

Christ the King Catholic Primary School



Making a difference by
Inspiring a love of life and learning
We build strong foundations within
God's loving hands

CTK Pay Policy

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Date approved by Resources committee	23 rd Oct 2025	Chair of Resources	Pete Walley
Date ratified by Full Governing Body	1 st December 25	Chair of Governors	Angela Willian
Start Date	1 st September 25	Headteacher	Mary Mainwaring
Review Date	1 st September 26		

Author/Person Responsible	Head Teacher – Mary Mainwaring
Date of Ratification	23rd October 2025
Review Group	
Ratification Group	Resources
Monitored By	Safeguarding Governor
Review Frequency	Every 1 years Subject to local education authority and/or national policy change
Review Date	October 24
Previous Review Amendments/Notes	October 25
Related Policies	
Chair of Committee Signature	Paul Crowley and Angela Willian

Equality Impact Assessment (EIA) Part 1: EIA Screening

Policies, Procedures or Practices:	Pay Policy	DATE:	October 25
EIA CARRIED OUT BY	Mary Mainwaring	EIA APPROVED BY	Mary Mainwaring

Groups that may be affected:

Are there concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for a positive impact
Age (young people, the elderly; issues surrounding protection and welfare, recruitment, training, pay, promotion)		N/A
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication)		N/A
Gender reassignment (transsexual)		N/A
Marriage and civil partnership		N/A
Pregnancy and maternity		N/A
Racial groups (consider language, culture, ethnicity including gypsy/traveller groups and asylum seekers)		N/A
Sex (male, female)		N/A

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1.	INTRODUCTION	
1.1	This Policy sets out the framework for making decisions on staff pay.	
1.2	Staff pay is affected by legislation, and national and local pay agreements, which give governing boards' significant flexibility to determine pay levels to meet local circumstances. The policy complies with the School Teachers' Pay & Conditions Document (STPCD) and the accompanying non-statutory guidance and with national and local pay agreements for support staff and these documents will take priority in any disputes. The Policy will be reviewed annually, in consultation with staff and unions.	
1.3	<p>The objective of the policy is to:</p> <ul style="list-style-type: none"> • ensure that pay and staffing arrangements enable the current and future delivery the curriculum and school improvement plans; • support the recruitment and retention of high-quality staff; • recognise and reward staff for their contribution to school improvement; • ensure that pay decisions are made in a fair and transparent way; • ensure that available monies are allocated appropriately. 	
2.	ROLES AND RESPONSIBILITIES	
2.1	<p>Pay Committees</p> <p>The Governing Board has established the following committees which have fully delegated powers to make decisions on pay, and (except in relation to the Headteachers pay) will be advised by the Headteacher as appropriate.</p> <ul style="list-style-type: none"> • Pay Committee • Pay Appeals Committee 	
2.1.1	<p>The terms of reference for these committees are attached at Appendix A.</p> <p>Governors will not make judgements about the effectiveness of individual staff. Their role is to satisfy themselves that any recommendation/decision has been made on the basis of evidence and in accordance with the Policy, and that correct procedures have been followed. The Governing Board will monitor the effectiveness of the Performance Management process and ensure that the allocation of pay is consistent with the overall standard of teaching in the school and the outcomes for pupils.</p>	
2.1.2	Where the Governing Board collaborates with another Governing Board or Boards on the appointment of staff, joint pay committees may be established between the relevant governing boards to deal with pay and performance matters of relevant staff.	
2.2	Performance Management	

	<p>Performance Management is a developmental and supportive process designed to ensure that staff have the skills and support they need to carry out their role and that they continue to improve their professional practice throughout their careers.</p> <p>Performance management reviewers will be responsible for the performance management process, in accordance with the Performance Management Policy. Performance Management objectives will be moderated across the school to ensure consistency and fairness. The Performance Management Review Statement will include a pay recommendation which will be made by:</p> <ul style="list-style-type: none"> -The PM reviewer/Headteacher* for Main Pay Range teachers and support staff -The Headteacher* for Upper Pay Range and Leadership Range teachers -The Headteachers' Performance Management Review Panel for the headteacher 			
2.2.1	<p>Application for the Upper Pay Range</p> <p>The Headteacher* will assess applications from teachers to be paid on the Upper Pay Range in accordance with this policy and will make a recommendation to the Pay Committee on whether the teacher should progress to the Upper Pay Range.</p>			
2.3	<p>Staffing Structure</p> <p>The Pay Committee will, having regard to the advice and recommendation of the Headteacher, determine, monitor and review the school staffing structure. The staffing structure sets out the number and pay ranges for all posts within the school and is at Appendix D.</p>			
2.4	<p>Leadership Group and Lead Practitioners</p> <p>The Headteacher will be responsible for determining the starting salary, and for making pay progression recommendations, for posts on the Leadership and Lead Practitioner Pay Ranges. The Governing Board Pay Committee will approve pay progression decisions¹.</p>			
2.5	<p>Other teachers</p> <p>The Headteacher will be responsible for determining the starting salary, and for making pay progression recommendations, for teachers on the Unqualified, Main and Upper Pay Ranges. The Governing Board Pay Committee will approve pay progression decisions</p>			
2.6	<p>Support Staff</p> <p>The Headteacher will be responsible for determining the starting salary, and for making pay progression decisions, for all support staff.</p>			
3.	PAY TIMETABLE			
	Date	External	Internal	
	April	Budget set (schools)	Complete PM review for support staff.	

		Inflationary Pay Award for support staff	Pay Progression decision effective for support staff	
	September	Inflationary Pay Award for teachers	Pay Progression decision effective for teachers	
		Budget set (academies)		
	Sept/Oct		Complete PM review for teachers	
	31 October (last day of half term)		Notify teachers of annual pay review decision	
	31 Dec. (last day of term)		Notify headteacher of annual pay review decision	
3.1	Setting and Reviewing Pay			
	Salaries will be determined only in the circumstances set out below.			
3.1.1	An individual salary range and starting salary will be determined where a new appointment is made, in accordance with the relevant sections of this Policy.			
3.1.2	The salary of individual posts will be reviewed at such times as appropriate where there are significant changes in the responsibilities or duties of the post which warrant such a review.			
3.1.3	The salary of individual posts may be reviewed where, the setting of a salary for a new appointment, or a change of salary in the circumstance set out in 9.1.1, makes such a review necessary to maintain consistency and fairness.			
	<p>The salary, within the established range, of individual staff will be reviewed annually on or after:</p> <p>1 September, but no later than 31 October (teachers)</p> <p>1 September, but no later than 31 December (headteachers)</p> <p>1 April (support staff)</p>			
3.2	Inflationary increases – Teachers’ and Leadership Pay Ranges			
	The school will ensure that the values of the minimum point of each pay range in this Policy are in line with the minimum of the corresponding ranges set out in the Teachers’ Pay and Conditions Document. The values of points on the scales above the minimum will be determined annually by the Governing Board. In making its determination the Governing Board will have regard to any national pay award and any requirements set out in Teachers’ Pay and Conditions.			
3.2.1	The salaries of individual teachers will increase accordingly			

3.2.2	Inflationary increases – Teacher Allowances		
	<p>The minimum values of TLR1, TLR2 and the SEN Allowance payable to individual teachers will be increased in line with the minimum of the corresponding Allowances set out in the Teachers’ Pay and Conditions Document. The values of Allowances in excess of the minimum will be determined annually by the Governing Board. In making its determination the Governing Board will have regard to any national pay award and any requirements set out in Teachers’ Pay and Conditions.</p> <p>The Governing Board will determine the values of all other allowances and discretionary payments payable to individual teachers on an annual basis.</p>		
3.2.3	Support Staff		
	Maintained Schools*		
	<p>The values of the salary points on the Local Government Pay Scale will be increased in accordance with the nationally negotiated pay award and applied to individual staff. The values of other salaries will be determined annually by the Governing Board. In making its determination the Governing Board will have regard to any relevant national pay award.</p>		
3.3	All staff* will be informed in writing of their pay determination and the rationale for it with each year according to the Pay Timetable and at any other time when a salary review takes place.		
4.	TEACHERS’ PAY		
4.1	<p>Qualified teachers will be paid on the Main Pay Range or the Upper Pay Range.</p> <p>The Pay Ranges in this school have been divided into pay points.</p> <p>Teachers on the Main Pay Range will be paid on the six-point* scale on the Main Pay Range as set out below</p> <p>Teachers on the Upper Pay Range will be paid on the three/five*-point scale on the Upper Pay Range as set out overleaf</p> <p><u>Main Pay Range</u></p>		
	Point 1	£32,912	
	Point 2	£34,823	
	Point 3	£37,101	
	Point 4	£39,556	
	Point 5	£42,057	
	Point 6	£45,352	

	<u>Upper Pay Range</u>		
	Point 1	£47,472	
	Point 2	£49,472	
	Point 3	£51,048	
4.2	<p>Unqualified Teachers will normally be paid on the Unqualified Pay Range.</p> <p>The Pay Range for Unqualified teachers in this school has been divided into pay points as follows:</p>		
	Point 1	£22,601	
	Point 2	£25,193	
	Point 3	£27,785	
	Point 4	£30,071	
	Point 5	£33,667	
	Point 6	£35,259	
4.2.1	Where an unqualified teacher is on a recognised “route into teaching” programme, the Pay Committee may exercise its discretion to pay them on the Main Pay Range having regard to their skill, qualifications and experience.		
4.3	<p>Where a Lead Practitioner post(s) is (are) included in the Staffing Structure., each Lead Practitioner will be paid within a specified range, within the Pay Range for Lead Practitioners.</p> <p>In setting the specified Range, the Pay Committee will determine the number and value of pay progression stages within that range.</p> <p>Different Lead Practitioner posts may have a different specified range, having regard to the challenge of the individual post and pay differentials within the school.</p>		

5.	PAY ON APPOINTMENT	
5.1	<p>The salaries of new staff will be set within the Pay Range for the post as set out in the Staffing Structure and in accordance with this pay policy. In determining the starting salaries for individual staff, including the award of any discretionary payments as allowed for within this policy, account will be taken of:-</p> <ul style="list-style-type: none"> • the skills, experience and relevant qualifications of the individual; • market conditions; • any specific restrictions set out in the Teachers' Pay & Conditions Document; • the employee's current salary level; • Budget limitations <p>Early Career Teachers in their first year will normally be paid on the minimum of the Main Pay Range.</p> <p>There is no assumption that an employee will be paid the same rate they were being paid in a previous school.</p>	
6.	PAY PROGRESSION	
	Teachers on the Main, Unqualified, Upper and Lead Practitioner Pay Ranges	
6.1	<p>The Governing Board expects all teachers to perform at the highest possible level and to continue to improve their professional practice year on year. 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 school's appraisal policy. The appraisal statement will include a recommendation in pay.</p> <p>Main Pay Range and Unqualified Pay Range</p> <p>Following an individual teacher's annual appraisal and subject to them having completed a year of service (as defined in STPCD as 26 weeks within the academic year) they should expect to receive pay progression to the next point within the relevant ranges unless they are subject to capability procedures</p> <p><u>Upper Pay Range</u></p> <p>Progression on the Upper Pay Range is biannual. Following two annual appraisals, teachers on the Upper Pay Range should expect to receive pay progression to the next point during that period.</p> <p>Early Career Teachers subject to Statutory Induction, whose appraisal arrangements are different, should expect to receive pay progression after their first and second years of Induction unless they are identified through that process as failing to meet the relevant standards.</p>	

7.	MOVEMENT TO THE UPPER PAY RANGE	
7.1	<p>Any qualified teacher on the Main Pay Range may apply to be paid on the Upper Pay Range once per year. It is the responsibility of the teacher to decide whether or not they wish to submit an application. Applications must:</p> <ul style="list-style-type: none"> • be made on the appropriate application and submitted to the headteacher; • be submitted by 31 October* in each year (consideration will be given to accepting late applications where individual circumstances eg absence prevent this deadline being met). 	
7.2	<p>The Criteria</p> <p>An application will be successful, if the Headteacher and the Pay Committee are satisfied that:</p> <ul style="list-style-type: none"> • the teacher is highly competent in all elements of the teaching standards; and, • the teacher's achievements and contribution to the school are substantial and sustained. <p>In this school, this means that the teacher has consistently</p> <ul style="list-style-type: none"> • demonstrated that they meet all teaching standards, both in terms of teaching and personal and professional conduct, over a sustained period: • been assessed as meeting their performance management objectives over a sustained period; <p>and in addition that;</p> <ul style="list-style-type: none"> • teaching has been rated as good <u>overall</u>, with some outstanding, over a sustained period; • the teacher has demonstrated over a sustained period an ability to support some pupils to exceed expected levels of progress/achievement; • the teacher has consistently taken responsibility for identifying and meeting their own professional development needs and used their learning to improve their own practice and pupils' learning; • the teacher has demonstrated that they have made an impact on the school beyond their own class/group(s) over a sustained period. This may include • demonstrating an ability to coach, mentor, advise and demonstrate best practice to, other teachers to enable them to improve their teaching practice; • contributing to policy and practice which has improved teaching and learning across the school; <p><u>Sustained</u> means maintained continuously over a period of at least 3 school years (a year being defined as at least 26 weeks work in any academic year). It is normally expected that this will include at least one year at this school, although discretion will be exercised where there is clear and compelling evidence of consistent performance against the criteria at the teacher's previous school.</p> <p>The school will exercise its discretion to consider performance over a lesser period where a teacher has been absent for some of the relevant period.</p>	

7.3	<p>The Assessment</p> <p>The Headteacher will assess all applications to be paid on the Upper Pay Range and their recommendation will be considered by the Pay Committee.</p> <p>The Headteacher will use the evidence contained in the teachers' performance management review paperwork to make their assessment.</p> <p>A teacher who has not been at the school for all of the 3 year assessment period, should provide their performance management review statement(s) from their previous employment with their application.</p> <p>A teacher may, if they wish, provide additional evidence to support their application, but is not obliged to do so.</p>	
7.4	<p>Procedure</p> <p>The Headteacher will discuss their recommendation with the teacher and the Pay Committee will confirm the decision by 31 December.</p> <p>Where the application is approved, the teacher will progress to the minimum of the Upper Pay Range backdated to the 1 September.</p> <p>Once a teacher is placed on the Upper Pay Range, further progression will be in accordance with paragraph 6.1.</p> <p>Where the application is not successful, the Headteacher will provide feedback and the teacher will be provided with advice and support through the performance management process to develop their skills with a view to them making a future successful application.</p> <p>Teachers have the right to appeal any decision not to move them onto the Upper Pay Range. The appeals procedure is at section 21 of this policy.</p>	
8.	ADDITIONAL ALLOWANCES	
8.1	Teachers on the Main or Upper Pay Ranges may be paid an additional allowance as follows and including other benefits, for examples, free after school club.	
8.1.1	Teaching and Learning Responsibility (TLR) Payments	
	<p>There are 3 TLR levels: TLR1, TLR2 and TLR3</p> <p>TLRs may be awarded to teachers on the Main or Upper Pay Range. A teacher may not be in receipt of more than one TLR1 or TLR2 concurrently.</p> <p>Posts which attract TLR1 and TLR2 Allowances, and the amount of those Allowances, are set out in the staffing structure (see Appendix D).</p> <p>TLR1 and TLR2 payments are permanent while the employee remains in the same post in the staffing structure.</p> <p>TLR3 Allowances are paid for a fixed-term period, for delivery of a significant responsibility in relation to a clearly time-limited school improvement or one-off externally driven project.</p>	

	<p>The Headteacher will determine what projects should attract a TLR3 Allowance and the value of those Allowances having regard to the context, nature and complexity of the responsibility.</p> <p>The Headteacher will invite teachers to express interest in relevant projects and will allocate TLR3s on the basis of an assessment, through professional dialogue, of which teacher has the relevant skills and knowledge required for the specific project.</p> <p>In determining the allocation and value of TLR3 payments, due regard will be given to ensuring consistency, fairness, transparency and value for money.</p> <p>Where a TLR is awarded, written notification will be given to the teacher of:</p> <ul style="list-style-type: none"> • the nature of the significant responsibility; • the level of the payment; • in the case of TLR3, the date on which the Allowance will end. 	
8.1.2	Special Needs Allowances	
	<p>There is one special needs allowance consisting of a minimum and maximum amount.</p> <p>The Pay Committee will determine which posts will attract an SEN Allowance according to the criteria set out in the Teachers Pay & Conditions Document which relate to teaching SEN pupils, and the amount of the Allowance in each case. Such posts are as set out in the Staffing Structure (see Appendix D).</p> <p>Where a post attracts an SEN allowance the amount of the allowance will be determined in each case by reference to:</p> <ul style="list-style-type: none"> • whether any mandatory qualification is required; • the qualification and/or expertise of the teacher relevant to the post; • the relative demands of the post. <p>In determining the value of an SEN payment, due regard will be given to ensuring consistency, fairness and transparency.</p>	
8.2	Unqualified Teacher Allowance	
	<p>The Headteacher may determine that an additional Allowance be paid to an unqualified teacher who is paid on the Unqualified Teachers' Pay Range where, in the context of its staffing structure, the teacher has:</p> <ul style="list-style-type: none"> • taken on a sustained additional responsibility which is: • focussed on teaching and learning; and • requires the exercise of a teachers' professional skills and judgement: or • qualifications or experience which bring added value to the role they are undertaking. <p>The Headteacher will determine the amount of any such allowances having due regard to consistency, fairness and transparency.</p>	

8.3	Residential Allowance	
	Teachers in residential schools are subject to the terms of the Joint National Council for Teachers in Residential Establishments and may be awarded a Residential Allowance in accordance with those terms, as amended.	
9.	LEADERSHIP GROUP PAY	
	Inflationary increases will be applied as set out in section 3.2	
9.1	The Pay Range for Leadership Posts at this school has been divided into pay points as set out in Appendix D and the Salary Range for the Headteacher will be determined as set out in 9.1.2 below and will consist of a range of 7** points and the Salary Range for Deputy and Assistant Headteachers shall consist of 5** points.	
9.1.1	<p>Pay on Appointment</p> <p>The Pay Committee (or Governing Board)* will determine the group size of the school with reference to pupil numbers as set out in TPCD and determine appropriate Salary Ranges for each Leadership Post, normally within the Group Size¹.</p> <p>Where a person is appointed as Headteacher of more than one school on a permanent basis, the group size and Salary Range will be determined by reference to the combined pupil numbers of all the schools and the overall responsibility of the post.</p> <p>In setting the individual Salary Ranges for Leadership Posts the Pay Committee* will:</p> <ul style="list-style-type: none"> • take account of all of the permanent responsibilities, and challenges that are specific to the role and any other relevant considerations; • have regard to appropriate pay differentials with other staff; <p>Where the Governing Board determine a higher than normal salary is warranted for the headship, the Salary Range of the Headteacher may exceed the Group Size of the school, subject to the total salary, including any temporary payment made under 9.1.4 below, not exceeding 25% above the Group Size, other than in exceptional circumstances in which case:</p> <ul style="list-style-type: none"> • a business case must be approved by the full Governing Board; • the Governing Board must seek external independent advice. <p>¹The Salary Ranges of Deputy and Assistant Headteachers must not exceed the Group Size of the school.</p>	
9.1.2	<p>Starting Salary</p> <p>When determining the starting salary of a newly appointed member of the Leadership Group, the Governing Board will have regard to the extent to which the candidate meets the requirement of the post and whether this merits a starting salary higher than the minimum of the Range determined in Section 9.1.1. The starting salary will allow for pay progression over time.</p>	

9.1.3	<p>Pay Progression.</p> <p>The Governing Board expects all school leaders to perform at the highest possible level and to continue to improve their professional practice year on year. All leaders 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 appraisal are set out in the school's appraisal policy. The appraisal statement will include a recommendation in pay.</p> <p>Following an individual leader's annual appraisal and subject to them having completed a year of service (as defined in STPCD as 26 weeks within the academic year) they should expect to receive pay progression to the next point² within the relevant ranges set out in 4.1-4.3 above unless they are subject to capability procedures.</p>	
9.2	Temporary Payments to the Headteacher	
	<p>The Pay Committee may determine that an additional temporary payment be made to the Headteacher for clearly defined responsibilities or duties which are in addition to and have not previously been taken into account in setting, the permanent Salary Range under 9.1.1.</p> <p>The total sum of any additional payments set out in this section (and in 9.1.1) will not exceed 25% of the value of the Headteacher's point on the Leadership Pay Spine. If the Pay Committee exceptionally wishes to exceed the limit above, it will seek independent external advice and seek agreement of a business case from the Governing Board before so doing.</p>	
10.	ADDITIONAL PAYMENTS TO TEACHERS	
10.1	<p>Other Payments</p> <p>Except where specified, the following payments may not be made to a Headteacher. Where relevant, any additional payments to a Headteacher must be made as part of their permanent Salary Range (as set out in 9.1 above) or as a temporary payment (as set out in 10.1 above).</p>	
10.1.1	Continuous professional development undertaken outside the school day	
	The Governing Board does not make payments for CPD outside of the school day. On a case by case, the Governing Body may consider other forms of reimbursement.	
10.1.2	Activities related to the provision of initial teacher training (ITT)	
Or	The Governing Board does not make payments for ITT activities.	
10.1.3	Participation in out of school learning activities	
	Teaching staff do not participate in the 1:1 tuition.	

10.1.4	Provision of services to another school(s)	
	<p>The Governing Board may authorise teachers, including Leadership Group, to undertake additional responsibilities and activities relating to the raising of standards in one or more other school.</p> <p>Where such an agreement is authorised, the Governing Board will determine, what, if any, payment should be paid to the teacher and/or to other staff, in recognition of the associated additional responsibility and how much shall be retained by the school to cover associated costs such as administration or supply cover.</p> <p>Any payment to the Headteacher will be made under 10.1 of this Policy. Payments to other staff may include acting arrangements, temporary TLR3s or such other payment as the Pay Committee considers appropriate under Paragraph 26.1 of TPCD.</p> <p>All such payments are temporary with no entitlement to safeguarding when they cease.</p>	
10.1.5	Recruitment and Retention Payments and Incentive	
	<p>The Pay Committee may authorise, on a case-by-case basis, a payment or incentive to secure the recruitment, and/or to retain the services, of a teacher. In authorising such a payment, the following factors will be considered:</p> <ul style="list-style-type: none"> • that there is evidence that there is difficulty in appointing to a particular post or in recruiting a teacher with the required skills, qualifications and/or experience. • that there is a need to retain the skills, qualifications or experience of an individual. • whether the salary available in the context of the staffing structure is insufficient to secure an appointment given the circumstances of the school; • available financial resources; • market forces. <p>Any such payment or incentive will be subject to review and there will be no entitlement to a payment beyond the review date.</p> <p>Any such payment will be confirmed in writing, including details of:</p> <ul style="list-style-type: none"> • whether it is for the purpose of recruitment or retention; • the nature of the payment or incentive; • if a financial payment paid, whether this will be paid monthly as part of salary or as a lump sum to be paid at an agreed time; • the basis for any uplifts where applicable; • the date which the payment/incentive will be reviewed; <p>Leadership Group may only receive payments under this Section for reasonably incurred housing or relocation costs.</p>	
10.2	Acting Arrangements	

	Where a teacher is assigned and carries out the duties of a Headteacher, Deputy Headteacher, or Assistant Headteacher, but has not been appointed in an acting capacity the Governing Board shall, within four weeks, determine whether or not an allowance should be paid in accordance with the provisions of the School Teachers' Pay & Conditions Document.	
11.	PART TIME TEACHERS	
11.1	<p>Teachers who work less than a full day or week are deemed to be part-time. The proportion of full-time will be calculated in accordance with the Teachers Pay & Conditions Document as follows:</p> <p>Teacher's timetabled teaching time</p> <p>----- = part-time percentage</p> <p>School's timetabled teaching time</p> <p>Part-time teachers will be expected to work a corresponding proportion of directed time and will receive a corresponding proportion of a full- time salary.</p>	
11.2	For part-time leaders, the proportion of full-time will be calculated following the same principle of determining their specific working days or part-days as a proportion of those worked by full-time leaders.	
12.	SHORT NOTICE/SUPPLY TEACHERS	
	<p>Teachers who are engaged directly and work on a day-to-day basis or other short notice basis will have their pay determined in line with the statutory pay arrangements in the same way as other teachers.</p> <p>Supply teachers working a whole day, including directed time, will initially have their salary calculated as an annual amount; it will then be divided by 195 and multiplied by the number of days worked.</p> <p>Supply teachers working less than a full day will be hourly paid. The salary will be calculated as an annual amount and then divided by 1265 to determine the hourly rate, which will then be paid for hours worked, including any agreed payment for directed time.</p>	
13.	SUPPORT STAFF PAY	
	The salary of support staff is as set out in their contract of employment.	
13.1	<p>Starting salary</p> <p>The salaries of new staff will be set within the range for the post as set out in the Staffing Structure and in accordance with this pay policy. In determining the starting salaries for individual staff, account will be taken of;</p> <ul style="list-style-type: none"> the skills, experience and relevant qualifications of the individual; 	

	<ul style="list-style-type: none"> market conditions. 	
13.2	<p>Pay Progression</p> <p>Annual progression within any pay range set out in the contract of employment, will be subject to the employee meeting the expectations as determined through the performance management process.</p>	
13.3	<p>Part-time staff</p> <p>Support staff who work less than a full day, week and/or year are deemed to be part-time. The proportion of full-time will be calculated as follows:</p> <p>Hours per week x weeks per year</p> <p>-----</p> <p>37 x 52.14*</p>	
14.	SALARY SACRIFICE SCHEMES	
	The Governing Board does not operate any Salary Sacrifice Schemes.	
15.	PENSIONS	
15.1	<p>All regular salary payments and additional allowances and payments to staff within this policy, with the exception of some recruitment and retention benefits, are pensionable.</p> <p>Note: Full-time teachers cannot be members of the Teachers' Pension Scheme for a second job (eg 1:1 tuition at another school). They can however join the Local Government Pension Scheme for this secondary employment.</p>	
15.2	The Governing Board will not promote staff through the grading systems or use other pay flexibilities to assist in securing an employee's improved pension entitlement on retirement. The Governing Board recognises that, where this to be done, the DfE and/or pension regulator, where appropriate, may use their powers to substitute a notional salary for calculation of pension.	
16.	SALARY SAFEGUARDING/PROTECTION	
	<p>The Governing Board will ensure appropriate salary protection/safeguarding for teachers in accordance with the School Teachers' Pay and Conditions Document and for support staff in accordance with the schools' Redundancy and Re-organisation Procedure.</p> <p>Employees in receipt of safeguarding will be expected to undertake commensurate work.</p>	

17.	STAFFING BUDGET	
	The amount of money allocated to implementing the Pay Policy will be determined at the beginning of each financial year through the budget allocation process of the school. The Governing Board will endeavour to ensure that appropriate funding is allocated for pay progression at all levels.	
18.	EQUALITIES AND TRANSPARENCY	
	<p>The Governing Board recognises the principle of equal pay for work of equal value in the implementation of this policy. The Governing Board will take into account the salaries payable in comparable establishment, where possible, in setting pay levels.</p> <p>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.</p> <p>Appropriate consideration will be given where staff have been absent for long periods e.g. due to sickness or maternity leave such that pay decision are consistent with those that would have been made had they not been absent.</p> <p>Maintained Schools:</p> <p>In accordance with Regulations, the school will publish on its Website the number of school employees (if any) whose gross annual salary for employment at the school is equal to or exceeds £100,000, in £10k bandings.</p>	
19.	Over/under payments	
	<p>The Governing Board shall be entitled to deduct from your salary any money which you may owe to the school at any time.</p> <p>Support staff working less than 52 weeks have their annual salary spread evenly over 12 months, whereas their working hours are spread unevenly across the year due to school closure periods. When they leave employment, a calculation will be made to assess any over- or under-payment arising from this arrangement, and any over or underpayment will be adjusted in their final pay. Employee will be notified in advance of any adjustment.</p> <p>Should an overpayment occur in other circumstances the employee will be notified in writing of the full amount of the overpayment and agreement will be sought about a reasonable repayment schedule. In the absence of such an agreement the Governing Board will determine a reasonable recovery schedule, usually not exceeding 5% of the monthly gross, except where the employee is leaving, where the balance owing may be deducted from final salary in the absence of an alternate agreement.</p> <p>Recovery of overpayments will be pursued in the case of former employees.</p> <p>In the case of underpayments, the Governing Board will apply appropriate refunds as soon as possible.</p> <p>Employees are expected to draw to the attention of the Headteacher any overpayment or underpayment as soon as possible. The Employer is expected to</p>	

	draw to the attention of the employee any overpayment or underpayment as soon as possible.	
20.	MONITORING	
	<p>The Governing Board will monitor the outcome and impact of this policy annually assess its effect and continued compliance with equalities legislation. The effect of the policy will be assessed particularly with reference to trends in progression across specific groups of teachers and the correlation between this and performance management reviews and outcomes for pupils.</p> <p>The pay of individual staff will remain confidential – shared only with those responsible for making pay decisions and managing administrative matters.</p>	
21.	APPEALS PROCEDURE	
21.1	<p>Staff have the right to make representations and to appeal about any aspect of their pay or pay progression in accordance with the appeals procedure within the policy, which meets, as a minimum, the statutory requirements on disputes resolution.</p> <p>Pay recommendations will be contained within Performance Management Review Statements and these will be discussed with employees at the review meeting. Where an employee has concerns about the pay recommendation which cannot be resolved at the review meeting, they should include these on the review statement for consideration by those responsible for making pay decisions.</p>	
21.2	<p>An employee may make a formal appeal against any decision on pay, which must be submitted in writing within 10 working days of receipt of written notification of that decision.</p> <p>The grounds of appeals are that the decision maker(s):</p> <ul style="list-style-type: none"> • incorrectly applied the provisions of the Teachers’ Pay & Conditions Document / national / local terms and conditions or the Pay Policy • failed to have proper regard for statutory guidance; • failed to take proper account of relevant evidence and/or took account irrelevant or inaccurate evidence; • were biased; or • otherwise unlawfully discriminated against the employee. 	
21.3	<p>Appeals will be heard by the Pay Appeals Committee.</p> <p>The Appeals will be heard at a meeting, normally within 20 working days of receipt of the written appeal. The employee will be entitled to attend the appeal meeting, to make representations and to be accompanied by a work colleague or a member of a recognised Trade Union.</p> <p>The procedure for the conduct of the appeal meeting is at Appendix B.</p> <p>Any written submissions relevant to the appeal must be circulated to all parties at least 3 working days prior to the meeting.</p>	

	<p>The decision of the appeal committee will be notified in writing and, where the appeal is rejected, this will include a note of the evidence considered and the reasons for the decision.</p> <p>The decision of the Governing Board's Pay Appeals Committee is final and there is no recourse to the staff grievance procedure.</p> <p>The Headteacher shall be entitled to attend, for the purposes of providing information and advice (except in the case of their own salary), all proceedings of the Pay Appeals Committee.</p> <p>The role of the Pay Appeal Committee is not to make judgement about the effectiveness of individual staff. It is to satisfy themselves that any recommendation/decision has been made on the basis of evidence and has been made taking proper account of equal opportunities and that correct procedures have been followed.</p>	
22.	DATA PROTECTION	
22.1	<p>A written record of all meetings conducted under this pay policy, including pay appeals, will be made, either by the person holding the meeting or by an alternative person arranged by the school to take notes.</p> <p>The school processes any personal data collected as part of the operation of the pay policy/pay appeals procedure in accordance with its data protection policy. The pay of individual staff will remain confidential.</p> <p>Any data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of making decisions on pay, handling pay appeals or administering any pay decisions. All data collected will be held in accordance with the school's retention schedule. Inappropriate access or disclosure of employee data including individual staff salaries constitutes a data breach and should be reported in accordance with the school's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the school's disciplinary procedure.</p>	

APPENDIX A: TERMS OF REFERENCE PAY COMMITTEES

Delegation of Function

The Governing Board/Board of Trustees shall establish a Pay Committee to set the Pay Policy for the school and to implement the approved Pay Policy in respect of the pay for all staff.

Academies and Multi-Academy Trusts (MATs) – please amend in accordance with your Scheme of Delegation.

Clerking

The meeting of the Pay Committee should be minuted.

Membership

The Pay Committee shall consist of at least three named members of the Governing Board/Board of Trustees, none of whom shall be employees.

The headteacher may attend all proceedings of the Pay Committee for the purpose of providing information and advice but must withdraw when their own salary is being discussed.

Quorum

Three

Meetings

The Pay Committee shall meet at least once annually, in the Autumn term.

Chair

The Pay Committee shall agree a chair for each meeting.

Decisions

Any decisions shall be made by a simple majority.

Terms of Reference

- To determine the Pay Policy for the school.
- To advise the Governing Board (Board of Trustees)/Finance Committee on current and future pay levels.
- To ratify appropriate salary ranges and starting salaries in accordance with the Pay Policy.
- To approve annual pay progression for the headteacher (by 31 December at the latest), taking account of the recommendation made by the Headteacher's Performance Review Panel, following the annual review.
- To note/approve pay progression for other staff in accordance with the Pay Policy (*amend as applicable – see 2.4 and 2.5*)
- To determine the application of national inflationary increases as required.
- To monitor and report to the full Governing Board/Board of Trustees on the annual pattern of pay progression at each level and the correlation between pay progression, quality of teaching and outcomes for pupils.
- To monitor equality impact of the Pay Policy and take actions as required.

NB Schools may want to refer to [Managing teachers and leaders pay](#)

PAY APPEALS COMMITTEE

Delegation of Function

The Governing Board/Board of Trustees shall establish a Pay Appeal Committee to deal with all appeals against pay decisions.

Academies and Multi-Academy Trusts (MATs) – please amend in accordance with your Scheme of Delegation.

Clerking

The meeting of the Pay Appeals Committee should be minuted.

Membership

The Pay Appeals Committee shall consist of at least three named members of the Governing Board/Board of Trustees, none of whom shall be employees or members of the Pay Committee.

The headteacher may attend all proceedings of the Pay Appeals Committee for the purpose of providing information and advice (except where the appeal is in respect of their own salary, where they will attend for the purposes of making their case).

Quorum

Three

Meetings

The Pay Appeals Committee shall meet on an as required basis.

Chair

The Pay Appeals Committee shall agree a chair for each meeting.

Decisions

Any decisions shall be made by a simple majority.

The Pay Appeal Committee's decision will be final, notwithstanding the employee's right in law.

APPENDIX B – PAY APPEALS MEETING PROCEDURE

The meeting should be attended by the employee, their colleague or representative if required, a representative of the Pay Committee and the Pay Appeals Committee. The Headteacher should attend to provide information and advice (except where they are the appellant).

1. Introductions and opening remarks
2. Member of staff and/or representative to present case
3. School representative to ask questions
4. Pay Appeals Committee to ask questions
5. School to respond

This may include calling on the Performance Management Reviewer and/or a member of the Pay Committee/headteacher where they are not presenting the case to add any relevant information / answer question (where applicable)

6. Member of staff and/or representative to ask questions
7. Pay Appeals Committee to ask questions
8. Employee or representative to make closing statement
9. School to make closing statement
10. Both parties withdraw to allow Pay Appeals Committee to consider their decision
11. Either both parties invited back to hear decision or the decision will be communicated in writing within 48 hours.

APPENDIX C: STAFFING STRUCTURE

The Staffing Structure will be kept under regular review and may be amended from time to time, as the Governing Board considers appropriate, following consultation and as set out in the school's Redundancy and Re-organisation Policy.

Support and Teaching Staffing Structure September 2024-25

Head Teacher

Mary Mainwaring

Deputy Head Teacher/SENCO School Business Manger

Rosie Yemm

Suzie Adams (Monday to Thursday)

School Administrators

Kate Halpin (Th and F) and Claire Chappell (M, T and W)

Appraisal Responsibilities	Head Teacher	SBM	Deputy Head Teacher	Assistant Head Teacher	SENCO
	Teachers	Premises Staff	Teachers	Lunchtime Leaders	Teaching Assistants
	Support Staff	Admin Staff	Support Staff		
	SBM		After School Club Staff	Teachers	SEN Teaching Assistants

	YR – Mercury	Y1 – Venus	Year 2- Earth	Y3- Mars	Y4 – Jupiter	Yr5 – Saturn	Yr6 – Neptune
Teacher	Anna Wanless	Charlotte Cartlidge for 4 days (0.8) and Rosie Yemm for one day (0.2) (half an hour in another class) Kasia Sims (phonics support) 19 hours shared across the ks1 plus TA in Year 2/5	Stephanie Windebank Full time 0.5 day PPA	Emma Cannon (0.8) for days Cristina Hierro (0.3) for 1.5 days	Esther Haigh Full time	Hanah Bairstow for 4 days (0.8) and Rosie Yemm for one day (0.2)	Katie Walsh-Young Full time
Teaching Assistant	Marina Stanley Natalie Williams from 9:00am to 11:00 am to support children with transitional funding	Sarah L	Natalie Williams	Ellie Organ	Ellie Organ	Annette Johnson Kasia on Tuesday every morning	Annette Johnson
EHCP	- Debs Allen (W, Th, F) /Carol Ling (M, T, W) 3 day, 2.5 days	Petra Young and Kasia Sims	Georgia Alker increased hours (Monday afternoon)	Kalinda Butt	Cheryl Hervey		Sara Hussy Kasia on Friday every morning
PPA	Marina	Sarah	Cristina	Cristina	Ellie Organ	Annette	Annette

Cover	Stanley (Carol Ling or Deb Allen) Wednesday	Lewis Tuesday	Hierro Tuesday morning	Hierro Tuesday pm	Wednesday pm	Johnson Tuesday pm	Johnson Wednesday pm
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SMSA's (School Meal Supervisory Assistants)

Simon Hawkins, Ellie Organ, Natalie Williams, Abby Phipps

Lunch Break SENTA

Kalinda Butt, Carol L/Debs Allen/Simon Hawker

Caretaking and Cleaning Staff

Caretaker: Simon Hawker

Cleaners: Simon Hawker,
Halyna Kopchak, direct cleaning staff

After School Club Staff

Leader:s Paula Sams and Cheryl Hervey

Assistants:

Finlay Burley, Izzy Read, Alice Chappell, Holly Lewis, Jack Adams

Breakfast Club Staff

Leader: Ellie Organ

Assistant: Cheryl Hervey

APPENDIX D: LEADERSHIP PAY STRUCTURE

Leadership Group

SPINE POINT	1 SEPT 2025 TO 31 AUG 2026
L1 [1]	£51,773
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

SPINE POINT	1 SEPT 2025 TO 31 AUG 2026
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

SPINE POINT	1 SEPT 2025 TO 31 AUG 2026
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