



Pay Policy for Teachers (2025/2026)

Approved by: Board of Trustees

Last reviewed: November 2025

Next review due by: Autumn 2026

Policy Outline

Reviewing the Policy

Inspire Multi Academy Trust will keep the operation of this policy under review and will make such changes to the policy as deemed appropriate following consultation with the trade unions, where appropriate.

Summary of Changes

- The Trust has amended the requirement for TLRs to be calculated on the pro rata principle and will instead award TLRs on the proportion of the TLR the Teacher is undertaking in line with the STPCD 2025.
- Increase of 4% on all pay points and allowances

Equality Impact Assessment

As with all policies that affect service users, the wider community or employees, schools should undertake an analysis of the potential equality impacts and record that assessment.

Contacts for help and assistance

Please contact the Inspire Multi Academy Trust Central Team for help and assistance in applying the content of this policy.

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1 Introduction

- 1.1 This policy sets out the trust's principles and arrangements for making decisions on teachers' pay. It has been developed to comply with current legislation and the requirements of the current School Teachers' Pay and Conditions Document (STPCD). The policy covers all areas where schools have discretion within the STPCD to make decisions. It is not intended to be a duplication of the areas of the STPCD where schools have no discretion and should therefore be used in conjunction with the STPCD to ensure full compliance.
- 1.2 Inspire Multi Academy Trust have adopted this policy with the objective of maximising the quality of teaching and learning, supporting the recruitment and retention of a high-quality teacher workforce and to enable the trust to recognise and reward teachers appropriately for their contribution whilst ensure that pay decisions are managed in a fair, just and transparent way.
- 1.3 Pay decisions at this trust are made by the Personnel and Performance Management Committee.

2 Legislation

- 2.1 The implementation of this pay policy will comply with:
 - The Equality Act 2010
 - The Part Time Workers (Prevention of Less Favourable Treatment) Regulations 2000;
 - The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, The Employment Rights Act 1996, the Employment Relations Act 1999, the Employment Act 2002 and the Employment Act 2008;
 - Agency Workers Regulations 2010
 - The current edition of the School Teacher's Pay and Conditions Document (STPCD)

3 Consistency of Treatment and Fairness

- 3.1 Inspire Multi Academy Trust is committed to ensuring consistency of treatment and fairness. It will abide by all relevant equality legislation, including where the duty to make reasonable adjustments applies. Inspire Multi Academy Trust is aware of the guidance on the Equality Act issued by the Department for Education (DfE).

PART ONE - PAY

4 Principles

- 4.1 Inspire Multi Academy Trust will ensure its processes are open, transparent and fair. All decisions will be objectively justified. Adjustments will be made to take account of special circumstances, for example maternity leave or other long-term absence. The exact adjustments will be made on a case by case basis.

5 September 2025 Pay Award

- 5.1 This trust is committed to implementing the changes set out within the School Teachers' Pay and Conditions Document 2025:
- A 4% increase will be applied to all pay points and allowance ranges and advisory points.
- 5.2 The pay award will be backdated to 1st September 2025.

6 Pay Reviews

- 6.1 In line with its terms of reference, the Board of Trustees will review every teacher's salary annually, with effect from 1 September and this pay review will be completed by 31st October, except for Academy Headteachers and the Chief Executive Headteacher, where the review will be completed by 31st December. In exceptional circumstances the Board of Trustees may extend these timescales, for example due to maternity leave or other long-term absence.
- 6.2 The Board of Trustees may review a teacher's salary at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual teacher's pay.
- 6.3 A written statement will be given after any review and where applicable will give information about the basis on which it was made.
- 6.4 Where a pay determination leads or may lead to the start of a period of safeguarding, the Board of Trustees will give the required notification as soon as possible and no later than one month after the date of the determination.

7 Basic Pay Determination on Appointment

- 7.1 The Board of Trustees will determine the pay range for a vacancy prior to the post being advertised. On appointment it will determine the starting salary within that range to be offered to the successful candidate.
- 7.2 In making such determinations, the Board of Trustees will take into account a range of factors including;
- the requirements and nature of the post;

- the level of qualifications, skills, experience and specialist knowledge required;
- market conditions;
- the wider school context.

7.3 The Board of Trustees may also use its discretion to award a recruitment incentive to secure the candidate of its choice, in line with the STPCD.

7.4 There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school although in practice this may be the norm in order to recruit able staff.

8 Pay Progression

8.1 In this trust 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 future development and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the trust's Teacher Appraisal Policy.

8.2 Following an individual teacher's annual appraisal and, subject to the provisions of the published pay policy, they should expect to receive pay progression within the maximum of the relevant pay range set out in section 13, 13, 15 & 16 of this policy, unless they are subject to capability procedures.

8.3 In the case of ECT's, whose appraisal arrangements are different, pay recommendations will be made by means of the statutory induction process.

8.4 Early career teachers are subject to a two-year induction period, the school will consider whether to award an ECT pay progression after each year of their induction. Early career teachers will not be disadvantaged in respect of decision around pay progression as a result of changes to the statutory induction period.

9 Executive Pay

9.1 The Trust will have regard to the guidance produced by the DfE and ensure it has complied with the Academy Trust Handbook when setting executive pay. All decisions will follow a robust evidence-based process which will be clearly recorded and retained by the Trust to evidence good financial management. All decisions about levels of executive pay (including salary and any other benefits) will be a reasonable and defensible reflection of the individual's role and responsibilities. To ensure impartiality the executive in question will not be involved in deciding their remuneration.

9.2 The Trust Board will comply with the Academy Trust Handbook ensuring it will discharge its responsibilities effectively, ensuring its approach to pay is transparent, proportionate and justifiable and is in line with the DfE guidance.

9.3 When setting levels of executive pay, the Board of Trustees will consider the level of responsibility held by an executive within a Multi Academy Trust, including taking a holistic view on:

- Pupil Numbers (current and at full capacity)
- Number of Academies in the Trust and Future Growth Priorities
- Academic Performance
- Educational Challenge
- Financial Performance and Sustainability
- Benchmarking Data
- School Teachers Pay and Conditions Document
- Additional Benefits Within The Total Remuneration Package (for example, performance related pay, pension, salary sacrifice arrangements, holiday entitlement etc.).
- Arrangements for Appraisal, Performance Management and Salary Increases

10 Leadership Group Pay

- 10.1 All Leadership posts are appointed to in accordance with the provisions of the STPCD. The following pay arrangements have been agreed by the Trust Board using the flexibilities contained within the STPCD.
- 10.2 The Trust Board must assign the school to a headteacher group in line with the STPCD, for the purposes of determining the leadership pay range and pay progression.
- 10.3 The eight headteacher groups and pay ranges are:

Group	Points	Salary Range
1	6 – 18	£58,569 - £77,924
2	8 – 21	£61,534 - £83,860
3	11 – 24	£66,368 - £90,255
4	14 – 27	£71,330 - £97,136
5	18 – 31	£78,702 - £107,131
6	21 – 35	£84,699 - £118,169
7	24 – 39	£91,158 - £130,274
8	28 – 43	£100,540 - £143,796

- 10.4 Given that Headteacher Group 1 starts above the minimum of the leadership pay range, points 1-5 will only be used for Deputy and Assistant Headteachers. The maximum of the deputy or assistant headteacher's pay range must not exceed the maximum of the headteacher group for the school. The pay range for a deputy or assistant headteacher should only overlap the headteacher's pay range in exceptional circumstances.
- 10.5 Pay ranges for headteachers should not normally exceed the maximum of the headteacher group. However, the headteacher's pay range may exceed the maximum where the Board of Trustees determines that circumstances specific to the role or candidate warrant a higher than normal payment. The Board of Trustees 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 Board of Trustees must seek external independent advice before providing such agreement and support its decision with a business case and seek advice from their HR provider.

- 10.6 The business case must include justification for the additional payment setting out clearly why this wasn't considered when determining the pay range for the post, together with information on how the amount was determined. There must be a clear audit trail of any advice given to the Board of Trustees and a full and accurate record of all decisions made by the Board of Trustees and the reasoning behind them.
- 10.7 In this Trust the Chief Executive Headteacher pay range will consist of 7 points, the Headteacher/Lead Headteacher pay range will consist of 7 points and the pay range for the Deputy Headteacher and Assistant Headteacher will consist of 5 points.
- 10.8 In this Trust, the Board of Trustees will use reference points to determine Leadership Group salaries, these are set out in [Appendix 2](#).

11 Pay Progression – Leadership Group

- 11.1 The Board of Trustees will annually review the salaries of the members of the Leadership Group (those who have completed a year of employment since the previous pay determination) in accordance with the STCPD.
- 11.3 If a member of the leadership group reaches the top of their pay range, they will continue to be paid at the top of that range until such time as the Board of Trustees is able to reassess the pay range using the new method stipulated in [paragraph 10](#) of this policy and part 2 of the STPCD.

12 Main Pay Range

- 12.1 In this trust, the Board of Trustees will use the STPCD's advisory pay points to determine teacher salaries. These are set out in [Appendix 2](#).

13 Upper Pay Range

- 13.1 In this trust, the Board of Trustees will use the STPCD's advisory pay points to determine teacher salaries. These values are set out in [Appendix 2](#).

14 Progression to the Upper Pay Range

- 14.1 Any qualified teacher can apply to be paid on the Upper Pay Range and any application must be assessed in line with this policy. **It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range.**
- 14.2 Where a teacher is simultaneously employed at another school, they may submit separate applications if they wish to apply to be on the upper pay range in that school. This trust will not be bound by any pay decision made by another school/trust.
- 14.3 Applications should be made to the Headteacher in writing once a year. The deadline for receipt is 30 June for progression from the start of that following

academic year. [Appendix 2](#) provides an Upper Pay Range Application Form to be used for this purpose.

- 14.4 All applications should include the results of the two most recent appraisals. Where such information is not available, for example, those returning from maternity or other long-term absence a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.
- 14.5 An application will be successful where the Board of Trustees is satisfied that:
- the teacher is highly competent in all elements of the relevant standards;
 - the teacher's achievements and contribution to the school are substantial and sustained.
- 14.6 For the purposes of this policy:
- 'Highly competent' means the teacher's performance is assessed as not only good but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice.
 - 'Substantial' means of real importance, validity or value to the school. The teacher play a critical role in the life of the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.
 - 'Sustained' means the teacher must have had two consecutive successful appraisal reports in this school and have made good progress towards their objectives during this period. Please note that a lesser period of time can be considered in situations such as maternity or other long term absence.
- 14.7 The Board of Trustees will make the final decision on applications advised by the Headteacher. The assessment will be made in the summer term Board of Trustees meeting, and the applicant will receive a response to their application within 10 working days of the meeting.
- 14.8 Where an application is successful, applicants will move to the upper pay range from the start of the academic year. Successful applicants will be placed on the minimum point of the upper pay range.
- 14.9 Where an application is unsuccessful, teachers will be provided with written feedback of the areas where it was felt the teacher's performance did not satisfy the relevant criteria as set out in this policy. Unsuccessful applicants have the right to request verbal feedback from the assessor within 10 working days of the date of determination by the Board of Trustees. Feedback should be given in a positive manner and include advice and support on areas for improvement in order to meet the relevant criteria.
- 14.10 Any appeal against a decision not to move a teacher to upper pay range will be managed in line with the appeal process outlined in section 9.

15 Leading Practitioner Roles

- 15.1 When appointing to the role of Leading Practitioner, the Board of Trustees will act in accordance with the STPCD.
- 15.2 In this trust, the Board of Trustees will use reference points to determine an individual five-point range. The reference points are set out in [Appendix 2](#).

16 Unqualified Teachers

- 16.1 In this trust, the Board of Trustees will use reference points to determine unqualified teacher salaries. The reference points used for unqualified teachers is shown in [Appendix 2](#).
- 16.2 The Board of Trustees will determine where a newly appointed unqualified teacher will be placed on the pay range, having regard to any qualifications or experience he/she may have, which they consider of value. The Board of Trustees will consider whether it wishes to pay any additional allowances in line with the STPCD.

PART 2 - OTHER PAYMENTS AND ALLOWANCES

17 Teaching and Learning Responsibility Payments

- 17.1 In this trust, the annual values of TLR payments are set out in [Appendix 2](#).
- 17.2 **TLR payments will not be awarded to members of the leadership group or leading practitioners.**
- 17.3 TLR payments will be awarded to classroom teachers in accordance with the STPCD. TLRs will be assigned to specific posts within the school's staffing structure. The responsibilities for which a TLR1 or TLR2 is awarded should be clearly set out in the job description of the post holder.
- 17.4 With the exception of sub-paragraphs (c) and (e), which do not have to apply to the award of TLR3s, before awarding any TLR the Board of Trustees must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and that:
- 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.
- 17.5 Before awarding a TLR1, the relevant body must be satisfied that the sustained, additional responsibility includes line management responsibility for a significant number of people.
- 17.6 A TLR3 is a fixed-term award. The Board of Trustees will consider the award of a fixed term TLR 3, where appropriate, in line with the STPCD. TLR3s may be awarded only for clearly time-limited school improvement projects or one-off externally driven responsibilities. The fixed-term for which they are to be awarded must be established at the outset of the award and payment should be made on a monthly basis for the duration of the fixed-term. The Board of Trustees will not award consecutive TLR3s for the same responsibility unless that responsibility relates to tutoring to deliver catch-up support to pupils on learning lost during the pandemic. TLR3s are not subject to safeguarding.
- 17.7 A teacher will not be awarded more than one TLR 1 and TLR 2 concurrently, but the Board of Trustees may consider the award of a concurrent TLR 3.
- 17.8 A teacher can request to relinquish a TLR however there is no automatic right that this would be approved. Requests to relinquish the TLR should be put in writing to the Headteacher and will be considered on a case by case basis. Where agreement is reached for a teacher to voluntarily relinquish a TLR, there is no entitlement to pay safeguarding. Where agreement can not be reached the teacher will be required to continue to undertake the TLR.
- 17.9 The Board of Trustees will annually determine the value of an existing or new TLR based on the proportion of the TLR the teacher is undertaking, i.e. the proportion of

the full-time equivalent responsibility, and will not pro rata a TLR where contractual hours are less than full time.

18 Special Educational Needs Allowance

- 18.1 The Board of Trustees will award an SEN allowance to a classroom teacher:
- a) in any SEN post that requires a mandatory SEN qualification and involves teaching pupils with SEN;
 - b) who teaches pupils in one or more designated special classes or units in a school
 - c) involves a substantial element of working directly with children with SEN; **and**
 - d) requires the exercise of a teacher's professional skills and judgement in the teaching of children with SEN; **and**
 - e) has a greater level of involvement in the teaching of children with SEN than is the normal requirement of teachers throughout the school or unit within the school
- 18.2 Any teacher who meets the criteria set out the STPCD will be awarded an SEN allowance of no less than £2,787 and no greater than £5,497. The basis for determining whether the criteria are met will be the job description of the post and the contexts in which the post operates.
- 18.3 The Board of Trustees will determine the spot value of the allowance by taking into account the school's SEN provision and the additional factors stipulated in the STPCD.

19 Additional Payments

Temporary Additional Payments to Headteacher/ Lead Headteacher/ Chief Executive Headteacher

- 19.1 In accordance with paragraph 10 of the STPCD, the Board of Trustees will consider awarding an additional payment to the Headteacher/Lead Headteacher/Chief Executive Headteacher only for clearly temporary responsibilities or duties that are in addition to the post for which the salary has been determined. In each case the relevant body must not have previously taken such reason or circumstance into account when determining the headteacher's pay range.
- 19.2 The total sum of the temporary payments made to a Headteacher/ Lead Headteacher/Chief Executive Headteacher in accordance with paragraph 10.1 of the STPCD in any school year must not exceed 25% of the annual salary which is otherwise payable to the Headteacher/ Lead Headteacher/Chief Executive Headteacher, and the total sum of salary and other payments made to a Headteacher/ Lead Headteacher/Chief Executive Headteacher (with the exception of payments in relation to residential duties which are a requirement of the post and any payment made in respect of housing or relocation expenses which relate solely to the personal circumstances of that Headteacher/ Lead Headteacher/Chief Executive Headteacher). In wholly exceptional circumstances and with the agreement of the Board of Trustees, the relevant body may determine that additional payments are to be made to the Headteacher/ Lead Headteacher/Chief Executive Headteacher which exceed the 25% limit. In such cases the Board of Trustees must seek external independent advice before producing a business case, seeking such agreement.

- 19.3 Any decisions to award a temporary payment to a Headteacher/ Lead Headteacher/Chief Executive Headteacher will be clearly justified with a written record of the decisions kept ensuring there is an audit trail. When keeping records, it is recommended to keep the following information: the nature of the additional responsibility, who has authorised it, the basis on which the amount was worked out, when it will end of be reviewed and whether the payment is pensionable.
- 19.4 There is no other provision to award a Headteacher/ Lead Headteacher/Chief Executive Headteacher with an additional payment therefore if appropriate, the Trust Board would review the pay range for the Headteacher/Lead Headteacher/Chief Executive Headteacher.

Additional Payments for Teachers

- 19.5 The Board of Trustees may make such payments as they see fit to a teacher, other than a headteacher/Lead Headteacher/Chief Executive Headteacher in accordance with the provisions of the STPCD.

Specifically 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
- 19.6 Before any Teacher is awarded an additional payment in line with the provisions detailed above it must be authorised formally in line with the trust's Scheme of Delegation and the remuneration will be considered as part of the decision including whether the payment is pensionable in line with Teachers Pension Regulations.
- 19.7 Any payments made to teachers in relation to a-c are linked to the teacher's job role and therefore payments should be made linked to the time spent undertaking the task. This is to ensure that clear justification for the payment can be made. A clear audit trail can then evidence the reason for the payment.

Continuing professional development undertaken outside the school day;

- 19.8 The Board of Trustees will decide which CPD activities teachers may be paid for at the start of each academic year. Payments to classroom teachers will only be made in respect of those activities undertaken outside of the directed time for full-time teachers; or the appropriate proportion of directed time for part-time teachers. Participation in CPD outside of directed time is voluntary and cannot be directed. Payments will be time related linked to how long it has taken the classroom teacher to undertake the task. This will be agreed at the outset and before the CPD is undertaken.

Activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;

- 19.9 Where a decision is taken to make additional payments to a teacher for activities related to providing ITT, such payments may be made only for ITT which is provided as an ordinary incident in the conduct of the school. Payment for this will be paid linked to how much time the task will take and will be agreed at the outset. Detailed

records will be kept in relation to the decision to award the payment, setting out clear justification for the payment.

- 19.10 Teachers undertaking school-based ITT activities do so on an entirely voluntary basis with the exception for those employed on the pay range for leading practitioners, who may be required to carry out this duty in line with their LP role. Such activities might include supervising and observing teaching practice; giving feedback to students on their performance and acting as professional mentors; running seminars or tutorials on aspects of the course; and formally assessing students' competence. For ITT activities not regarded as an ordinary incident in the conduct of the school are set out in the STPCD. Separate non-teaching contracts will be issued for those aspects of involvement in ITT which require the exercise of a teacher's professional skills or judgment but which go beyond activities which may be described as an ordinary incident in the conduct of the school. No teacher will be asked to routinely carry out administrative and clerical ITT-related activities.

Participation in out-of-school hours learning activity agreed between the teacher and the headteacher;

- 19.11 Where an additional payment has been agreed for a teacher participating in out-of-school hours learning activity agreed between the teacher and the headteacher such as tutoring, this is a time related payment therefore the teacher should be paid for the hours they spend on this activity which will be agreed in advance. All such activities should require the exercise of the teacher's professional skills or judgement. Payments should only be made to classroom teachers when the activity is undertaken outside of directed time. The school will keep robust records of the time the teacher has spent on this activity and payment should be based on this information. Payments should not be made on the basis of a lump sum payment which can not be justified. Pension implications of such payments should be considered.

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

- 19.12 Where the Headteacher/ Lead Headteacher/Chief Executive Headteacher is providing a service to another school, for example as a National Leader of Education (NLE), the person providing that service is not ultimately accountable for the outcomes in the school, but for the quality of the service being provided. The Board of Trustees should determine how much, if any, additional payment is due to the individual concerned in line with the provisions of the Document, for example where the contract requires work outside school sessions.
- 19.13 The Board of Trustees will give consideration to the remuneration of other teachers who as a result of the Headteacher's/Lead Headteacher's/Chief Executive Headteacher's additional role are taking on additional responsibilities and activities. This will be based on any additional responsibilities attached to the post (not the teacher) and will be recorded. Any increase in remuneration will only be agreed where the post accrues extra responsibilities as a result of the Headteacher's/ Lead Headteacher's/Chief Executive Headteacher's enlarged role; it is not automatic, and should be in line with the provisions of the STPCD.
- 19.14 Where the arrangement for the Headteacher/Lead Headteacher/Chief Executive Headteacher is temporary, any adjustment to pay of other teachers is also temporary, and safeguarding provisions will not apply when the arrangements cease. The Board of Trustees will consider the appropriate use of acting allowances and

other temporary payments in these circumstances and in line with this pay policy. Where there is a deputy headteacher in the school, it may be more appropriate to temporarily increase his or her pay range to take account of the increased responsibilities in the absence of the headteacher. Additionally, a teacher may be temporarily appointed, in the absence of the substantive post holder, to a post in the staffing structure which attracts a TLR payment; and where none of those are appropriate, the relevant body can make use of additional payments. The following section sets out the operating principles and requirements which apply to the provision of services to other schools.

Provision of services to other schools – operating principles and requirements

- Any services provided by the Headteacher/Lead Headteacher/Chief Executive Headteacher of one school to another school must be authorised formally by the Board of Trustees and, where the work extends over more than a 12 month period, the agreement of the Board of Trustees must be formally reviewed annually or sooner if appropriate. The Board of Trustees should also agree arrangements for terminating such work.
- Before such work is undertaken, the Board of Trustees, Chief Executive Headteacher and where appropriate the Headteacher or Lead Headteacher will take into account:
 - the needs of the school and its pupils;
 - the benefits that the activity would bring to the school;
 - the impact of any absence on other staff, including their workload; and
 - the workload and work-life balance of all the individuals concerned.
- In particular, before reaching a view the Board of Trustees will satisfy itself that these matters have been fully considered within the leadership team.
- Arrangements for payment for external work, including personal remuneration, must be clearly stated and formally incorporated into a protocol by the Board of Trustees and decisions duly minuted.
- The Headteacher/Lead Headteacher, Chief Executive Headteacher and Trust Board will monitor the operation of the arrangements and their impact on staff and pupils and take action where arrangements prove to be unsatisfactory.
- The disposition of any payment, including personal remuneration, for external services must be agreed in advance in accordance with the determinations of the Trust Board. The terms of such an agreement must be set out in a memorandum signed by the Chair of the Board of Trustees and the Chief Executive Headteacher and any other members of staff involved.
- Any income derived from external sources for the work of a school's staff should accrue to the school. Any income derived from external sources for the work of Central staff should accrue to Central Services. The Board of Trustees will decide whether it would be appropriate for individual members of staff to receive additional remuneration for these activities and, if so, determine the appropriate amount.
- The Board of Trustees will ensure that any expenses incurred by the individual as a result of taking on additional work are reimbursed, unless they are accounted for elsewhere.

Pension Implications

- 19.15 Appropriate consideration will be given to whether an additional payment is pensionable. Advice can be found on the teacher pension website. The Trust will seek appropriate advice from their payroll/pension administrator.

20 Allowances for unqualified teachers

- 20.1 The Board of Trustees may determine that such additional allowance as it considers appropriate is to be paid to an unqualified teacher where it considers 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.

21 Recruitment and Retention Incentive

- 21.1 The Board of Trustees will award Recruitment and Retention payments where it is considered necessary as an incentive for the recruitment of new classroom teachers and the retention of existing classroom teachers. This is not a permanent payment and all R&R payments awarded must be justified.
- 21.2 The amount for such payment will be determined to meet the circumstances of the case. Written notification will be provided at the time of the award in line with the guidance within the STPCD and will make it clear from the beginning, the expected duration of any award and the review date after which it may be withdrawn. Records must be kept as to why the payment is being made together with details of the amount being paid with justification for the amount.
- 21.3 The R&R payment must be reviewed, and the classroom teacher must be made aware that the payment will be subject to review and can be withdrawn.
- 21.4 **Members of the Leadership Group (Assistant Headteacher, Deputy Headteacher, Headteacher, Lead Headteacher or Chief Executive Headteacher) will not be awarded such payments other than for housing or relocation costs.** All other recruitment and retention considerations in relation to a Assistant Headteacher, Deputy Headteacher, Headteacher, Lead Headteacher or Chief Executive Headteacher – including non-monetary benefits – must be taken into account when determining the pay range.
- 21.5 The Board of Trustees will conduct an annual review of all awards.

22 Acting Allowance

- 22.1 If a Headteacher is absent from school a Deputy Headteacher must undertake their professional duties to the extent required by the Headteacher, Chief Executive Headteacher or the Board of Trustees.
- 22.2 Where a teacher is assigned and carries out duties of a Headteacher, Deputy Headteacher or Assistant Headteacher, but has not been appointed as an Acting Headteacher, Acting Deputy Headteacher or Acting Assistant Headteacher, the Board of Trustees must, within the period of four weeks beginning on the day on which such duties are first assigned and carried out, determine whether or not an allowance ("acting allowance") must be paid in accordance with the STPCD. If the teacher is carrying out the full duties of the higher level post an acting allowance

should be paid. If the teacher is carrying out a percentage of the duties of the higher level post rather than the full post a decision would need to be taken as to what would be appropriate remuneration.

- 22.3 Where a teacher is assigned and carries out the duties of a Headteacher, Deputy Headteacher or Assistant Headteacher in relation to whom a pay range has been determined and an acting allowance is paid, as a minimum, the teacher will be paid the difference between their current pay point and the bottom of the pay range for the post being acted into.
- 22.4 The teacher may be paid an acting allowance with effect from such day on or after the day on which duties of a Headteacher, Deputy Headteacher or Assistant Headteacher are first assigned and carried out. Where a teacher is paid an allowance, then for so long as that allowance is paid, Part 7 of the STPCD applies as if the teacher has been appointed to that post permanently.

23 Honoraria

- 23.1 The Board of Trustees will not pay any honoraria to any member of the teaching staff (including Headteacher/Lead Headteacher/Chief Executive Headteacher and other members of the leadership team) for carrying out their professional duties as a teacher, recognising that there is no provision within the STPCD for the payment of bonuses or honoraria in any circumstances.

PART 3 - SAFEGUARDING

24 Salary Safeguarding

- 24.1 Salary safeguarding will be paid to eligible teachers in line with the provisions of the STPCD.
- 24.2 Where safeguarding applies the required notification will be provided no later than one month after the date of the determination.
- 24.3 If the safeguarded sum is £500 or more the teacher must undertake additional duties that the Board of Trustees consider are appropriate and commensurate with the safeguarded sum. The Board of Trustees will consider the withdrawal of the safeguarded sum if the teacher unreasonably refuses to undertake these duties and will give one month's notice to the teacher before the payment is stopped.
- 24.4 TLR1s and TLR2s awarded to teachers employed under a fixed-term contract or whilst they occupy another post in the absence of a post-holder will not be safeguarded after the fixed-term contract expires or the post ceases to be occupied.

PART 4 - SUPPLEMENTARY

25 Part Time Teachers

- 25.1 Teachers employed on an on-going basis at the school but who work less than a full working week are deemed to be part time. A part time teacher will be paid according to the proportion of the school's timetabled teaching week (STTW) that they work, as set out in the STPCD.
- 25.2 Part-time teachers must be paid a percentage of the appropriate full-time equivalent salary as set out in the STPCD. The same percentage must be applied to any allowances awarded to a part-time teacher with the exception of any TLR payments which are not subject to the pro rata principle.
- 25.3 Part-time teachers cannot be required to work or attend non-pupil days, or parts of days, on days they do not normally work, but it is open to the teacher to attend non-pupil days or work on other days by mutual agreement with the headteacher and the pay calculation should be applied to any resultant additional hours worked. Part time teachers may be required to undertake work that is within their allocation of directed time beyond that specified in the school's timetabled teaching week, allocated reasonably on any day or part of any day on which they are required to work.

26 Short Notice/Supply Teachers

- 26.1 Teachers employed on a day to day basis or other short notice basis will be paid on a daily basis calculated based on the full working year for the academic year 2025/26 consisting of 195 days; periods of employment for less than a day being calculated pro-rata.

27 Pensions

- 27.1 The Board of Trustees will not increase the salary of any employee or use any other pay flexibilities in order to secure an improved pension entitlement on retirement. Such enhancements may be in breach of pension scheme legislation and may represent misuse of public funds.

Application Form (Main Pay Range – Upper Pay Range)

TEACHERS DETAILS:		
Name:		
School:		
Job Title:		
Current Salary point:		
Purpose (please tick as appropriate):	Application to move from Main Pay Range to the Upper Pay Range	
EVIDENCE		
I attach a copy of my two most recent appraisals, including any recommendation on pay.	YES / NO	
The schools covered by planning/review statement(s) (if different to current employer):		
I am unable to provide a copy of my two most recent appraisals for the following reason:		
I therefore attach a written statement and summary of evidence to demonstrate how I have met the assessment criteria above.	YES / NO / N/A	
DECLARATION:		
I confirm that at the date of this request for assessment;		
<ul style="list-style-type: none"> ➤ I meet the eligibility criteria as details below and ➤ I attach the above required documents, covering the relevant period. 		
Signature:		
Name:		
Date:		

NOTE: The deadline for receipt of this application is **30 June** for progression from the start of the following academic year.

CRITERIA:

To be successful in applying to be paid on the upper pay range the upper pay a teacher will be required to meet the criteria set out below:

- the teacher is highly competent in all elements of the relevant standards:
- the teacher's achievements and contribution to the school are substantial and sustained.

DEFINITIONS:

Highly Competent	The teacher's performance is assessed as not only good but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice.
Substantial	The teacher's achievements and contribution to the school are significant not just in raising standards of teaching and learning in their own classroom, or with their own groups of children, but also in making a significant wider contribution to school improvement, which impacts on pupil progress and the effectiveness of staff and colleagues.
Sustained	The teacher must have had two consecutive successful appraisal reports in this school and have made good progress towards their objectives during this period. Please note that a lesser period of time can be considered in situations such as maternity or long term sickness leave

To be completed by a representative of the **Governing Board** on consideration of application.

Date application considered:

Application Successful

YES / NO

If unsuccessful - Date written feedback provided (within 10 working days):

Pay Ranges for 2025**Leadership Pay Range**

The Executive Leadership pay range is:

Point	Salary
45	£152,605
46	£156,494
47	£160,517
48	£164,677
49	£168,969
50	£173,394
51	£177,953

The Leadership Group pay range is:

Point	Salary	Point	Salary
1	£51,773	28	£100,540
2	£53,069	29	£103,030
3	£54,394	30	£105,595
4	£55,747	31	£108,202
5	£57,137	32	£110,892
6	£58,569	33	£113,646
7	£60,145	34	£116,456
8	£61,534	35	£119,350
9	£63,070	36	£122,306
10	£64,691	37	£125,345
11	£66,368	38	£128,447
12	£67,898	39	£131,578
13	£69,596	40	£134,860
14	£71,330	41	£138,230
15	£73,105	42	£141,693
16	£75,049	43	£143,796
17	£76,772		
18	£78,702		
19	£80,655		
20	£82,654		
21	£84,699		
22	£86,803		
23	£88,951		
24	£91,158		
25	£93,424		
26	£95,735		
27	£98,106		

Main Pay Range

The Main Pay range is:

Point		Salary
Minimum	M1	£32,916
	M2	£34,823
	M3	£37,101
	M4	£39,556
	M5	£42,057
Maximum	M6	£45,352

Upper Pay Range

The Upper pay range is:

Point		Salary
Minimum	U1	£47,472
	U2	£49,232
Maximum	U3	£51,048

Leading Practitioner Pay Range

The Leading Practitioner pay scale is:

Point		Salary
Minimum	1	£52,026
	2	£53,332
	3	£54,663
	4	£56,022
	5	£57,418
	6	£58,857
	7	£60,443
	8	£61,836
	9	£63,381
	10	£65,010
	11	£66,695
	12	£68,233
	13	£69,937
	14	£71,682
	15	£73,465
	16	£75,419
	17	£77,150
Maximum	18	£79,092

Unqualified Teachers Pay Range

The unqualified teacher pay range is:

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

Teaching and Learning Responsibility Payments

TLR	Salary
TLR 1a	£10,174
TLR 1b	£12,519
TLR 1c	£14,866
TLR 1d	£17,216
TLR 2a	£3,527
TLR 2b	£5,873
TLR 2c	£8,611

The annual value of a TLR 3 will be no less than £702 and no greater than £3,478.