

Education Learning Trust Multi Academy Trust

Pay Policy 2025/2026

Approved by Trust Board	Autumn 2025
Next review	Autumn 2026

Revision History

Date	Version	Document Revision History	Document Author / Reviser	Document Approver
October 2018	1.0	2018 19 Pay policy review.	J Jones SBM	Trust Board
October 2019	2.0	Document annual review. Circulated to Schools for staff consultation period of 2 weeks from 5/12/19 to 20/12/19 Consultation with Trade Unions	M Murray & J Jones, ELT Primary SBM	Trust Board 04/12/2019
Sept 2020	3.0	Document annual review to update according to KCSIE 2020. Consultation with recognized TU and staff from 06/11/2020 to 18/11/2020. Approved at Finance and Audit Committee on 25/11/2020. Circulated to staff & 02/12/2020 & scheduled for Primary AGBs.	J Jones HR and Compliance Manager	Finance and Audit Committee 06/11/2020
January 2021	3.1	Pages 20 & 23 amended – removed AGB pay committees and corrected to read 'governing body' Circulated to Schools for staff 05/03/2021	J Jones HR and Compliance Manager	Trust Board 24/02/2021
January 2022	4.0	Document annual review. Consultation with recognised TUs, staff representatives & staff 01/11/2021 – 12/11/2021 (further consultation period Jan 22)	J Jones HR and Compliance Manager	Trust Board 02/02/2022
October 2022	5.0	Document annual review. Consultation with recognised TUs 10/11/2022 – 18/11/2022 Consultation with staff 22/11/2022 - 29/11/2022 (TKS to 08/12/22 – no further issues raised) Circulated to Schools for staff 12/12/2022	M Charles Interim HR Manager	Trust Board 30/11/2022
September 2023	6.0	Document annual review. Consultation with Recognised Trade Unions and staff 21/09/2023 – 03/10/2023 Circulated to Schools for staff 03/11/2023	J Jones, HR and Compliance Manager	Trust Board 11/10/2023 Approved pending 2023 STPCD coming into force on 03/11/2023
November 2024	7.0	Annual Review Consultation with recognised Trade Unions/staff 29/11/24 – 13/12/2024	M Murray, CEO	Trust Board 11/12/2024
September 2025	8.0	Revised policy to ensure automatic annual progression for all eligible teachers in line with national STPCD guidance. Consultation with Recognised Trade Unions 29/08/2025-16/09/2025	V McManus CEO	Trust Board 15/10/2025

1 INTRODUCTION

- 1.1 This policy sets out the framework for making decisions for all Trust employees' pay. It has been developed to comply with current legislation, the requirements of the School Teachers' Pay and Conditions Document (STPCD), the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service ("Green Book") and in accordance with the principles of public life - objectivity, openness and accountability.
- 1.2 As part of the application of this policy, the Trust will collect, process and store personal data in accordance with the Trust's Data Protection Policy. The Trust will also comply with the requirements of Data Protection Legislation (being the UK General Data Protection Regulation and Data Protection Act 2018) and any implementing laws, regulations and secondary legislation, as amended or updated from time to time, and the ELT Workforce Privacy Notice sets out how The Trust will gather, process and hold personal data of individuals in relation to pay.
- 1.3 In adopting this Pay Policy, the aim is to:
- support the delivery of the Trust's strategic plan, and each of its schools' improvement plans
 - support the recruitment and retention of a high-quality workforce
 - enable the Trust to recognise staff appropriately for their contribution
 - ensure staff are well motivated and provide flexibility
 - ensure that decisions on pay are managed in a fair, just and transparent way
- 1.4 Pay decisions for all employees at the Trust are ultimately made by the Trust Board.
- 1.5 This policy does not form part of any employee's contract of employment and it may be amended by the Trust at any time in consultation with recognised Trade Unions.

2 WHO IS COVERED BY THIS POLICY?

- 2.1 This policy covers all employees at all levels and grades, including senior managers, officers, employees, trainees, part-time and fixed-term employees (collectively referred to as employees in this policy). It does not apply to agency staff and self-employed contractors.

3 WHO IS RESPONSIBLE FOR THIS POLICY?

- 3.1 The Trust Board has overall responsibility for the effective operation of this policy. The Trust Board has delegated day-to-day responsibility for operating it to the Headteacher of the relevant school.

- 3.2 The Executive Leadership Team of the Trust has a specific responsibility to ensure the fair application of this policy and all employees are responsible for supporting colleagues and ensuring its success.

4 EQUALITIES

The Trust will comply with relevant equalities legislation:

- Employment Rights Act 1996.
 - The Agency Workers Regulations 2010.
 - The Employment Relations Act 1999, which establishes a number of statutory work rights.
 - The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 and the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, which require us to ensure part-time and fixed-term workers are treated fairly.
 - The Equality Act 2010 which requires schools to have due regard to the need to eliminate discrimination and advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not share it.
 - The Seven Principles of Public Life, which require those conducting the procedures to be objective, open and accountable.
- 4.1 Our procedures for addressing appeals in relation to pay are based on the ACAS guidance and code of practice.
- 4.2 Our procedures for reviewing Early Career Teachers' professional development comply with the DfE's statutory guidance on Induction for Early Career Teachers (England).
- 4.3 The Trust will promote equality in all aspects of work life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.
- 4.4 The Trust will ensure that its processes are open, transparent and fair. All decisions will be objectively justified. Adjustments will be made to take account of special circumstances, e.g. an absence on maternity or long-term sick leave. The exact adjustments will be made on a case-by-case basis, depending on the employee's circumstances, the Trust's circumstances and the relevant School's circumstances.

5 EMPLOYEE PAY REVIEWS

- 5.1 The Headteacher of the relevant School will ensure that each teacher's salary is reviewed with effect from 1st September each year, and that all teaching staff are provided with a written statement setting out their salary and any other financial benefits to which they are entitled.

- 5.2 The Trust will ensure that the salary of the Headteachers at each of the Trust's Schools are reviewed with effect from 1st September each year, and that each Headteacher is given a written statement setting out their salary and any other financial benefits to which they are entitled.
- 5.3 The Trust will ensure that salaries of the Central Executive Team are reviewed with effect from 1st September each year, and that each employee is given a written statement setting out their salary and any other financial benefits to which they are entitled.
- 5.4 Reviews may take place at other times of the year, after consultation with the relevant employee, to reflect changes in circumstances or job descriptions that lead to a change in the basis for calculating an employee's pay. A written statement will be given after any review and, where applicable, will give information about the basis on which it was made.
- 5.5 Where a payment leads, or may lead, to the start of a period of safeguarding for a teacher as set out in paragraph 20, the Trust will give the required notification as soon as possible and no later than one month after the date of the determination.

6 APPROVAL OF PAY REVIEW

- 6.1 The People, Pay & Performance Committee is responsible for establishing and reviewing the Trust-wide Pay Policy for all staff and advising the Trust Board accordingly. It is responsible for ensuring a consistent approach to proposed pay awards. Approval of all employee pay review decisions are delegated to the committee by the Trust Board. The committee will present the Trust Board with a summary report at the following Trust Board meeting.

7 DELEGATED PAY DECISIONS

- 7.1 Although the Trust Board has overall responsibility for the management of the Pay Policy, it is not practical for every single pay decision to be referred to it. Therefore, the Headteacher has delegated responsibility for the following:
- approving salary assessments for all staff in consultation with the CEO prior to the review at sub-committee
 - overseeing temporary and supply staff appointments
 - ensuring that job descriptions are reviewed, drafted and finalised for all staff
 - ensuring teachers and support staff are informed about pay decisions reached, and that records are kept of recommendations and decisions made
 - ensuring that appropriate support is offered and documented to teachers at an early stage where shortcomings are identified (following a principle of "no surprises")

8 DETERMINING PAY

- 8.1 The Trust will first calculate each School's group size as set out in the STPCD.
- 8.2 The Trust then has the discretion to increase group size so that when the pay ranges are calculated in accordance with this document, there is the ability to pay more than the market rate (where there are specific contextual issues).
- 8.3 Following the above, the Trust will then determine the Headteacher Group in reference to the size of each School.
- 8.4 The Trust's leadership pay scales and teaching staff pay scales are within Appendix 1. The salary for the Headteachers of all the Schools will be determined by the formula set out in the STPCD. The pay scales reflect the nationally agreed pay scales for maintained schools as set out in the STPCD. These are reviewed annually and any change shall be implemented from 1st September. Advertisements for the posts will specify the expected level of skills and experience for appropriate candidates relevant to the post. The advertisement will also include details of any additional payments or allowances applicable to the post.
- 8.5 Teachers appointed to posts within the Trust will retain their existing pay point when transferring from another school unless the teacher agrees in writing to an alternative arrangement.
- 8.6 On the appointment of any other members of a Senior Leadership Team at each School, the Trust, in consultation with the Headteacher of the School, will determine the starting salary within that range to be offered to the successful candidate.
- 8.7 For all other members of teaching staff, the Headteacher of the School will determine the starting salary within that range to be offered to the successful candidate.
- 8.8 If the Headteacher of the School believes that an appointment should be paid above the usual range for that post, then they must make representation to the CEO for consideration.
- 8.9 In making such determinations in respect of these applications, The CEO, on behalf of the Trust, may take into account a range of factors including;
- the nature of the post
 - the level of qualifications, skills and experience required
 - market conditions
 - the specific needs of the relevant School

9 BASIC PAY DETERMINATION ON APPOINTMENT OF SUPPORT STAFF

- 9.1 Advertisements for support staff posts in schools, and posts within the Trust's Executive Team, will include the relevant pay band for the post from the range of bands determined by the Trust as appropriate for the post.

- 9.2 The advertisement will specify the expected level of skills and experience for appropriate candidates relevant to the post. The advertisement will also include details of any additional payments or allowances applicable to the post.
- 9.3 Advertisements for vacant support staff posts in each School will be considered by the Headteacher of the School.
- 9.4 Advertisements for Chief Executives will be considered by the Trust Board who will undertake a benchmarking exercise to determine the level of pay.
- 9.5 Advertisements for Directors in the Trust's Executive Team will be considered by the Chief Executives.
- 9.6 Advertisements for support staff in the Trust's Executive Team will be considered by the CFOO.
- 9.7 Advertisements for support staff will indicate the number of working hours and working weeks and will show the appropriate salary and grade (including spinal column points).
- 9.8 The Trust's support staff pay scales are within Appendix 1. They reflect nationally agreed pay scales. These are reviewed annually and any change shall be implemented as directed nationally; typically, 1 April in any given year.
- 9.9 All posts will be evaluated and graded within the appropriate range on the scales as set out in Appendix 1. These reflect those of the NJC, and are based upon the agreed job description and person specification. Should a candidate have skills, expertise or experience which would reflect a higher grading, or should the market conditions require a higher grading to be offered, the Headteacher of the School must contact the CEO providing the necessary evidence and the Chair of Trustees will make a decision.
- 9.10 Additional responsibilities undertaken on a temporary basis, whether for a particular task, or to cover for an absence or vacancy, may be rewarded by additional payment in accordance with the relevant pay scales, having regard to the level of additional responsibility undertaken.
- 9.11 Pay progression for support staff will normally be based on their current length of service and they should progress up the relevant pay spine in accordance with the relevant terms and conditions until they reach the top of their pay range.

10 SUPPORT STAFF AND TEACHER PAY PROGRESSION: CONTEXT

- 10.1 In the Trust, all employees can expect to receive regular, constructive feedback that recognises their strengths, informs plans for their future development, and where applicable, helps to enhance their professional practice.
- 10.2 The Trust and the Senior Leadership Teams of each School will consider its approach in light of the budget and ensure that appropriate funding is allocated for pay progression at all levels.
- 10.3 Employees can expect to and will progress up the relevant pay spine (if applicable) on an annual basis until the top of the scale. Teachers who are not subject to formal capability procedures (including at the informal stage) will

receive automatic pay progression from the 1st September each year unless in circumstances where:

- The employee is subject to the Trust's Capability Policy (as applicable) or
- The employee has changed job roles, (for example, via obtaining a promotion to a more senior job role etc.), and as a result, they have already received an increase in their substantive rate of pay, during that academic year unless the person has completed periods of employment amounting to at least twenty-six weeks in aggregate within the previous school year

10.4 In the case of ECT's, pay decisions will be made by means of the statutory induction process and in accordance with the Department for Education's guidance on statutory induction for early career teachers and will not be detrimentally impacted by two-year ECF.

11 SUPPORT STAFF PAY PROGRESSION

11.1 The expected pay progression for support staff is as follows:

- Pay progression for support staff including the Trust's Central Office (excluding the Executive team) staff will be based on length of service and dealt with in accordance with the Green Book.
- The Chief Executive's and Chief Finance & Operating Officer's pay progression will be recommended by the PP&P Sub-Committee to the Trust Board for approval who will refer to DFE guidance and ELT Policy for setting Executive Pay and will undertake an annual benchmarking exercise to determine progression.

12 TEACHER PAY PROGRESSION: RESPONSIBILITIES

12.1 A teacher's appraisal report (Appendix 2) will contain pay recommendations (applicable to threshold applications and Upper Pay Range only).

12.2 Final decisions about whether or not to accept a pay recommendation is delegated as follows:

- in respect of teachers going through a threshold request or Upper Pay Range the final decision will be made based on discussion between the line manager/Headteacher of the relevant School
- in respect of the Chief Executive, final decisions on pay will be made by the Trust Board

13 TEACHER PAY PROGRESSION: INTEGRATION

13.1 As the Teacher advances through threshold or Upper Pay Range, they demonstrate significant contributions to pupil development, broader outcomes for pupils, and growth in specific areas of professional practice.

13.2 Expected annual pay progression in respect of teachers paid within the **Main Pay Range**:

- pay progression of one point will be made automatically from 1st September in any given year

13.3 Expected annual pay progression in respect of teachers moving onto or being paid within the Upper Pay Range:

- teachers continue to meet the criteria and standards set out in the STPCD for teachers on the Upper Pay Range

13.4 Expected annual pay progression for the Headteacher, Senior Leadership Teams and Lead Practitioners paid within the Leadership Pay Range or Lead Practitioner Pay Range.

- Pay progression within the relevant agreed pay range, of one point, will be made automatically from 1st September in any given year.

13.5 Pay progression will be made unless the circumstances of clause 10.3 of this Policy apply.

13.6 Across all pay ranges, the Trust may award two pay progression points or more, on the basis of an outstanding contribution with regard to leadership, management and pupil progress at the relevant School. Any recommendation for pay progression of two points or more, must be referred by the Headteacher to the CEO for a decision.

14 TEACHER UPPER PAY RANGE

14.1 Any qualified teacher, who has reached the top of the Main Pay Range, can request to be paid on the Upper Pay Range and any such request must be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to request to be paid on the Upper Pay Range. Workforce KPIs are monitored by the Trust Board to review the number of teachers eligible and the actual numbers who request and are successful.

14.2 One request may be made annually. The period for consideration and evaluation of a request is normally from the 15 September to 31 October each year; however, exceptions will be made in particular circumstances, e.g. those teachers who are on maternity leave or who are currently on sick leave.

14.3 In order for the progression to be robust and transparent, decisions relating to progression to the Upper Pay Range will be based on criteria set out in paragraph 14.10 and be submitted to the People Pay & Performance Committee by the 15 November that year. Teachers will then receive feedback in November.

14.4 All requests for consideration must be made in writing to the Headteacher of the relevant School. A simple request for consideration is sufficient; there is no requirement to make a formal application or provide additional evidence.

14.5 The School Senior Leadership Team will consider the Upper Threshold Criteria set out in 14.10 and make a recommendation to the Headteacher. Where such information is not applicable or available, the Trust may agree to adapt the process but it will always require a summary of evidence designed to

demonstrate that the applicant has met the assessment criteria which must be evaluated with the relevant Senior Leader. Those teachers who have been absent, through sickness, disability or maternity, may cite written evidence from a 3 year period before the date of request. For those with less than two years employment within the Trust, evidence will be required from their previous employer.

- 14.6 The Headteacher will make the final decision, on the recommendation of the relevant member of the Senior Leadership Team.
- 14.7 Teachers will receive notification of the outcome of their request in November. Where the request is unsuccessful, the notification will include feedback on the areas where it was felt that the teacher did not satisfy the relevant criteria set out in this policy. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement in order to meet the relevant criteria. Should this not be achieved during the next academic year then the Teacher would, by mutual consent, be placed on an informal support plan to give every chance of success.
- 14.8 Successful applicants will move to the minimum of the Upper Pay Range on 1st September (backdated to the commencement of the academic year). Exceptional practitioners may be placed further up the range.
- 14.9 Unsuccessful requests can appeal the decision as set out in this policy.
- 14.10 For Teachers on the Upper Pay Range, the Headteacher must be satisfied that that the Teacher is:
- highly competent in all elements of the Teachers' Standards and
 - the Teacher's achievements and contributions are substantial and sustained

For the purposes of this policy:

'Highly competent' means:

Performance which is good enough to provide coaching, mentoring and advice to other teachers, 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:

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

'Sustained' means:

The teacher's contributions have been maintained over a long period and evident through continuous involvement in school programs and activities.

15 LEADING PRACTITIONER ROLES

- 15.1 The Trust may also establish Leading Practitioner Roles. These posts will carry responsibility for modelling and leading the improvement of teaching skills across the Trust and its Schools.
- 15.2 The pay range for these posts will be within the minimum and maximum of the range for Leading Practitioners contained within the School Teachers' Pay and Conditions Document, and will be determined by the role and range of responsibility of each post, which may vary across the Trust and its Schools.
- 15.3 Each post will be paid at a fixed point within the minimum and maximum range contained within the School Teachers' Pay and Conditions Document.
- 15.4 The pay range and starting salary for Leading Practitioner Roles will be determined by the Headteacher in consultation with the Chief Executive of the Trust after taking into account the teacher's skills and experience.
- 15.5 The Trust may also acquire Leading Practitioners as it grows through TUPE transfers and it will honour the pay scales which will transfer to it under TUPE in such circumstances.

16 PART-TIME EMPLOYEES

- 16.1 Teachers employed on an on-going basis at the Trust but who work less than a full working week are deemed to be part-time. The Trust will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay as stated in the STPCD and working time arrangements and by comparison with the relevant School's timetabled teaching week for a full-time teacher in an equivalent post.
- 16.2 Support staff including in the Trust's Central Office employed on an on-going basis at the Trust but who work less than a full working week are deemed to be part-time. The Trust will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements.

17. SHORT NOTICE/SUPPLY TEACHER

- 17.1 Teachers employed on a day to day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days, periods of employment for less than a day being calculated pro rata.

18. DIFFERENTIALS

- 18.1 Appropriate differentials will be created and maintained between posts within the Trust, recognising accountability and job weight, and the Trust's need to recruit, retain and motivate sufficient employees of the required quality at all levels.

19. ADDITIONAL PAYMENTS FOR TEACHERS

- 19.1 In accordance with the provisions and calculations in the STPCD, the Headteacher may make payments as they see fit to a teacher, in respect of:
- continuing professional development undertaken outside the school day
 - activities relating to the provision of initial teacher training as part of the ordinary conduct of the school
 - participation in out-of-school hours learning activity agreed between the teacher and the Headteacher of the relevant School
 - additional responsibilities and activities due to, or in respect of, the provisions of services relating to the raising of educational standards to one or more additional schools
- 19.2 Any proposed additional payment payments must be referred to the CEO for approval before being made.

20. ADDITIONAL PAYMENTS FOR MEMBERS OF A SENIOR LEADERSHIP TEAM

- 20.1 The Trust may consider a discretionary payment not exceeding 25% of the salary for reasons which may include:
- without such additional payment the Headteacher considers that the school would have substantial difficulty filling the vacant leadership post or
 - to attract an appropriately qualified and experienced leadership candidate, e.g. location, specialism
 - retaining them or
 - in the case of the Headteacher, they are appointed as a temporary Headteacher of one or more additional Schools.

21. RECRUITMENT AND RETENTION INCENTIVE BENEFITS FOR TEACHERS

- 21.1 The Trust can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive.
- 21.2 The Headteacher must make a recommendation supported by evidence for consideration by the CEO.
- 21.3 The CEO will consider using their discretion under this policy where they consider it is appropriate to do so in order to recruit or retain relevant staff. The CEO will make clear at the outset, in writing, the expected duration of any such incentive or benefit, and the review date after which they may be withdrawn.

21.4 The Trust will, nevertheless, conduct an annual formal review of all such awards and report to the Trust Board.

21.5 In relation to a Headteacher, any additional payments under this section will form part of the 25% limit on the use of all discretions, unless the Chair of Trustees/CEO chooses to use the 'wholly exceptional circumstances' discretion set out in the STPCD.

22. SAFEGUARDING ARRANGEMENTS FOR TEACHERS ONLY

22.1 Safeguarding will apply in accordance with the provisions of the STPCD (as amended) up to a maximum of three years whenever a teacher faces a reduction in salary through no fault of their own. If safeguarding applies, the Trust will give notice of any duties which are being given to the teacher as work commensurate with their safeguarded sum or sums. Any teacher in receipt of a safeguarded sum that exceeds £500 who unreasonably refuses to carry out such additional duties will cease to be paid the safeguarded sum. Any such determination will be subject to appeal in the usual way.

23. TEACHING AND LEARNING RESPONSIBILITY ("TLR") PAYMENTS

23.1 Teaching and Learning Responsibility (TLR) payments will be awarded in accordance with the STPCD (as amended) to a teacher on the main scale or Upper Pay Range where a teacher is required to undertake a sustained additional responsibility within the relevant School's staffing structure for ensuring the continued delivery of high quality teaching and learning for which they are accountable i.e. where a post:

- is focused on teaching and learning
- requires the exercise of a teacher's professional skills and judgement
- requires the teacher to lead, manage and develop a subject or curriculum area, or to lead and manage pupil development across the curriculum
- has an impact on the educational progress of pupils other than the teacher's assigned classes or groups

23.2 The Headteacher will make the decision about the value of a TLR payment for those responsibilities with reference to the Trust's scale.

23.3 The Headteacher may award a temporary fixed term TLR3 payment for clearly time-limited Trust or School improvement projects or one off externally driven responsibilities. The scale for this is as set out in Appendix 1.

- 23.4 The Headteacher decides who the TLR payment is awarded to. For part-time teachers, TLR payments will be pro-rated in direct proportion to the responsibilities undertaken, regardless of contracted hours.

24. SEN ALLOWANCES

- 24.1 SEN Allowances will be awarded in accordance with STPCD criteria. Eligible Teachers will receive at least the minimum allowance. Teachers with substantial experience and responsibility for SEN provision will receive the maximum allowance.

25. ACTING UP ALLOWANCE FOR TEACHING STAFF

- 25.1 Teachers who cover all of the duties associated with a post of a higher grade or allowance than their own for a period of at least 4 weeks will be considered by the Headteacher for payment of an acting allowance. This will normally be the difference between the teacher's substantive salary and the appropriate point on the pay range of the higher-level post, and will cover the whole period of acting up during which the teacher will be expected to undertake the full range of duties and responsibilities of the post.
- 25.2 The Headteacher will consider if an acting up allowance is due and decide about the allowance to be awarded for those responsibilities of the post of a higher grade in line with the Trust's pay scales.

26. HANDLING APPEALS

- 26.1 If an employee believes that the final pay decision falls short of their expectations they may wish to appeal against the decision, using the Appeal Hearing Procedure set out in this Policy.

27. APPEAL HEARING PROCEDURE

- 27.1 It is the intention that the Appeals Procedure will be dealt with promptly, thoroughly and impartially:
- **Step One** – Informal discussion with the Line Manager before the decision is confirmed
 - **Step Two** - put the appeal in writing to the decision maker (Headteacher/Line Manager). All appeals should include sufficient details of its basis
 - **Step Three** - for a Headteacher or the Trust's Central Office staff, the Appeal will be heard by the CEO or an alternative Trustee delegated by them. For other employees, the Appeal will be heard by an independent panel appointed by the Headteacher of the relevant School who have not been previously involved in the original pay decision. In order to ensure independence and an appropriate level of seniority, if the Headteacher of the relevant School made the initial pay

decision, a member of the Governing/Trust Board may hear the appeal.

- 27.2 Appeals should be heard without unreasonable delay and at an agreed date, time and place.
- 27.3 Employees have a statutory right to be accompanied at any stage of an Appeal hearing by a companion who may be either a work colleague or a trade union representative.
- 27.4 The Appeal will be heard no later than 20 days of the date on which the written appeal was received.
- 27.5 The Appeal Panel will invite the employee to set out their case. The Line Manager/Headteacher (in the case of a school employee) and CFOO in respect of the Trust's Executive staff, will also be asked to take the panel through the procedures that were observed in their part of the Pay Policy determination process.
- 27.6 Following the conclusion of representations by all relevant parties, the panel will then consider all the evidence in private and reach a decision. The Chair of the Panel will write to the employee notifying them of their decision and the reasons for it. Other attendees at the meeting will also be notified of the decision. The decision of the Appeal Panel is final.

28. THE MODIFIED PROCEDURE

- 28.1 There will be no entitlement to invoke the appeal procedure in relation to a pay decision if the employee has left the employment of the Trust.
- 28.2 Where an employee has, whilst employed by the Trust, lodged an Appeal against a pay decision but has then subsequently left the Trust's employment before any Appeal hearing is held, the following steps will be observed:
- the employee must have set out details of their Appeal in writing
 - the employee must have sent a copy of their Appeal to the Headteacher or CEO (as above)
 - the Headteacher of the relevant School or in the case of the Trust's Executive staff, the CFOO will consult with relevant personnel and provide the employee with an appropriate written response on behalf of the Trust

29. MONITORING, EVALUATION AND REVIEW

- 29.1 This policy will be promoted and implemented throughout the Trust.

29.2 The Trust will monitor the operation and effectiveness of arrangements referred to in this policy.

29.3 The Trust will review this policy annually in consultation with the Unions in accordance with its Recognition and Collective Agreement.

Appendix 1:

Qualified Teachers

SPINE POINT	1 SEPT 2024 TO 31 AUG 2025	1 SEPT 2025 TO 31 AUG 2026
Main pay range		
M1 (Minimum) [1]	£31,650	£32,916
M2	£33,483	£34,823
M3	£35,674	£37,101
M4	£38,034	£39,556
M5	£40,439	£42,057
M6 (Maximum)	£43,607	£45,352
Upper pay range		
U1 (Minimum) [1]	£45,646	£47,472
U2	£47,338	£49,232
U3 (Maximum)	£49,084	£51,048

Teaching and Learning Responsibilities (TLRs)

	1 SEPT 2024 TO 31 AUG 2025	1 SEPT 2025 TO 31 AUG 2026
Payment 1 (TLR1)		
Minimum	£9,782	£10,174
Maximum	£16,553	£17,216
Payment 2 (TLR2)		
Minimum	£3,391	£3,527
Maximum	£8,279	£8,611
Payment 3 (TLR) (Fixed term)		
Minimum	£675	£702
Maximum	£3,344	£3,478

Special Educational Needs (SEN) Allowances

	1 SEPT 2024 TO 31 AUG 2025	1 SEPT 2025 TO 31 AUG 2026
SEN Minimum	£2,679	£2,787
SEN Maximum	£5,285	£5,497

Unqualified Teachers

SCALE POINT	1 SEPT 2024 TO 31 AUG 2025	1 SEPT 2025 TO 31 AUG 2026
1 (Minimum)	£21,731	£22,601
2	£24,224	£25,193

SCALE POINT	1 SEPT 2024 TO 31 AUG 2025	1 SEPT 2025 TO 31 AUG 2026
3	£26,716	£27,785
4	£28,914	£30,071
5	£31,410	£32,667
6 (Maximum)	£33,902	£35,259

Lead Practitioners

SPINE POINT	1 SEPT 2024 TO 31 AUG 2025	1 SEPT 2025 TO 31 AUG 2026
1	£50,025	£52,026
2	£51,280	£53,332
3	£52,560	£54,663
4	£53,867	£56,022
5	£55,209	£57,418
6	£56,593	£58,857
7	£58,118	£60,443
8	£59,457	£61,836
9	£60,943	£63,381
10	£62,509	£65,010

SPINE POINT	1 SEPT 2024 TO 31 AUG 2025	1 SEPT 2025 TO 31 AUG 2026
11	£64,129	£66,695
12	£65,608	£68,233
13	£67,247	£69,937
14	£68,925	£71,682
15	£70,639	£73,465
16	£72,518	£75,419
17	£74,182	£77,150
18	£76,050	£79,092

Leadership Group

SPINE POINT	1 SEPT 2024 TO 31 AUG 2025	1 SEPT 2025 TO 31 AUG 2026
L1 [1]	£49,781	£51,773
L2	£51,027	£53,069
L3	£52,301	£54,394
L4	£53,602	£55,747
L5	£54,939	£57,137
L6	£56,316	£58,569
L7	£57,831	£60,145

SPINE POINT	1 SEPT 2024 TO 31 AUG 2025	1 SEPT 2025 TO 31 AUG 2026
L8	£59,167	£61,534
L9	£60,644	£63,070
L10	£62,202	£64,691
L11	£63,815	£66,368
L12	£65,286	£67,898
L13	£66,919	£69,596
L14	£68,586	£71,330
L15	£70,293	£73,105
L16	£72,162	£75,049
L17	£73,819	£76,772
L18	£75,675	£78,702
L19	£77,552	£80,655
L20	£79,475	£82,654
L21	£81,441	£84,699
L22	£83,464	£86,803
L23	£85,529	£88,951
L24	£87,651	£91,158

SPINE POINT	1 SEPT 2024 TO 31 AUG 2025	1 SEPT 2025 TO 31 AUG 2026
L25	£89,830	£93,424
L26	£92,052	£95,735
L27	£94,332	£98,106
L28	£96,673	£100,540
L29	£99,067	£103,030
L30	£101,533	£105,595
L31	£104,040	£108,202
L32	£106,626	£110,892
L33	£109,275	£113,646
L34	£111,976	£116,456
L35	£114,759	£119,350
L36	£117,601	£122,306
L37	£120,524	£125,345
L38	£123,506	£128,447
L39	£126,517	£131,578
L40	£129,673	£134,860
L41	£132,913	£138,230

SPINE POINT	1 SEPT 2024 TO 31 AUG 2025	1 SEPT 2025 TO 31 AUG 2026
L42	£136,243	£141,693
L43	£138,265	£143,796

Ranges for Headteachers

GROUP	RANGE OF SPINE POINTS	1 SEPT 2024 TO 31 AUG 2025	1 SEPT 2025 TO 31 AUG 2026
1	L6-L18	£56,316 - £74,926	£58,569 - £77,924
2	L8-L21	£59,167 - £80,634	£61,534 - £83,860
3	L11-L24	£63,815 - £86,783	£66,368 - £90,255
4	L14-L27	£68,586 - £93,400	£71,330 - £97,136
5	L18-L31	£75,675 - £103,010	£78,702 - £107,131
6	L21-L35	£81,441 - £113,624	£84,699 - £118,169
7	L24-L39	£87,651 - £125,263	£91,158 - £130,274
8	L28-L43	£96,673 - £138,265	£100,540 - £143,796