

Pay Policy

Signed:

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Introduction

This Policy sets out the framework for making decisions on pay for teachers' and support staff including the procedures for determining appeals. It has been developed to comply with current legislation and the requirements of the Academy Teachers Pay and Conditions Document (STPCD) and the locally agreed 'Framework for Support Staff Profiles'. The Pay Policy has been consulted on with the teacher and support staff trade unions.

In adopting this pay policy the decisions on pay will be managed in a fair, just and transparent way. This policy aims to support the Academy Improvement Plan by recognising that the academies staff are its most important resource and by providing a system which will enable Directors to recruit, retain and motivate staff of the best quality.

Pay decisions at Collective Vision Trust are made by the Pay Committee or Board of Directors.

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2. Policy Statement

The purpose of the Whole School Model Pay Policy is to set out the framework for making decisions on pay for teachers and support staff including the procedures for determining appeals.

It has been developed to comply with current legislation; the statutory requirements of the School Teachers Pay and Conditions Document (STPCD) and the Conditions of Service for School Teachers in England and Wales (the Burgundy Book); the Department for Education guidance 'Managing Teachers and Leaders Pay'; the NJC Green Book and the locally agreed 'Framework for Support Staff Profiles' and is compliant with:

- the Employment Relations Act 1999(47),
- the Equality Act 2010(48),
- the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000(49) and;
- the Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002(50).

This policy is reviewed annually and has been developed in consultation with the relevant trade unions and professional associations.

It is acknowledged that staff who have TUPE transferred into the Trust will be paid in line with transferred terms and conditions (including pay protection, allowances, etc) until such time as alternative terms are consulted upon and agreed with recognised unions.

3. Policy Principles

The aim of this pay policy is to:

- Support the recruitment and retention of a high-quality workforce.
- Enable schools within the Trust to recognise and reward employees appropriately for their contribution.
- Ensure pay decisions and pay progression are compliant with the national pay framework as specified in the annually published School Teachers Pay and Conditions Document (STPCD), the Burgundy Book and NJC Green Book.
- Ensure that pay decisions are made using objective criteria so that there is no discriminatory effect on any group of employees with a protected characteristic under the Equality Act 2010.
- Ensure that the health, safety and wellbeing of employees is considered, and that the policy has a minimum impact on their workload.
- Ensure that implementation of the pay award complies with the National Minimum and Living Wage

4. Roles and Responsibilities

Pay decisions are made by the Trust Board which delegates pay responsibilities to a Pay Committee. The Pay Committee shall establish and review the pay policy and have the authority to take pay decisions on behalf of the Trust Board in line with the policy. The role and responsibilities of the Pay Committee are outlined in the CVT Governance Structure, Roles, Responsibilities and Scheme of Delegation document available on the Trust website.

When taking pay decisions, the Pay Committee must have regard to both the pay policy and the staffing structure. The Pay Policy and staffing structure should be made available to all employees therefore the staffing structure is appended to this policy.

5. Teachers Annual Pay Award

September 2025

As per the School Teachers Pay and Conditions Document 2025 (STPCD) the following has been agreed:

- A minimum of 4% increase will be applied to all pay and allowance ranges and advisory points
- Any payments as a result of this year's pay award (2025/26) or due to annual pay progression decisions for all eligible teachers following appraisal (for 5/25) will be back dated to 1 September 2025.

The pay ranges including the STPCD advisory pay points for main pay, upper pay, leadership and the unqualified teachers' pay range (UTPR) from 1 September 2025 can be found in Appendix 1(a).

5.1 Approach to Teachers Pay

Annual Pay Progression

As per the STPCD 2025/26 it is no longer a statutory requirement that annual pay progression for teachers must be based on performance determined during the annual appraisal. The statutory requirement to make a pay decision following the completion of the appraisal process remains.

Further guidance on pay progression decisions are detailed in Sections 6.5 and 7.

5.2 Local Changes to the Model Pay Policy

The Trust must consult trade unions/professional associations and staff with regard to the local provisions of their pay policy.

Consultation must take place with a representative who are authorised to negotiate on behalf of the trade unions / professional associations.

The Trust will discuss any changes they may be considering with their HR provider in the first instance.

5.3 Annual Pay Review

The Pay Committee will ensure that every teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October. In the case of CEO, executive headteachers and headteachers, the deadline is 31 December. All teachers must be 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 employee's pay.

Where a pay review leads to a period of safeguarding (pay protection) the Trust must inform the employee as soon as possible but no later than one month after the date of the decision.

6. Leadership Group Pay

The determination of leadership group pay introduced in the STPCD 2014 should only be applied to individuals appointed to a leadership post on or after 1 September 2014, or whose responsibilities have significantly changed on or after that date.

6.1 Trust Leadership – Executive Pay

The board must ensure that its decisions about levels of executive pay (including salary and any other benefits) follow a robust evidence-based process and are a reasonable and defensible reflection of the individual's role and responsibilities. No individual can be involved in deciding their remuneration. Decisions about executive pay may be challenged by DfE.

The board must discharge its responsibilities effectively, ensuring its approach to, and levels of, pay and benefits is transparent, proportionate and defensible.

This process is detailed below, and each decision is:

- Independently scrutinised by the board
- Characterised by robust decision-making that demonstrates justifiable pay
- Proportional – pay and benefits represent good value for money and are defensible relative to the public sector market
- Documented with rationale and approved by the board
- Underlined by a basic presumption that executive pay and benefits should not increase at a faster rate than that of teachers, in individual years and over the longer term

CEO

The Directors will take a three-stage approach to deciding the leadership pay for CEO.

1. It will examine external benchmark information, e.g. CST documents or external consultant
2. Set indicative pay range (considering Trust size, and the complexities of the internal and external factors within the Trust).
3. Decide the starting salary within the Individual pay range (taking into consideration relevant skills and attributes, ensuring room for progression).

Adopting this approach will ensure that pay is reflective of the complexities of the Trust.

Using this approach the CEO's pay range has been determined as: L39-L43

6.2 Three Stage Process to Determine School Leadership Pay

A three-stage process should be adopted by the Pay Committee to determine leadership pay. This provides greater flexibility to make pay decisions to attract Trust and school leaders.

The three stages are detailed below, and further guidance can be found in the DfE Guidance 'Managing Teachers and Leaders Pay'.

1. Define the role and determine the headteacher group (calculate the total unit score for the school in accordance with part 2 of the STPCD).
2. Set the indicative pay range (consider the complexities of the school's internal and external factors).
3. Decide the starting salary within the individual pay range (taking into consideration relevant skills and attributes, ensuring room for progression as additional allowances are now restricted).

Adopting this approach will ensure that pay is reflective of the complexities of the school and use of allowances to enhance pay should not apply in most cases as these determinations should now be made from the outset.

6.3 Headteachers Pay (including Heads of School)

Headteachers must be paid within the current pay range detailed in Appendix 1(a).

Within the Trust, headteachers pay ranges are:

- Chesterton Community Sports College – L29-33
- Churchfields Primary School – L15-L21
- Chesterton Primary School – L14- L20
- Crackley Bank (Head of School) – L10-L14
- Bursley Academy (Head of School) – L10-L14
- Woore – L6-L18

The STPCD describes how headteachers pay is calculated within a school using the school unit total (modified unit total in the case of special schools) which identifies the headteacher group.

The unit total for this schools within the Trust are:

- Chesterton Community Sports College – 8113
- Churchfields Primary School – 2758
- Chesterton Primary School – 1113
- Crackley Bank Primary School – 1407
- Bursley Academy – 2590
- Cheswardine Primary School - 374
- Hinstock Primary School – 948
- Woore - 560

and the Trust have assigned the school headteacher groups:

- Chesterton Community Sports College – 6
- Churchfields Primary School – 3
- Chesterton Primary School – 2
- Crackley Bank Primary School – 2
- Bursley Academy – 3

- Cheswardine Primary School - 1
- Hinstock Primary School – 1
- Woore -1

Individual pay ranges for headteachers may be whatever length the Trust deems appropriate (within the nationally agreed pay ranges) and may or may not include fixed scale points.

Pay ranges for headteachers should be no less than the group minimum and should not normally exceed the maximum of the headteacher group. However, the headteacher's pay range may exceed the maximum where the relevant body determines that circumstances specific to the role or candidate warrant a higher than normal payment.

The Trust must ensure that the maximum of the headteacher's pay range and any additional payments does not exceed the maximum of the headteacher group by more than 25% other than in exceptional circumstances; in such circumstances, the Trust must seek external independent advice before providing such agreement and support its decision with a written business case.

Should there be a requirement to make temporary payments to headteachers for undertaking additional responsibilities further advice can be found in the STPCD.

6.4 Executive Headteachers

Pay determination for executive headteachers (a headteacher responsible and accountable for more than one school) should be based on the calculation of the total number of pupil units across all schools, see 6.1. The Trust should then determine the headteacher's starting point in that range. There is an expectation that temporary arrangements will be time-limited and subject to regular review and the maximum duration should be no longer than two years.

Consideration needs to be given to the remuneration of deputy and assistant headteachers who, as a result of the headteacher's role, take on additional responsibilities. An increase in remuneration should only be agreed where the post accrues additional extra responsibilities as a result of the headteacher's enlarged role, it is not automatic.

The Executive Headteacher pay range is:

- Crackley Bank and Bursley Academy L27-31
- Goldstone Federation L8-L21

6.5 Wider Leadership Pay (Assistant / Deputy)

Wider leadership roles must be paid within the current pay range detailed in Appendix 1(a).

Within the Trust, the Wider Leadership pay range is:

Chesterton Community Sports College:

- Deputy Headteacher 2: Points L18 -L22
- Assistant Headteacher 3: Points L13-L17

Churchfields Primary School:

- Deputy Headteacher 1: Points L6-L10

Chesterton Primary School:

- Assistant Headteacher 1: L3-L6

Bursley Academy:

- Deputy Headteacher 1: Points L5-8

Crackley Bank Primary School:

- Assistant Headteacher 1: Points L3-6

For wider leadership posts, the Trust should consider how the role fits within the leadership structure of the school. The pay range for a deputy or assistant headteacher should only overlap the headteacher's pay range in exceptional circumstances. Individual pay ranges for deputy and assistant headteachers may be of whatever length the Trust deems appropriate (within the nationally agreed Leadership pay range), allowing room for progression.

6.6 Pay Progression for Leadership Group

All members of the leadership group of the Trust and academies will be appraised annually. The Directors are ultimately responsible for the appraisal of the CEO and will appoint a suitably experienced external consultant to advise them. The CEO is responsible for the appraisal of Executive Headteachers and Headteachers, the external consultant will also be used for professional advice.

Executive Headteacher will appraise the Heads of School.

Wider leadership group will be appraised annually by the headteacher.

Wider leadership group pay will be reviewed annually. The executive headteacher/headteacher will propose a pay progression decision to the Pay Committee following appraisals for all wider leadership roles. As per the STPCD Pay Committee must decide how pay progression will be determined within the agreed pay range, subject to the following:

- a recommendation on pay must be made in writing as part of the individual's appraisal report, and in making its decision the Pay Committee must have regard to this recommendation.
- the pay decision must be confirmed to the leadership member in writing along with the reasons for the pay decision and provide the right of appeal against the pay decision.

This pay policy determines that a leader will receive pay progression in line with local pay progression arrangements (which may include enhanced progression where appropriate) following their appraisal. Leaders pay will be reviewed annually.

Pay progression for leadership group will be subject to the same criteria as described in 7.2

Pay scales for leadership pay are shown in Appendix 1(c)

7. Teachers Pay

Teachers must be paid within the current pay ranges detailed in Appendix 1(a).

7.1 Determining Teachers Pay on Appointment

On appointment the Trust will determine the starting salary to be offered to the successful candidate within the appropriate pay range.

In making such determinations, the Trust will consider a range of factors including:

- the nature of the post
- the nature of the qualifications, skills, and number of years' experience required.
- the wider school structure.
- current salary (consider the principles of pay portability as detailed in the DfE Guidance 'Managing Teachers and Leaders Pay'.)

7.2 Pay Progression for Teachers

This pay policy determines that a teacher will receive pay progression in line with local pay progression arrangements (which may include enhanced progression where appropriate) following their appraisal. Teachers pay will be reviewed annually.

All teachers can expect to 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. The arrangements for teacher appraisal are set out in the Trust's appraisal policy.

The Trust must decide how pay progression will be determined within the relevant pay range. A written pay recommendation is required for every teacher following the outcome of the school's appraisal arrangements and in making its decision the Pay Committee must have regard to this recommendation.

Criteria for Pay Progression

The criteria used when making decisions on pay progression within the Trust is:

Following an individual teacher's annual appraisal, they should expect to receive annual pay progression within the maximum of their pay range, subject to successful performance as defined below. Pay progression will not be withheld for reasons other than performance.

The Directors have agreed the professional skill levels for teachers in the Trust these are detailed in the Trust's Appraisal Policy.

Progression between pay points will be based on the teacher demonstrating, through their appraisal that they meet the teacher standards and Professional Skills Level Descriptors for the new pay point.

The Directors have determined that normally progression within a range will be by annual increments. However, in exceptional circumstances, where a teacher's performance has been of a sustained high

quality, exceeding academy expectations at that level, the Directors may award accelerated progression within the range. Progression to the next point will be subject to the criteria (career stage expectations) for the higher point being met.

To be fair and transparent, assessments of performance will be properly rooted in evidence. In Collective Vision Trust we will ensure fairness by the arrangements detailed in the Appraisal Policy.

The evidence used will be only that available through the appraisal process and this is detailed in the Appraisal Policy.

Teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Pay Committee, having regard to the appraisal report and taking into account advice from the designated member of the senior leadership team.

Reviews will be deemed to be successful unless significant concerns about their performance have been raised with the teacher during the annual appraisal cycle and have not been sufficiently addressed through support provided by the academy by the conclusion of that process.

The pay decision must be confirmed to the teacher in writing along with the reasons for the pay decision and provide the right of appeal against the pay decision

As per the STPCD the expectation is that good classroom teachers should normally reach the maximum of the main pay range within five years

If a teacher is unlikely to meet their appraisal objectives, this should be discussed with them in a timely manner and well in advance of the final appraisal meeting

All pay related decisions will be taken in accordance with relevant equalities legislation, Employment Relations Acts and Part-time Workers and Fixed-term Employees Regulations. Appropriate consideration will be given where staff have been absent for long periods e.g. due to sickness or maternity leave. When a teacher returns to work from maternity leave, the school must give the employee any pay increase that they would have received, following the appraisal, had they not been on maternity leave. Schools should refer to their HR provider for further advice.

7.3 Teachers on Main Pay Range

In the Trust the teachers main pay range is:

Teachers main pay range		
Range	Point	Salary
Minimum	1	£32,916
	2	£34,823
	3	£37,101
	4	£39,556
	5	£42,057
Maximum	6	£45,352

Pay progression for teachers on the Main Pay Range will be subject to arrangements as described in 7.2.

7.4 Early Career Teachers

In the case of ECTs, whose appraisal arrangements are different, pay decisions will be made by means of the Induction for early career teachers (England) set out in the Education (Induction Arrangements for School Teachers) England (Regs 2012).

ECTs should not be negatively affected by the extension of the induction period from one to two years. This change does not prevent awarding pay progression to ECTs at the end of the first year.

7.5 Unqualified Teachers

In the Trust the teachers Unqualified Pay Range is:

Unqualified Teachers pay range		
Range	Point	Salary
Minimum	1	£22,601
	2	£25,193
	3	£27,785
	4	£30,071
	5	£32,667
Maximum	6	£35,259

Unqualified teachers' pay progression will be subject to the arrangements described in 7.2.

Upon obtaining qualified teacher status (QTS) an unqualified teacher must be transferred to a salary within the main pay range for teachers. The teacher must then be paid a salary which is the same as, or higher than, the sum of the salary in the unqualified pay range (including any safeguarded sum payable) as the Pay Committee considers to be appropriate.

7.6 Teachers on Upper Pay Range

In the Trust the Upper Pay Range is:

Teachers upper pay range		
Range	Point	Salary
Minimum	1	£47,472
	2	£49,232
Maximum	3	£51,048

Pay progression for teachers on the Upper Pay Range will be subject to the arrangements described in 7.2.

7.7 Leading Practitioners

In the Trust there are no Leading Practitioner roles in the structure.

8. Progression to the Upper Pay Range

Qualified teachers may apply to progress to the Upper Pay Range, once a year, in line with the assessment criteria set out below. It is the responsibility of the teacher to decide whether they wish to apply to be paid on the Upper Pay Range.

If a teacher is simultaneously employed at another school, they may submit separate applications if they wish to apply to be paid on the Upper Pay Range. Schools are not bound by any pay decision made by another school.

Schools should avoid confusing or conflating the criteria and factors for the award of TLR payments with the criteria for movement to the upper pay range, both within the context of additional responsibilities, objective-setting and when making pay decisions.

8.1 The Application

The appraisal review must be completed prior to submitting an application. Teachers must indicate to the appraiser during the performance management meetings that they intend to apply to cross the threshold. Following the meeting a formal email must be sent to the executive headteacher / headteacher applying to cross the threshold.

Academy Headteachers are responsible for informing staff of the application process and in particular the final date for submission.

All applications should be made via the annual performance management process and evidence that demonstrates that the teacher has met the assessment criteria should be discussed and agreed with the appraiser.

Evidence should be proportionate and readily available from day-to-day practice in school. When such information isn't available e.g., those returning from maternity leave or sickness absence, the discussion with the appraiser should be based on a summary of evidence designed to demonstrate the applicant has met the assessment criteria using evidence from previous appraisals.

8.2 The Assessment

The assessor must be qualified to undertake the assessment. Within the Trust the assessment will be undertaken by the appropriate line manager.

The assessor will then submit their recommendation to the Pay Committee regarding the outcome of the application along with the reasons for their recommendation.

An application from a qualified teacher will be successful where the Pay Committee is satisfied that:

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

For the purposes of this pay policy:

- **'highly competent'** may mean

Experience and practice which is not only good enough to provide coaching or mentoring to other teachers but also to 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 to meet the relevant standards and develop their teaching practice.

- **‘substantial’** may mean

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 pupils’ standards, take advantage of appropriate opportunities for professional development and use outcomes effectively to improve pupils’ learning.

- **‘sustained’** may mean

Maintained continuously over a significant period of time which would normally be no more than two years. Within the Trust the period considered is between one and two years for both full time and part time employees.

8.3 The Outcome

The assessment should be made within 10 working days of the receipt of the application or the conclusion of the appraisal process, whichever is later.

If successful, a teacher will move to the Upper Pay Range from the previous 1 September and will normally be placed on the bottom of the range.

If unsuccessful, face to face supportive and developmental feedback will be provided then followed up in writing by the executive headteacher/ headteacher as soon as possible and at least within 5 working days of the decision.

8.4 Appeals Process

Any appeal against a decision not to move a teacher to the Upper Pay Range will be heard under the general appeals arrangements set out in Section 13.

9. Allowances and Other Payments

Allowance ranges prescribed annually within the STPCD are detailed within Appendix 1(a)

9.1 Special Educational Needs (SEN) Allowance

In the Trust there are no Special Educational Needs Allowances roles in the structure.

9.2 Teaching and Learning Responsibility (TLR) Payments

The values of the TLRs to be awarded within the Trust are:

TLR	Value	CCSC	Churchfields	Chesterton Primary	Crackley Bank	Bursley Academy	Goldstone Federation	Woore
3	£3,344	-	-	-	1	-	-	-

2.1	£3,391	6	1	1	2	2	2	-
2.5	£5,642	8	2	-	-	-	-	-
2.8	£8,278	2	-	-	-	-	-	-
1.1	£9,782	5	-	-	-	-	-	-
1.2	£12,033	2	-	-	-	-	-	-
1.3	14,292	2	-	-	-	-	-	-

The Trust should award a TLR payment to a classroom teacher for undertaking a sustained additional responsibility, for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable.

9.2.1 Eligibility Criteria

A TLR 1 and 2 will be paid while a teacher remains in the same post or occupies another post temporarily in the absence of a post-holder who is eligible for a TLR. Unqualified teacher may not be awarded TLRs. Teachers cannot hold a TLR1 and TLR2 concurrently but a teacher in receipt of either a TLR1 or TLR2 may also hold a concurrent TLR3.

9.2.2 TLR1 and TLR2

Before awarding a TLR, the Trust must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers, and that it:

- a. is focused on teaching and learning;
- b. requires the exercise of a teacher's professional skills and judgement;
- c. requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
- d. has an impact on the educational progress of pupils' other than the teacher's assigned classes or groups of pupils'; and
- e. involves leading, developing and enhancing the teaching practice of other staff.

Both TLR 1 and 2 are pro-rated for part time workers

9.2.3 TLR1 Only

Before awarding a TLR 1, the Trust must be satisfied that the significant responsibility referred to in the previous paragraph includes in addition, line management responsibility for a significant number of people.

9.2.4 TLR3 (time limited)

Before awarding a TLR 3, the Trust must be satisfied that the significant responsibility referred to in the previous paragraphs apply, except:

c) requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum; and

e) involves leading, developing and enhancing the teaching practice of other staff.

The Trust will ensure that the use of TLR3 applies only to clearly time limited school improvement projects or one-off externally driven responsibilities and where there is a genuine development or operational need. TLR3's should not be awarded consecutively for the same responsibility unless that responsibility relates to tutoring to deliver catch-up support to pupils on learning lost during the pandemic.

TLR3 payments will not be used to replace or otherwise limit teachers' pay progression on the Main, Upper or Leading Practitioner Pay Ranges. A TLR3 is not pro-rated for part time staff.

9.2.5 TLRs and Safeguarding

If, as a result of a change in the school's staffing structure, the Trust determines that a teacher's duties will no longer attract a TLR 1 or TLR 2, safeguarding principles will apply as outlined in the STPCD.

Teachers in receipt of a safeguarding payment who are temporarily paid a TLR sum to cover the responsibilities of a permanent post-holder will revert to their safeguarded allowance when the period of temporary cover finishes.

TLR3 payments are not subject to safeguarding.

9.3 Recruitment & Retention Payments

The Trust may make such payments or provide such other financial assistance, support or benefits to a teacher as it considers to be necessary as an incentive for the recruitment of new teachers and the retention of existing teachers.

The Trust should make clear at the outset the value, expected duration of any incentive and benefits and the review date after which they may be withdrawn.

The Trust will conduct annual review of all incentives, support or benefits.

Executive Headteachers, heads of school, headteachers, deputy headteachers and assistant headteachers may not be awarded recruitment and retention payments other than as reimbursement of reasonably incurred housing or relocation costs.

For further guidance on recruitment and retention payments please refer to the STPCD.

9.4 Additional Payments

The Trust may agree additional payments to a teacher, other than a headteacher, in respect of:

- a. continuing professional development undertaken outside the school day.
- b. activities relating to the provision of initial teacher training as part of the ordinary conduct of the school.

- c. participation in out-of-school hours learning activity agreed between the teacher and the headteacher.
- d. additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools.

As per the STPCD teachers are not eligible for honoraria payments.

Within the Trust no additional payments are made.

9.5 Acting Allowance

Where a teacher temporarily carries out duties of a headteacher, deputy headteacher or assistant headteacher, the Trust, within the period of four weeks beginning on the day on which such duties are first assigned, will determine whether or not an 'acting allowance' should be paid.

Where agreed, the acting allowance should be paid from the day the duties commence and ensure that the teacher's total remuneration is not lower than the minimum of the respective pay range for the period of the acting up.

9.6 Unqualified Teachers Allowance

The Trust may determine that it is appropriate to pay an additional allowance to an unqualified teacher where it considers, in the context of its staffing structure and pay policy, that the teacher has:

- A. taken on a sustained additional responsibility which:
 - i. is focused on teaching and learning; and
 - ii. requires the exercise of a teacher's professional skills and judgment; or
- B. qualifications or experience which bring added value to the role being undertaken.

10. Safeguarding of Salary (pay protection)

Where pay decisions are taken which lead to a teacher receiving safeguarding, they will be given written notification as soon as possible and no later than one month after the decision.

Circumstances which may lead to safeguarding are:

- where the school staffing structure has changed.
- where the duties and responsibilities which have led to the payment of a TLR 1 or 2 are no longer required.
- where the Trust Board agrees to reduce the number of teachers within the leadership or leading practitioner ranges.
- where the Trust Board lower a pay range applicable to teachers within the leadership leading practitioner group.

A safeguarded sum will not be increased during the safeguarding period. The safeguarded sum will be payable for a maximum period of three years from the relevant date as per the STPCD.

Teachers entitled to safeguarding in excess of £500 may be required to undertake additional responsibilities commensurate with the safeguarded sum for the period of safeguarding.

There is provision for teachers who occupy another post on a temporary basis to have their safeguarding restored on return to their original post (unless it would otherwise have ceased).

For more information, please refer to the STPCD.

11. Working Arrangements

11.1 Part-time employees

The Trust will apply the provisions of the STPCD in relation to part-time teachers' pay and working time and ensure that no employee receives less favourable treatment by virtue of the fact that they work part-time.

11.2 Supply teachers

Supply teachers hired directly will be paid in accordance with the STPCD. The pay of supply teachers employed via agencies is determined via the agency concerned.

12. Salary Sacrifice Arrangements

A salary sacrifice arrangement refers to any arrangement under which an employee gives up the right to receive part of their gross salary in return for the employer's agreement to provide them with a benefit-in-kind.

13. Appeals regarding pay decisions (Teachers)

A teacher may request a review of any decision taken in relation to their pay due to one or more reasons specified in the list below, which is not exhaustive:

- a. incorrectly applied any provision of the relevant conditions of service or pay policy.
- b. failed to have proper regard for statutory guidance.
- c. failed to take proper account of relevant evidence.
- d. took account of irrelevant or inaccurate evidence.
- e. was biased or otherwise unlawfully discriminated against the employee.

13.1 The Appeals Procedure

It is recommended that a teacher is informed of a pay recommendation before it is ratified by the Pay Committee. The opportunity to discuss a pay decision before it is made may also mitigate the need for a formal appeal. The recommended order of proceedings is as follows:

1. The teacher is informed of the pay recommendation and the basis on which the recommendation has been made.

2. If the teacher is not satisfied, he/she should seek to resolve this by discussing the matter informally (normally with the executive headteacher/headteacher).
3. Following the discussion, the pay recommendation will be submitted to the Pay Committee and their decision will be communicated to the teacher in writing.
4. Where the teacher continues to be dissatisfied, he/she may follow a formal appeal process.
5. The teacher should set down in writing the reason(s) for questioning the pay decision as defined in point 13. above and send it to the chair of the appeal committee normally within 10 working days of receiving the outcome. This time limit may be extended by either side if sufficient reason is given.
6. The teacher should be invited to an appeal meeting where they and the appeal committee can discuss the original pay decision, ask questions and provide further information relevant to the decision.
7. Following the appeal, the committee must reach a decision and relay this to the teacher in writing as soon as possible, normally no later than 5 working days, including their rationale for reaching the decision.

13.2 The Appeals Committee

Any appeal should be heard by a panel of three Directors who were not involved in the original determination. The teacher will be given the opportunity to make representations in person or may wish to delegate this to their representative.

For any formal hearing or appeal the teacher is entitled to be accompanied by a work colleague or union representative. Each step and action of this process must be taken without unreasonable delay. The timing and location of the formal meeting must be reasonable and there should be opportunity to re-schedule if necessary. The formal meeting must allow both parties to explain their cases.

The process is consistent with the provisions of employment law. The appeal committee's decision is final and, as per the STPCD, there is no recourse to the general staff grievance procedure.

Further guidance on the appeals procedure and the appeal hearing can be found in the DfE Guidance 'Managing Teachers and Leaders Pay'. Schools may also wish to obtain further advice regarding appeals from their HR provider.

14. Support Staff

The Trust's current pay structure for support staff is detailed in Appendix 1(b). This is based on the current Staffs CC or Shropshire CC pay structure.

All support staff employed at this Trust will be paid in accordance with the conditions of service agreed by the National Joint Council (NJC) for Local Government Services (referred to as the "Green Book" in this policy).

The Framework of Support Staff Profiles and the County Councils' Pay and Grading Structure form part of this Pay Policy. The Trust's pay structure consists of sixteen grades which incorporate the nationally agreed NJC pay spine.

14.1 Support Staff Framework

The Trust has adopted the County Councils' Framework of Support Staff Profiles to ensure that the requirements of the Single Status Agreement 1997 are met. The Trust has the power to determine the job description and person specifications within the Framework that match the duties and responsibilities covered by positions within the support staffing structure for the school.

The pay and grading of support staff, attached to the framework, is determined by the single status pay and grading structure agreed by the County Council and the recognised Green Book trade unions from 1 April 2019. In adopting the Single Status Pay and Grading Structure and Framework the Trust is assured that all decisions will be based on a fair and objective approach to pay and grading according to criteria laid down in the relevant national agreements.

The pay structure is based on a 'points to pay' relationship, determined through a job evaluation process therefore ensuring equal pay for work considered of equal value.

14.2 Determining support staff pay on appointment

All support staff will be appointed to a profile within the Framework of Support Staff Profiles.

As the Council's pay structure reflects a points-to-pay relationship the points attached to each post within the Framework determine the salary (grade) that will be paid.

Each grade has a number of spinal column points (SCPs) within it. New employees will normally start at the bottom of the grade unless there is a market forces issue which requires consideration to appoint further up the grade.

Support staff increment annually to the next SCP on 1 April until they reach the maximum of the assigned grade. If an employee commences in role between 1 October and 31 March, they increment on the six-month anniversary of their start date and then 1 April thereafter until the maximum of the grade is reached.

Where an employee moves from one post to another of the same grade, they should be appointed to the same spine reached. If an employee is promoted from one grade to the next and the grades overlap, where the employee is on the maximum of the old grade, they should be appointed to the second spine in the new grade.

14.3 Pay Progression for Support Staff

In April of each year employees will automatically move to the next SCP within the grade until they reach the maximum of the grade. In addition, employees will receive any nationally agreed cost of living pay increase.

Support staff will receive an annual appraisal in line with the Trusts Appraisal Policy however there should be no link between performance and pay progression as incremental progression is based on time in post including the maximum spine within each grade.

14.4 Regrades and Regrade Appeal Process

The Grading Policy which outlines the regrade process and appeal mechanism for support staff can be found at the Job Evaluation and Grading - Staffordshire County Council on the SLN.

14.5 Staffing structure changes

The staffing structure is normally reviewed annually. When this review covers the support staff structure the Trust (through an appropriate Committee) will use the Framework of Support Staff Profiles to determine the positions within the support staff structure and the pay grade applicable to the post.

Where applicable, pay protection for support staff is three years for employees on grades 1 to 11 and one year for employees on grade 12 upwards, or until their salary exceeds the protected pay value, whichever falls sooner. During this time no pay awards are payable and once the protected value is reached employees will be paid at the top of the grade of the post they have been redeployed into. For further guidance governing bodies should refer to their HR provider.

14.6 Honoraria

The NJC “Green Book” requires that there should be arrangements for recognising temporary additional duties where an employee ‘acts up’ in the absence of a more senior employee or assumes additional responsibilities. The higher salary should be backdated to the first day the acting up or additional duties commenced. This does not apply, however, if the absence is due to annual leave. The Trust should refer to their HR Provider for guidance on honoraria.

15. Apprentices

Apprentices must be paid at least the Government’s National Minimum Wage rates. Those on a post-graduate teaching apprenticeship must be paid in accordance with the minimum of the unqualified teachers’ pay range for the training period.

16. Monitoring the policy

The Trust will monitor the outcomes and impact of this policy annually, including trends in progression across specific groups of teachers, to assess its effect and the Trust’s continued compliance with equalities legislation.

Appendix 1 (a) STPCD Pay Ranges & Advisory Pay Points 1 September 2025

The statutory pay ranges as specified in the School Teachers Pay and Conditions Document 2025 are:

Headteacher Pay Ranges

	England and Wales	
	Min	Max
Group 1	£58,569	£77,924
Group 2	£61,534	£83,860
Group 3	£66,368	£90,255
Group 4	£71,330	£97,136
Group 5	£78,702	£107,131
Group 6	£84,699	£118,169
Group 7	£91,158	£130,274
Group 8	£100,540	£143,796

Main Pay & Upper Pay Ranges including Advisory Pay points

Main Pay Range	Advisory Pay points
M1 (MPR Minimum)	£32,916
M2	£34,823
M3	£37,101
M4	£39,556
M5	£42,057
M6 (MPR Maximum)	£45,352

Upper Pay Range (UPR)	Advisory Pay Points
U1 (UPR Minimum)	£47,472
U2	£49,232
U3 (UPR Maximum)	£51,048

Unqualified Pay Range including Advisory Pay Points

Unqualified Pay Range	Advisory Pay Point
U1 (UTPR minimum)	£22,601
U2	£25,193
U3	£27,785
U4	£30,071
U5	£32,667

U6 (UTPR maximum) £35,259

Other Teachers Pay Ranges

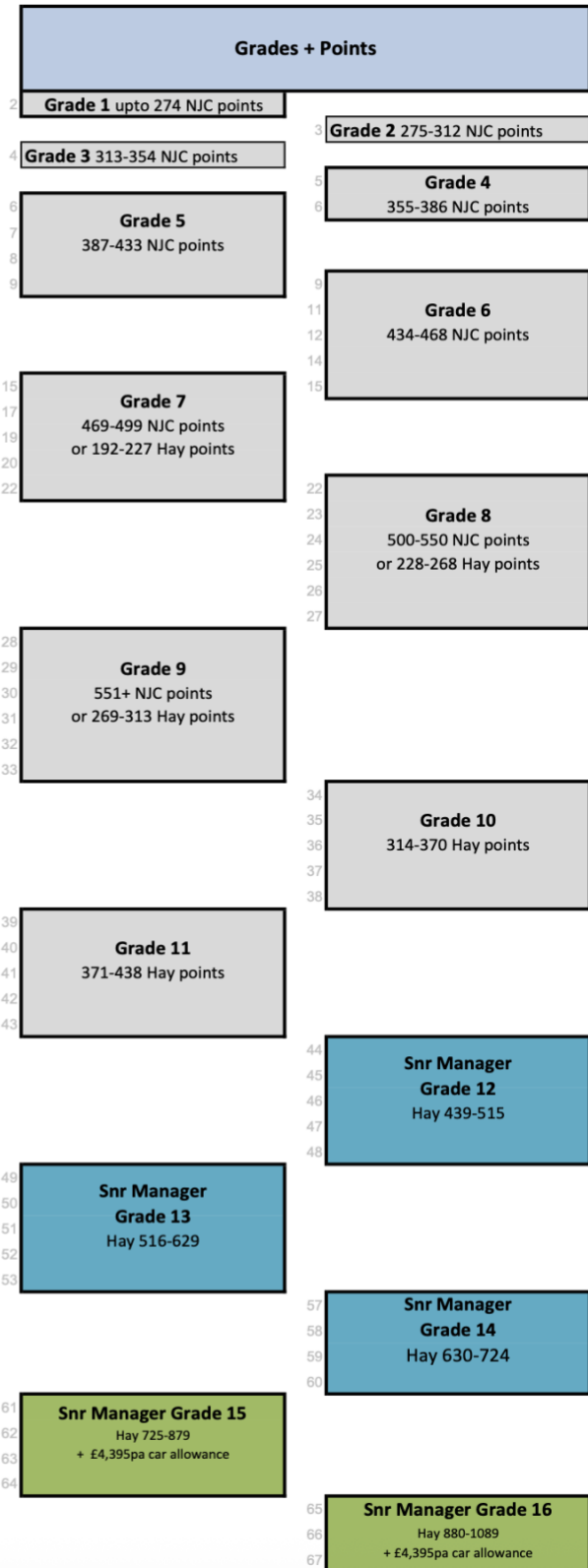
	England and Wales	
	Min	Max
Leadership	£51,773	£143,796
Leading Practitioner	£52,026	£79,092

Allowances Ranges

	England and Wales	
	Min	Max
TLR 1	£10,174	£17,216
TLR 2	£3,527	£8,611
TLR 3	£702	£3,478
SEN	£2,787	£5,497

Appendix 1 (b) Support Staff Pay Structure

SCP	Salary at 01/04/2025	Monthly Salary	Hourly Rate (37 Hrs)	Hourly Rate (32.5 Hrs)
2	£24,413	£2,034.42	£12.65	£14.41
3	£24,796	£2,066.33	£12.85	£14.63
4	£25,185	£2,098.75	£13.05	£14.86
5	£25,583	£2,131.92	£13.26	£15.10
6	£25,989	£2,165.75	£13.47	£15.34
7	£26,403	£2,200.25	£13.68	£15.58
8	£26,824	£2,235.33	£13.90	£15.83
9	£27,254	£2,271.17	£14.13	£16.08
11	£28,142	£2,345.17	£14.58	£16.61
12	£28,598	£2,383.17	£14.82	£16.88
14	£29,540	£2,461.67	£15.31	£17.43
15	£30,024	£2,502.00	£15.56	£17.72
17	£31,022	£2,585.17	£16.08	£18.31
19	£32,061	£2,671.75	£16.62	£18.92
20	£32,597	£2,716.42	£16.89	£19.24
22	£33,699	£2,808.25	£17.47	£19.89
23	£34,434	£2,869.50	£17.84	£20.32
24	£35,412	£2,951.00	£18.36	£20.90
25	£36,363	£3,030.25	£18.84	£21.46
26	£37,280	£3,106.67	£19.32	£22.00
27	£38,220	£3,185.00	£19.81	£22.55
28	£39,152	£3,262.67	£20.29	£23.10
29	£39,862	£3,321.83	£20.66	£23.52
30	£40,777	£3,398.08	£21.14	£24.06
31	£41,771	£3,480.92	£21.65	£24.65
32	£42,839	£3,569.92	£22.21	£25.28
33	£44,075	£3,672.92	£22.85	£26.01
34	£45,091	£3,757.58	£23.37	£26.61
35	£46,142	£3,845.17	£23.91	£27.23
36	£47,181	£3,931.75	£24.46	£27.84
37	£48,226	£4,018.83	£25.00	£28.46
38	£49,282	£4,106.83	£25.54	£29.08
39	£50,269	£4,189.08	£26.06	£29.66
40	£51,356	£4,279.67	£26.62	£30.30
41	£52,413	£4,367.75	£27.16	£30.93
42	£53,460	£4,455.00	£27.71	£31.55
43	£54,495	£4,541.25	£28.25	£32.16
44	£55,609	£4,634.08	£28.82	£32.81
45	£56,727	£4,727.25	£29.40	£33.47
46	£57,868	£4,822.33	£29.99	£34.15
47	£58,887	£4,907.25	£30.52	£34.75
48	£60,047	£5,003.92	£31.12	£35.43
49	£61,217	£5,101.42	£31.73	£36.12
50	£62,395	£5,199.58	£32.34	£36.82
51	£63,567	£5,297.25	£32.95	£37.51
52	£64,731	£5,394.25	£33.55	£38.20
53	£65,908	£5,492.33	£34.16	£38.89
57	£70,053	£5,837.75	£36.31	£41.34
58	£71,752	£5,979.33	£37.19	£42.34
59	£73,452	£6,121.00	£38.07	£43.34
60	£75,147	£6,262.25	£38.95	£44.34
61	£82,799	£6,899.92	£42.92	£48.86
62	£84,813	£7,067.75	£43.96	£50.05
63	£86,832	£7,236.00	£45.01	£51.24
64	£88,850	£7,404.17	£46.05	£52.43
65	£98,126	£8,177.17	£50.86	£57.90
66	£100,526	£8,377.17	£52.11	£59.32
67	£102,927	£8,577.25	£53.35	£60.74



Appendix 1(c) Leadership Pay Scales

The leadership pay scales for 2025 – 26 are:

Leadership Pay Structure	
Point	Salary
L2	£53,069
L3	£54,394
L4	£55,747
L5	£57,137
L6	£58,569
L7	£60,145
L8	£61,534
L9	£63,070
L10	£64,691
L11	£66,368
L12	£67,898
L13	£69,596
L14	£71,330
L15	£73,105
L16	£75,049
L17	£76,772
L18	£78,702
L19	£80,655
L20	£82,654
L21	£84,699
L22	£86,803
L23	£88,951
L24	£91,158
L25	£93,424
L26	£95,735
L27	£98,106
L28	£100,540
L29	£103,030
L30	£105,595

L31	£108,202
L32	£110,892
L33	£113,646
L34	£116,456
L35	£119,350
L36	£122,306
L37	£125,345
L38	£128,447
L39	£131,578
L40	£134,860
L41	£138,230
L42	£141,693
L43	£143,796

Appendix B

Staffing Structure CCSC

Headteacher

2 Deputy Headteacher

3 Assistant Headteacher

Key Stage 4 Leader & Head of Boys PE TLR 1.2

Key Stage 3 Leader & Head of Technology TLR 1.3

Safeguarding/Inclusion Leader and Head of Art TLR 1.3

Head of English TLR 1.1

Second in English/ Teaching and Learning Mentor TLR 2.5

Head of Maths TLR 1.1

Second in Maths & Head of House TLR 2.5

Head of Science TLR 1.1

Second in Science and Parent/Pupil Engagement TLR 2.5

Head of MFL TLR 1.1

Second in MFL TLR 2.1

Head of Humanities and Head of Year TLR 1.1

Teacher in charge: Health & Social, Child Development TLR 2.1

Head of Business Studies TLR 2.1

Head of Boys PE and Head of Year TLR 2.5

Head of Girls PE TLR 2.1

Head of Performing Arts & RMS TLR 2.8

Head of Computing and Website TLR 2.8

Head of PHSE TLR 2.5

SENCO TLR 1.2

4 x Head of Year TLR 2.5

STEM Co-ordinator TLR 2.1

19 x Teachers.

4 x UQ teacher

1 x Counsellor / Psychotherapist

2 x Senior Teaching & Learning Assistant

13 x LSA.

5 x Apprentice LSA

1 x LSA plus technical support
3 x technical support
1 x Librarian

CFO/Company Secretary
Deputy Safeguarding Lead/Exam Secretary
Office Manager
Admin Assistant
Admin Assistant /exams assistant
Medical Care Support and Admin Assistant
2 x Finance Support Officers

Director of Estates
Caretaker
Site Officer

Director of Technical Services
Deputy ICT Manager
Deputy Lead ICT Tech
2 x ICT Tech
Sports Centre Manager

4 x Lunchtime Supervisors

Staffing Structure Churchfields Primary School

Headteacher

Deputy Headteacher

2 x Senior teachers with TLR 2.5
1 Teacher with TLR 2.1

11 x Teachers (FTE)
2 x 0.8 Teacher
1 x 0.6 Teacher

15 x LSA.
2 x LSA part-time
1 x Sports Coach

2 x Apprentice LSA

1 x Office Manager
2 x PT School Secretary

1 x Site supervisor

6 x Lunchtime Supervisors

Staffing Structure Chesterton Primary School

Headteacher

Assistant Headteacher

1 x Teachers with TLR 2.1

6 x Teachers
1 x Nursery Leader
1 x Pre-Nursery Leader

9 x Teaching Assistants (full time and part time)
2 x EYFS apprentices

1 x Site supervisor
1 x Office Manager
1 x Office staff
1 x Keyholder (PT)

2 x Lunchtime supervisors.

Staffing Structure Crackley Bank Primary School

Executive Headteacher

Head of School

Assistant Head (part-time)

2 x Senior Teachers, TLR 2.1
1 x Part-time Senior Teacher, TLR 2.1

5 x (FTE) Teachers
2 x Part-time teacher

9 x LSA (part time)
1 x Apprentice TA

1 x Pupil Mentor (part time)
1 x Assistant SENCo (part time)
2 x Breakfast Club (part time)

1 x Office Manager
1x Admin Assistant (part time)
1 x Caretaker
1 x PT Key Holder

5 x Lunchtime Supervisors

Staffing Structure Bursley Academy

Executive Headteacher

Head of School

Deputy Headteacher

1 x Teachers with additional responsibility (TLR 2.1)

12 x Teachers
3 x PT Teachers (1 x 0.8, 2 x 0.5)

1 x HLTA FT
1 x HLTA PT

13 x Teaching Assistant (mixture FT & PT)
1 x Teaching Assistant 1:1

Office Manager
2 x Admin Assistant (1 FT and 1 PT)

Site Supervisor
Janitor, PT

Senior Cleaner (P/T)
2 x Cleaners (P/T)

Catering cashier/midday supervisor
Senior Midday Supervisor
8 x Midday Supervisor

Goldstone Federation Staffing Structure

Executive Headteacher and SENCO
Learning Mentor across the Federation
MFL Teacher: PT 0.2 across the Federation
Maths Lead: PT 0.2 across the Federation

Hinstock:

1 x EYFS Lead Teacher with TLR
5 x Teachers (2x DSLs)
1 x Deputy Nursery Officer in Charge
2 x Nursery Assistants
1 x HLTAs
2 x Cover Supervisors
6 x Teaching Assistants
3 x Lunchtime Assistants
1 x Administrators
1 x PT Caretaker

Cheswardine:

4 x Teachers (2 x DSLs)
3 x Teaching Assistants
1 x Nursery Officer in Charge
2 x PT Nursery Assistant
1 x Administrator
1 x Cleaner in Charge
1 x Lunchtime Supervisor

Staffing Structure Woore

Headteacher

2 x Full time teachers
2 x Part- time teachers (.8 and).2 job share)

1 x Nursery Leader
2 x Nursey Assistant part-time
1 x 1:1 Assistant (PT)

3 x HLTA
2 x TA
1 x PT SEND support 1:1

7 X (PT) before and after school club

1 x (PT) Caretaker
2 x (PT) Administrators

2 x Lunchtime supervisors

1 x Cleaner (PT)

1 x Catering Manager (PT)
1 x Catering Assistant (PT)

1 x SENCO (PT)