- 6.17. In the event that it is considered necessary to exercise the provision set out in 6.15 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

- 6.18. If, during any absence of the Headteacher, Deputy or Assistant Headteacher or a TLR post holder, the acting appointment is made and maintained for a period then the Pay Body will consider within four weeks of the acting appointment whether or not the teacher shall be paid an acting allowance calculated in accordance with 7.18 below. If no allowance is paid the Pay Body may reconsider the position at any time.
- 6.19. 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.

7. Additional Payments for Teaching Staff

- 7.1. In the event that the Headteacher, following consultation with the teacher/s affected, requests teachers to undertake:
- CPD undertaken outside of the school day;
 - Activities relating to the provision of ITT as part of the ordinary conduct of the school day; or
 - Out of school hours learning activities,
- then payments, as below, will be made to teachers agreeing to participate in such activities.
- 7.2. The daily rate payable to each teacher undertaking such CPD or ITT activities will be determined by the Pay Body. Periods of less than a day will be paid pro-rata.

- 7.3. Where additional responsibilities and activities are undertaken by a teacher resulting from the Headteacher having responsibility for more than one school, the Pay Committee of the Pay Body will review the teacher's salary to reflect the additional responsibilities and activities. The decision of the Pay Committee will be reported to the next meeting of the Pay Body.

8. Unqualified Teachers

- 8.1. 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.
- 8.2. 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.
- 8.3. 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.
- 8.4. The Headteacher will report any award of such an allowance to the Pay Committee of the Pay Body.
- 8.5. The arrangements for salary progression and salary safeguarding for teachers also apply to unqualified teachers.

9. Salaries of Support Staff

- 9.1. The local government national pay negotiations for 2025 proposed a final offer to NJC pay as follows:
- 9.1.1. with effect from 1 April 2025, an increase of £3.2% on all NJC pay points
- 9.1.2. from 1 April 2026, spinal column point (SCP) 2 will be permanently deleted from the NJC pay spine
- 9.2. On appointing a member of support staff, the job description determined for the post will be evaluated in accordance with the adopted scheme. Advice on appropriate evaluation processes will be sought from persons engaged by the Pay Body. Prime7 operate an agreed structure and pay ranges for support staff using the benchmark of WNC scales.
- 9.3. The Headteacher, in consultation with the CFO, 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 CEO.

- 9.4. If at any time the Headteacher, in consultation with the CFO, considers that a member of the support staff is being asked to undertake increased or decreased responsibilities on a permanent basis, 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 CEO/CFO and, in the case of a temporary increase in responsibility, the date to which the new salary will be paid will also be stated. In the event that the evaluation provides for a lower salary, the employee will be entitled to salary safeguarding for a period of 3 years in accordance with the Pay Body's policy. The new salary level will be reported to the Pay Committee at its next meeting.
- 9.5. Support staff incremental increases are assessed against performance during the year. Following a review of performance the Headteacher will make any recommendations to the CEO, who will subsequently recommend to the Pay Committee and awarded increases will be backdated to 1 April. In addition, the Headteacher will recommend to the Review Committee any staff to be awarded an honorarium for significant additional work performed over and above their usual responsibilities during the previous year. The honorarium will be paid as a lump sum payment at the next salary payment after the Review Committee's decision.
- 9.6. If any member of support staff wishes to appeal against their salary level, they may ask for a re-evaluation of their job description. In the event that a member of the support staff decides to appeal against a decision of the Pay 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.

10. Review of the Policy

- 10.1. The Pay Body will review this policy annually.
 - 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.
- ** Pay Bodies should be aware that there may be a cost if they continue to operate the salary sacrifice childcare voucher schemes established prior to 5 October 2018 when an employee in receipt of childcare vouchers is on maternity leave and is no longer receiving contractual pay.

Annex A: Procedure for a Review of a Salary Determination by the Pay 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 the review.
- b) The members of the Pay Committee may ask questions of the employee.

2. The Chair of the Pay 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 Pay 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 Pay 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 Pay Committee and the adviser (See note 5 below) are then required to withdraw.

4. Pay Committee Decision

- a) The Pay 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 Pay 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 Pay 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 2.8 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 Pay 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 Pay Committee and by the employee or their representative. The Headteacher (or governor) may **not** be involved in the decision of the Pay Committee.
3. Where the Headteacher has asked for the review, the Pay 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 Pay Committee may have an adviser present.
5. The review is not an appeal against the recommendation/decision.

Annex B: Procedure for an Appeal against a Salary Decision of the Pay 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 Pay 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 Pay Committee and then by the Review Appeal Committee.

2. The Response of the Pay Committee

The representative of the Pay 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 Pay 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 Pay 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 Pay 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. For the purposes of the appeal, the Review Appeal Committee will have the following documents:
 - The written statement of reasons for the Pay Committee decision previously provided to the employee.
 - The written statement of reasons for the appeal from the employee. (The grounds for the appeal must comply with paragraph 2.8 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 Pay Committee representative may call the Headteacher (or in accordance with note 3 below, a governor) as a witness for the Pay 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 Pay Committee may call the Chair of Governors and/or one of the governors referred to in paragraph 2.20 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.

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

The Criteria

Any qualified teacher may apply to be paid on the upper pay range and any such application must be assessed in line with this policy. It is the responsibility of the teacher to decide whether they wish to apply to be paid on the upper pay range. The Headteacher will consider each application against the standards as set out under section 15.2 of the School Teachers' Pay and Conditions September 2025.

- a. that the teacher is highly competent in all elements of the relevant standards; and
- b. that the teacher's achievements and contribution to an educational setting or settings are substantial and sustained.

For the purposes of this pay policy:

'highly competent' means: 'practice which is not only good but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice'

'substantial' means: 'of real importance, validity or value to the school; play a critical role in the life of the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning); and

'sustained' means: 'maintained continuously over a period of at least 3 years.

Applications must:

- be submitted to the Headteacher.
- include two successful appraisals.
- be submitted by 31 October in each year (consideration will be given to accepting late applications where individual circumstances prevent this deadline being met e.g. absence).

The Headteacher will make their recommendation to the CEO and subsequently the Pay Body for approval.

Teachers who make successful applications will be placed on point 1 of the upper pay scale with effect from 1 September in the following school year. Teachers appointed to the school who have previously become entitled to be paid on the upper pay scale will retain their entitlement to any points already awarded on this scale.

Teachers who are unsuccessful in passing the performance threshold assessment should be given written reasons, detailing which standards have been met and those which have not. It is expected that normally any concerns will have already been shared with the teacher during the last 2 years, targets set and reviewed.

Moving up the Upper Pay Range

Progression through the upper pay scale is not automatic. Teachers can only progress if their performance has been reviewed and they are highly competent and have made a substantial and sustained contribution to the school. Those wishing to move up the upper pay range should also use this application process.

Teachers should normally spend two years on each upper pay scale point before being considered for pay progression. Progression to the next point on the Upper Pay Scale will be based on two successful consecutive annual appraisals. In exceptional circumstances the Pay Committee can award progression to the next point on the upper pay scale faster than this.

All teachers will have their pay reviewed annually in accordance with the Appraisal and Capability Policy.

Any appeal against a decision not to move the teacher to the upper pay range or up the upper pay range will be heard under the school's general appeals arrangements.

Annex D: Application to access to the Teacher's Upper Pay Range

Application process

You will need to apply in writing to the Headteacher by the 31 October each year. Your application may take the form of a letter that evidences the teacher standards as laid out below.

- You will need to provide written evidence in support of each of the eight Teachers' Standards listed below
- Your written evidence will need to address the requirement that you are highly competent in all elements of the Standards;
- Your written evidence in addressing each of the Standards will also need to show that your achievements and contribution to the school overtime as define in Annex C. You may attach any additional information and/or evidence in support of your application if you consider that it would be helpful to do so;

If you cite specific examples of work in your evidence this must be available for inspection, if required by the assessor of your application.

Teacher Standards

A teacher must:

1 Set high expectations which inspire, motivate and challenge pupils

- establish a safe and stimulating environment for pupils, rooted in mutual respect
- set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions
- demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.

2 Promote good progress and outcomes by pupils

- be accountable for pupils' attainment, progress and outcomes
- be aware of pupils' capabilities and their prior knowledge, and plan teaching to build on these
- guide pupils to reflect on the progress they have made and their emerging needs
- demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching
- encourage pupils to take a responsible and conscientious attitude to their own work and study.

3 Demonstrate good subject and curriculum knowledge

- have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils' interest in the subject, and address misunderstandings
- demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship

- demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject
- if teaching early reading, demonstrate a clear understanding of systematic synthetic phonics if teaching early mathematics, demonstrate a clear understanding of appropriate teaching strategies.

4 Plan and teach well-structured lessons

- impart knowledge and develop understanding through effective use of lesson time
- promote a love of learning and children's intellectual curiosity
- set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired
- reflect systematically on the effectiveness of lessons and approaches to teaching
- contribute to the design and provision of an engaging curriculum within the relevant subject area(s).

5 Adapt teaching to respond to the strengths and needs of all pupils

- know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively
- have a secure understanding of how a range of factors can inhibit pupils' ability to learn and how best to overcome these
- demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development
- have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.

6 Make accurate and productive use of assessment

- know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
- make use of formative and summative assessment to secure pupils' progress
- use relevant data to monitor progress, set targets, and plan subsequent lessons
- give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback.

7 Manage behaviour effectively to ensure a good and safe learning environment

- have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy
- have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them
- maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.

8 Fulfil wider professional responsibilities

- make a positive contribution to the wider life and ethos of the school
- develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- deploy support staff effectively
- take responsibility for improving teaching through appropriate professional

- development, responding to advice and feedback from colleagues
- communicate effectively with parents with regard to pupils' achievements and well-being.

The application will be assessed by the Headteacher as laid out above. Applications are assessed robustly, transparently and equitably. They are then sent to the CEO for recommendation and then on to the Pay Committee for final approval. The applicant will know the outcome by the 31 December at the latest. Any pay increase will be backdated to the 1 September of the same year.

Written reasons should be given within 20 working days of the decision being notified to the CEO by the Headteacher. They are also entitled to receive clear advice on how they need to develop in order to reach the threshold standards. If they wish to appeal against this decision, they should refer to the MAT pay policy for the Pay Appeals Procedure.

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

The Main Pay Range for 2025

The salary points for the main pay range 2025 are set out below.

The minimum and the maximum of all pay ranges will be reviewed by the Pay Committee once suggested increases are announced.

Salary Points on Main Pay Range

M1 £32,916

M2 £34,823

M3 £37,101

M4 £39,556

M5 £42,057

M6 £45,352

Salary Points on Upper Pay Range

UPS1 £47,472

UPS2 £49,232

UPS3 £51,048

Salary Points on Unqualified Pay Range

UQ1 £22,601

UQ2 £25,193

UQ3 £27,785

UQ4 £30,071

UQ5 £32,667

UQ6 £35,259

Determining Performance

All teachers will have their pay reviewed annually in accordance with the Appraisal and Capability Policy. Pay progression is determined by a successful outcome of the appraisal review process.

Main scale Teachers will progress up the scale to point MPS6 as long as they are not subject to capability or dismissal processes. Upper pay scale Teacher are subject to requirements as listed in Annex D above.

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

In line with the School Teachers' Pay and Conditions Document (STPCD), the Pay Body will determine an appropriate pay range that takes into account all of the permanent responsibilities of the role. In the case of a new appointment, the Pay Body 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 Pay Body will ensure that there is appropriate scope within the range to allow for performance-related progress over time.

When setting leadership scales the Pay Body will ensure that the maximum of the Deputy Headteacher and Assistant Headteacher must not exceed the maximum of the Headteacher Group (HTG).

Changes to the determination of leadership group pay under the STPCD 2025 (paragraphs 4 to 11) should only be applied to individuals appointed to a leadership post **on or after 1 September 2014**, or whose responsibilities have significantly changed after that date.

The Pay Body may choose to review the pay of all of its leadership posts under these arrangements, if they determine that this is required to maintain consistency, either with pay arrangements for new appointments to the leadership group made on or after 1 September 2014, or with pay arrangements for a member or members of the leadership group whose responsibilities significantly changed on or after that date.

The Pay Body has determined the leadership group ranges as shown below. The Pay Body may decide to review the salary arrangements for the leadership group at any time.

The HTG is determined by the number of pupils within the school and has been benchmarked across a range of MAT across the local authority. There are 7 consecutive points in the Headteacher Pay Range (HTPR). The Pay Body will consider the number on roll (NOR) of pupils within the HTG as a determining factor in deciding the HTPR. The Pay Body may review the range on increase in the NOR. In exceptional circumstances the Pay Body may consider paying the Headteacher a salary up to 25% above the maximum of the HTG. This would be considered on an individual basis and would be to offer an experienced Headteacher continued progression.

There will be 5 consecutive points in all of the Deputy/Assistant Headteacher pay scales. The Pay Body would not normally consider that the scale for a Deputy/Assistant Headteacher would overlap with that of the HTPR. It may that in exceptional circumstances that this may occur; this would be considered on an individual basis.

The Pay Body would normally consider a progression of 1 point following a successful appraisal cycle. This may be increased to a 2 point pay progression in exceptional circumstances. This would be considered on an individual basis.

The Pay Body will identify for the point on which a newly appointed member of the leadership group may be paid through reviewing their existing salary and experience. This may mean that a newly appointed Headteacher or Deputy/Assistant Headteacher may start at different points on the leadership scale.

Leadership Scale (CEO)

L18 – L35 (£78,702 - £119,350)

Up to 3 schools, range L18 – L31 (£78,702 - £108,202)

3 – 5 schools, range L32 – L33 (£110,892 - £113,646)

5 – 7 schools, range L34 – L35 (£116,456 – £119,350)

Leadership Scale (Business Manager/CFO)

L14 – L28 (£71,330 - £100,540)

Up to 3 schools, range L14 – L20 (£71,330 - £82,654)

3 – 5 schools, range L21 – L24 (£84,699 – £91,158)

5 – 7 schools, range L25 – L28 (£93,424 - £100,540)

Leadership Scales (Headteacher)

Group 3 schools L11 - L24 (£66,368 - £91,158)

Up to 300 pupils, range L11 – L17 (£66,368 - £76,772)

300 - 379 Pupils, range L15 - L21 (£73,105 - £84,699)

380 - 420 Pupils, range L18 - L24 (£78,702 - £91,158)

Leadership Scales (Headteacher)

Group 2 schools L7 - L17 (£60,145 - £76,772)

Up to 150 pupils, range L7 – L13 (£60,145 - £69,596)

150 – 179 pupils, range L9 – L15 (£63,070 - £73,105)

180 - 210 Pupils, range L11 – L17 (£66,368 - £76,772)

Leadership Scales (Headteacher)

Group 1 schools L5 - L11 (£57,137 - £66,368)

Up to 105 pupils, range L5 – L11 £57,137 - £66,368

Leadership Scales (Deputy Headteacher)

Group 3 schools L9 – L13 (£63,070 - £69,596)

Leadership Scales (Deputy/Assistant Headteacher)

Group 2 schools L2 - L6 (£53,069 - £58,569)

Leadership Scales (Inclusion Lead)

L2 – L13 (£53,069 - £69,596)

Up to 3 schools, range L2 – L7 (£53,069 - £60,145)

3 – 5 schools, range L8 – L10 (£61,534 – £64,691)

5 – 7 schools, range L11 – L13 (£66,368 - £69,596)

Annex G: Salary Scales for NJC Support Staff (WNC points) & weeks paid entitlement.

Grade	SCP	Apr-24 Agreed	Apr-25 Confirmed	Per Hour	% Increase
B	2	£23,656	£24,413	£12.65	3.20%
C	3	£24,027	£24,796	£12.85	3.20%
D	4	£24,404	£25,185	£13.05	3.20%
E	5	£24,790	£25,583	£13.26	3.20%
F	6	£25,183	£25,989	£13.47	3.20%
	7	£25,584	£26,403	£13.69	3.20%
G	8	£25,992	£26,824	£13.90	3.20%
	9	£26,409	£27,254	£14.13	3.20%
	10	£26,835	£27,694	£14.35	3.20%
	11	£27,269	£28,142	£14.59	3.20%
	12	£27,711	£28,598	£14.82	3.20%
H	13	£28,163	£29,064	£15.06	3.20%
	14	£28,624	£29,540	£15.31	3.20%
	15	£29,093	£30,024	£15.56	3.20%
	16	£29,572	£30,518	£15.82	3.20%
	17	£30,060	£31,022	£16.08	3.20%
	18	£30,559	£31,537	£16.35	3.20%
	19	£31,067	£32,061	£16.62	3.20%
	20	£31,586	£32,597	£16.90	3.20%
I	21	£32,115	£33,143	£17.18	3.20%
	22	£32,654	£33,699	£17.47	3.20%
	23	£33,366	£34,434	£17.85	3.20%
	24	£34,314	£35,412	£18.35	3.20%
	25	£35,235	£36,363	£18.85	3.20%
	26	£36,124	£37,280	£19.32	3.20%
J	27	£37,035	£38,220	£19.81	3.20%
	28	£37,938	£39,152	£20.29	3.20%
	29	£38,626	£39,862	£20.66	3.20%
	30	£39,513	£40,777	£21.14	3.20%
	31	£40,476	£41,771	£21.65	3.20%
K	32	£41,511	£42,839	£22.20	3.20%
	33	£42,708	£44,075	£22.85	3.20%
	34	£43,693	£45,091	£23.37	3.20%
	35	£44,711	£46,142	£23.92	3.20%
	36	£45,718	£47,181	£24.46	3.20%
L	37	£46,731	£48,226	£25.00	3.20%
	38	£47,754	£49,282	£25.54	3.20%
	39	£48,710	£50,269	£26.06	3.20%
	40	£49,764	£51,356	£26.62	3.20%
	41	£50,788	£52,413	£27.17	3.20%

M	42	£51,802	£53,460	£27.71	3.20%
	43	£52,805	£54,495	£28.25	3.20%

Weeks paid per year entitlement Apr 25

Under 5 Years' Service

Over 5 Years' Service

38 weeks worked

Apr-25

SCP 1-20

43.78

38 weeks worked

Apr-25

SCP 1-20

44.66

39 weeks worked

SCP 1-20

44.83

39 weeks worked

SCP 1-20

45.83

40 weeks worked

SCP 1-20

45.98

40 weeks worked

SCP 1-20

47.00

41 weeks worked

SCP 1-20

47.12

41 weeks worked

SCP 1-20

48.18