West Northamptonshire Council

Harpole PRIMARY SCHOOL

Adopted by Harpole Primary School – September 2025

Teachers' Pay Policy 2025-26

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Issue	Date	Comments
V1.0	April 2021	WNC version of policy (no version control page)
V1.1	October 2021	Updated with new pay scales (no version control page)
V1.2	January 2023	Updated with new pay scales (no version control page)
V1.3	November 2023	Updated with new pay scales (no version control page)
V1.4	November 2024	5.5% pay increase applied to pay scales **Optional** paragraph added regarding pay progression link to performance Addition of Version control sheet
V1.5	December 2024	Sections 17 and 24 Wording added to provide clarity on pay progression when teacher subject to capability proceedings.
V1.6	September 2025	Update to reflect the 4% annual pay award, effective from 1 September 2025.

Consultees

Internal	External
Assistant Director Human Resources	Trade Unions

Distribution List

Internal	External
WNC Local Authority maintained schools	

Links to other documents

Document	Link

TEACHERS PAY POLICY 2025-2026

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Notes for all bodies adopting this policy

a) This model pay policy is recommended for adoption by all maintained schools.

b) The term 'School' is used as a generic term, but it is noted that the application of this policy will apply to all employees, in any establishment, whose terms and conditions are determined by the School Teachers' Pay and Conditions Document.

c) This policy provides a framework to be adapted by individual schools to suit their own circumstances. It is therefore set out as a School pay policy and refers to the 'governing body', rather than the 'relevant body'. The policy is intended to be easily amended to cover circumstances where the relevant body is not the Governing Body or where pay decisions must be made in respect of unattached teachers.

d) **This policy provides a number of options which Governing Bodies should choose from, when adopting this policy**. The options relate to the following matters:

Section 11 - Impact on individuals of increases to the statutory pay ranges

Section 18 - Pay for teachers employed on employment-based teacher training scheme

Section 17 and 24 – Pay Progression linked to Performance
Schools can choose whether or not to retain some or all elements of performance related pay

Section 37 - Pay on appointment (pay portability)

Appendix 2 - Elements of the process for applications to the Upper Pay Range

Appendix 3 - Pay ranges (reference points)

Appendix 4 - Criteria for pay progression

e) Trade unions have been consulted on this model policy and options within it. Schools must consider the options and amend the model policy accordingly. It is good practice to share the policy with staff and consider any feedback, prior to formal adoption by the Governing Body. If the Governing Body wishes to deviate from this model policy and options within it, or adopt any other pay policy, the Governing Body will arrange consultation with the recognised trade unions.

f) For the purposes of this model policy, reference has been made to the Pay Committee; this term is used to define the committee with responsibility for pay matters.

g) The School Teachers' Pay and Conditions Document 2025 is referred to in this policy as 'The Document'.

h) Policies may be shared with staff and published on a staff intranet but may not be shared further or be published on the school's external website.

Effective from 1 September 2025

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Policy Introduction

1. Policy Statement

The School will abide by all the requirements for teachers' pay and conditions set out in the:

- School Teachers' Pay and Conditions Document (hereafter referred to as 'the Document'.)
- Conditions of Service for School Teachers in England and Wales (Burgundy Book); and
- Education (School Teachers' Appraisal) (England) Regulations 2012.

This policy provides a framework for teachers' pay and conditions and also supports the prime statutory duty of the Governing Body, as set out the Education Act 2002, "…to conduct the School with a view to promoting high standards of educational achievement at the school; by providing consistent and objective procedures for determining pay decisions."

2. Application of this policy

This policy applies to teaching staff, excluding any staff whose pay is not determined by the Pay Committee/Governing Body.

In applying this policy, the School will give consideration to:

- the Teachers' Standards,
- the National Standards of Excellence for Headteachers.

The School will make these documents available to governors and staff within the school.

3. Aims of this policy

The aims of this policy are to:

- maximise the quality of education provided for pupils in the School by supporting the School's aims and improvement plan.
- maximise the quality of teaching and learning at the school.
- support the recruitment and retention of a high quality teacher workforce.
- enable the School to recognise and reward teachers appropriately for their contribution to the school.
- help to ensure that decisions on pay are managed in a fair and transparent way.
- identify the principles by which the salary decisions for all staff will be made.
- identify the proposed timetable for annual salary reviews, including the consideration of staff for performance related pay increases, should the School decide to retain this element.
- demonstrate to all staff that the Governing Body/Pay Committee is managing its policy on pay in a fair, consistent and responsible way.
- ensure that equality of opportunity within the School is established and maintained.

4. Responsibilities

Main roles and responsibilities in determining pay

The role of the Governing Body is to:

- annually review and adopt the Teacher Pay and Teacher Appraisal policies, to clarify the

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school's approach to performance-based pay decisions, including the criteria for pay progression.
- identify and consider budgetary implications of pay decisions and consider these in the school's spending plan.
- set the appropriate level of pay for leadership roles.
- convene a panel for performance management of the Headteacher.
- agree the extent to which specific functions relating to pay determination and appeals processes will be delegated to others, such as the Headteacher.
- ensure that appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that pay decisions can be objectively justified.

The role of the Headteacher is to:
- develop clear arrangements for linking appraisal to pay progression and propose changes to pay and appraisal policies, consulting staff and union representatives, as appropriate.
- submit policies to Governing Body for approval.
- ensure all teachers are informed of the policies and that leaders and teachers, have the knowledge and skills to apply procedures fairly.
- ensure teachers are appraised in accordance with the school's appraisal policy and the relevant regulations.
- put appraiser's pay recommendations to the Pay Committee and ensure they are provided with sufficient information upon which to make their decisions.
- maintain records of appraisal and pay decisions and recommendations made, demonstrating that all decisions have been made objectively and fairly, in compliance with equalities legislation.
- keep teachers informed about the processes, recommendations made and decisions reached.

The Role of Teachers is to:
- take responsibility for participating in arrangements for their own appraisal in line with the school's appraisal policy
- keep records of their objectives and review them throughout the appraisal process. Decide whether they wish to apply for access to the upper pay range and provide the appropriate evidence.

The Pay Committee (committee normally made up of three non-staff governors) remit is to:
- consider the recommendations of the appraiser / Headteacher.
- fairly apply the criteria related to discretionary areas of pay, as identified within this policy.
- determine salary at the time of the annual review for all staff.
- approve salaries and the award of performance pay (should the School decide to retain this) in line with this policy.
- monitor the outcome of pay decisions, including the extent to which different groups of teachers may progress at different rates and check processes operate fairly.
- review job descriptions annually and where responsibility or accountability is increased, to reconsider the pay in accordance with the Document.
- ensure that statutory and contractual requirements are applied to all staff groups.
- ensure that adequate records of decisions are kept.

These responsibilities will be exercised within the constraints of the school's locally managed budget and in accordance with the school's financial and improvement plans.

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5. Consultation and Review of this Policy

The Pay Committee will convene each year (and in any event, at the time a new School Teachers' Pay and Conditions Document is issued) and review the Teacher Pay Policy to ensure compliance with any changes in the Document and the School Development Plan.

Trade unions have been consulted on the model policy and employees given the opportunity to provide feedback on school-determined elements, prior to formal adoption by the Governing Body.

The Governing Body will share the Pay Policy with staff; in addition, the Document will be circulated to all Governors and any relevant parties e.g. Diocesan Board, the Clerk to the Governors and the HR and Payroll provider(s).

Any changes to individual conditions of employment would be subject to the usual consultation process.

6. Equality

The School 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 individual teacher's circumstances and the school's circumstances.

We will comply with relevant equalities legislation including:

- Employment Relations Act 1999
- 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

We will promote equality in all matters related to pay. Refer to the school's *Equality in Employment Policy* for more details.

The Pay Committee will take all reasonable steps to ensure that any decision made about pay does not give rise to cause for complaint under any legislation including equality legislation and the treatment of those on part-time or fixed term contracts.

7. Job descriptions and person specifications

The School will provide a job description to each teacher and will identify key areas of responsibility.

Job descriptions may be reviewed from time to time, in consultation with the individual employee concerned, in order to make reasonable changes in light of the changing needs of the school. Job descriptions will also be reviewed annually as part of the appraisal process.

Should there be any changes, a revised job description will be provided to the teacher.

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8. Pay relativity

The Governing Body will ensure that appropriate differentials in pay are created and maintained, following guidelines and recognising accountability, job size and the need to recruit, retain and motivate sufficient employees of the required quality at all levels.

9. Records

For purposes of confidentiality, the School will confine access to salary records to the individual concerned, the Headteacher, the Pay Committee and other appropriate bodies.

Inappropriate access or disclosure of employee data 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 may be dealt with under the Disciplinary Policy.

10. Teacher Appraisal

All members of teaching staff are required to participate in the arrangements made for their appraisal, in accordance with their conditions of employment, the school's Teacher Appraisal Policy, and the Education (School Teachers Appraisal) (England) Regulations 2012. In the case of early career teachers, appraisal arrangements will be in accordance with the statutory induction process and the Education (Induction Arrangements for School Teachers) (England) Regulations 2012.

Relevant information from appraisal reports will be taken into account by the Pay Committee in relation to pay. The Headteacher will provide advice to the Pay Committee. If the Headteacher has delegated the responsibility of appraiser to another person, the Headteacher will take into account the Appraiser's recommendation for pay progression and advise the Pay Committee of this recommendation accordingly.

More information on appraisal can be found in the Teacher Appraisal Policy.

Part 1 – Pay – General

11. 2025 Pay Award

In line with the recommendations in the STRB's 35th Report, from 1 September 2025:

a 4% increase will be applied to all pay and allowance ranges and advisory points.

All pay uplifts will be effective from 1 September 2025. This policy reflects these new pay ranges.

The School will automatically apply the percentage uplift to the salaries of all teachers, regardless of where they are being paid in their respective pay ranges

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12. Timing of Salary Determination and Notification

The Governing Body will determine a teacher's salary:

- whenever they take up a new post,
- annually with effect from 1st September, and
- at any other time required by the Document.

The Pay Committee will endeavour to complete teachers' annual pay reviews by 31 October and the Headteacher's annual pay review by 31 December.

Within one month of a pay decision being made, the Governing Body will notify the teacher in writing in accordance with paragraph 3.4 of the Document. This notification will set out the reasons for the pay decision(s).

13. Appeals against Pay Determination

If a member of staff has a query about their salary, they should in the first place seek to resolve the matter informally with the Headteacher (or in the case of a Headteacher with the Chair of the Pay Committee). If the matter remains unresolved the Pay Appeal Procedure can, if necessary be followed.

Details of the Pay Appeal Procedure is described in Appendix 1. This procedure will be identified within the Pay Committee's written pay notifications.

Part 2 – Leadership Group Pay

14. Leadership Group Pay - Introduction

The Pay Committee will determine the pay of the leadership group in accordance with the provisions of Part 2 of the Document.

The statutory pay range for members of the leadership group is £51,773 to £143,796.

See Appendix 3 for further details as to how the Governing Body will apply this pay range.

15. Determination of Leadership Pay

The Pay Committee will determine pay ranges for the Headteacher, deputy head teachers and assistant head teachers in accordance with paragraphs 9.2 to 9.4 of the Document.

The Pay Committee may review and determine the leadership pay ranges whenever:

- A new appointment is to be made to any of the leadership pay ranges, or
- The responsibilities of any of the leadership pay ranges have significantly changed

When making a new appointment, the Pay Committee will exercise its discretion to pay a salary within the determined range, in order to secure the appointment of its preferred candidate.

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16. Determination of Temporary Payments to Headteachers

The Pay Committee may determine that additional payments be made to the Headteacher for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined. Any such payments will be made in accordance with paragraph 10 of the Document.

17. Pay Progression for Leadership Groups

The Pay Committee will consider annually with effect from 1 September whether or not to increase the salary of members of the leadership group who have completed at least twenty-six weeks of employment at this School within the previous school year, and, if it determines to do so, to what salary within the relevant pay range.

In order to make this determination the Pay Committee will consider the performance of the individual and will comply with the provisions of paragraph 11 of the Document.

Appendix 4 sets out this school's criteria for making this determination.

Part 3 – Other teachers' pay

18. Other teachers' Pay Ranges - Introduction

There are four pay ranges for other teachers:

(i) the unqualified teacher pay range (UTR);
(ii) the main pay range (MPR) for qualified teachers not entitled to be paid on any other pay range;
(iii) the upper pay range (UPR); and
(iv) the leading practitioner pay range for teachers whose primary purpose is to model and lead the improvement of teaching skills.

Any pay increase or safeguarded sum (for the safeguarded period) awarded to a teacher on the main pay range, the upper pay range, or the unqualified teacher pay range, in accordance with Parts 3, 4 and 5 of the Document, or any movement between those pay ranges is permanent for as long as the teacher remains employed within this school.

The School has determined, in accordance with Part 1 paragraph 1.2 of the Document, that a teacher on any employment-based teacher training scheme is to be paid and be eligible for allowances as an **unqualified** teacher

**as defined in the Document under Annex 2*

19. The Main Pay Range from 1 September 2025

A teacher on the main pay range will be paid such salary within the minimum and maximum of the main pay range as the Pay Committee determines.

The main pay range for qualified teachers is £32,916 to £45,352.

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See Appendix 3 for further details as to how the Governing Body will apply this pay range.

20. The Upper Pay Range from 1 September 2025

A teacher on the upper pay range will be paid such salary within the minimum and maximum of the upper pay range as the Pay Committee determines.

The upper pay range is £47,472 to £51,048.

See Appendix 3 for further details as to how the Governing Body will apply this pay range.

The Governing Body will pay a teacher on the upper pay range in the circumstances set out in paragraphs 14.2 and 14.3 of the Document.

21. Application to be paid on the Upper Pay Range

Qualified teachers may apply to be paid on the upper pay range (UPR) once a year. The criteria for moving to the Upper Pay Range is:

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

Appendix 2 sets out the process for making and assessing applications and explains how the Pay Committee will interpret the criteria.

22. Leading Practitioner Pay Range from 1 September 2025

The School may create Leading Practitioner posts that have the primary purpose of modelling and leading improvement of teaching skills.

For any such post, the Pay Committee will determine an individual post pay range within the leading practitioner pay range.

The Leading Practitioner Pay Range is £52,026 to £79,092.

See Appendix 3 for further details as to how the Governing Body will apply this pay range.

Teachers on the leading practitioner pay range may not hold TLRs or SEN allowances**.**

23. Unqualified Teacher Pay Range from 1 September 2025

An unqualified teacher will be paid such salary within the minimum and maximum of the unqualified teacher pay range as the Pay Committee determines.

The pay range for unqualified teachers is £22,601 to £35,259.

See Appendix 3 for further details as to how the Governing Body will apply this pay range.

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When an Unqualified Teacher becomes qualified they will be transferred to a salary within the Main Pay Range in accordance with paragraph 18 of the Document.

Unqualified teachers may not hold TLRs or SEN allowances.

24. Pay Progression - other Teachers' pay

The Pay Committee will consider annually, with effect from 1 September, whether or not to increase the salary of teachers who have completed at least twenty-six weeks of employment at this School within the previous School year and, if so, to what salary within the relevant pay ranges.

In order to make this determination the Pay Committee will consider the performance of the individual and will comply with the provisions of paragraph 19 of the Document.

Appendix 4 sets out this school's criteria for making pay progression determinations.

25. Pay progression for teachers who are on Maternity Leave or Long Term Disability – Related Sickness Absence

Where a teacher is away from School because of maternity leave, the School will not deny that teacher an appraisal and subsequent pay progression decision because of her maternity.

A practical and flexible approach to conducting appraisals (that consider the circumstances of the teacher at the time) and making pay decisions will be taken, for those absent on maternity leave, including where a teacher has been absent for part or all of the reporting year.

When a teacher returns to work from maternity leave, the School will give the employee any pay increases that they would have received, following appraisal, had she not been on maternity leave.

In those circumstances, the School will ensure that the absent teacher receives fair treatment while ensuring the integrity and robustness of the School's appraisal process for all teachers. When considering these options, the School will seek to ensure that they minimise bureaucracy for all involved. The School will consider conducting appraisals prior to individuals departing on maternity leave, even if this is early in the appraisal year, and basing any appraisal and pay determination on the evidence of performance to date in that appraisal year. Alternatively, if the appraisal does not take place prior to the maternity leave, it will take place within three months of the return from maternity leave.

Account may also be taken of performance in previous appraisal periods if there is very little to go on in the current year. However, we will not require teachers to use Keeping in Touch (KIT) days for the purposes of appraisal.

If a teacher is absent long-term for disability related reasons the School will consider utilising the same range of options outlined above for teachers on maternity leave.

Part 4 – Allowances and other payments for classroom teachers

26. Teaching and Learning Responsibility Payments (TLRs)

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The School may award TLRs in accordance with the provisions of paragraph 20 of the Document.

From 1st September 2025, relevant bodies may determine the value of any existing or new TLR1 and TLR2 payment, based on the proportion of the TLR the teacher is undertaking - i.e. the proportion of the full-time equivalent duty. Where a part-time teacher is undertaking a TLR1 or TLR 2, relevant bodies are no longer mandated to utilise the pro-rata principle when determining the value of the TLR1 or TLR 2 payment. For the avoidance of doubt, relevant bodies must act fairly and appropriately when determining the value of a TLR1 or TLR2 payment*.

From 1st September 2026, it will become a requirement that relevant bodies determine the value of all existing and new TLR1 and TLR 2 payments based on the proportion of the TLR the teacher is undertaking - i.e. the proportion of the full-time equivalent duty*.

The pro-rata principle does not apply to any TLR3 award*.

*Please refer to Part 4, Allowances and other payments in 'The Document', for further guidance.

In awarding a TLR, the additional duties will include a significant responsibility that is not required of all classroom teachers and that is:

	TLR1	TLR2	TLR3
A sustained additional responsibility with the purpose of ensuring the continued delivery of high-quality teaching and learning and which they are accountable for	✓	✓	
For a fixed-term period, undertaking clearly time-limited School improvement projects, or one-off externally driven responsibilities			✓
Focussed on teaching and learning	✓	✓	✓
Requires the exercise of a teachers professional skills and judgement	✓	✓	✓
Has an impact on the educational progress of pupils other than the teachers assigned classes or pupils	✓	✓	✓
Requires the teacher to lead, manage and develop a subject or curriculum area; or lead and manage pupil development across the curriculum	✓	✓	
Involves leading, developing and enhancing the teaching practice of other staff	✓	✓	
Includes line management responsibility for a significant number of people	✓		

Unqualified teachers and teachers on the leadership group or leading practitioner pay ranges may not be awarded TLRs**.**

The Pay Committee will determine the value of any TLR payment in accordance with the following:

- a TLR1 annual value will be between £10,174 and £17,216.
- a TLR2 annual value will be between £3,527 and £8,611.
- a TLR3 annual value will be between £702 and £3,478.

Please see provision 20. Teaching and learning responsibility (TLR) payments of 'The Document' for further information.

27. Special Educational Needs Allowances (SEN)

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The Pay Committee will award a special educational needs allowance of no less than £2,787 and no more than £5,497 to a classroom teacher with SEN responsibilities as strictly defined by paragraph 21 of the Document.

If a teacher holds the role of SENCO, as a managerial responsibility, it normally does not meet the criteria for a SEN allowance but may meet the criteria of a TLR post.

Where a teacher meets the criteria for both an SEN and TLR allowance, these are distinct payments - a TLR payable for additional responsibility, SEN Allowance for the demands of the teaching role they are carrying out.

An SEN allowance cannot be paid to an unqualified teacher or a teacher on the leadership group or leading practitioner pay ranges.

28. Allowance Payable to Unqualified Teachers

The Pay Committee may determine that such additional allowance as it considers appropriate is to be paid to an unqualified teacher where it considers, in the context of the staffing structure and this pay policy that the teacher has:

(a) taken on a sustained additional responsibility which:
(i) is focused on teaching and learning; and
(ii) requires the exercise of a teacher's professional skills and judgment; or

(b) qualifications or experience which bring added value to the role being undertaken.

29. Acting Allowance

Acting allowances may be paid in accordance with paragraph 23 of the Document, to teachers who are assigned and carrying out the duties of Headteacher, Deputy Headteacher or Assistant Headteacher.

30. Performance Payments to Seconded Teachers

Performance payments may be paid in accordance with paragraph 24 of the Document, to teachers who are seconded to a post as a Headteacher in another school.

31. Residential Duties

Any payment to teachers for residential duties will be determined by the Pay Committee.

The School will ensure that provisions for Preparation, Planning & Assessment (PPA) time are appropriately accommodated, in accordance with the Document.

32. Additional Payments

In accordance with paragraph 26 of the Document, the Pay Committee may make such payments to a teacher as they see fit, other than a Headteacher, in respect of:

(a) continuing professional development undertaken outside the School day;

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(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 activities agreed between the teacher and the Headteacher.
(d) additional responsibilities and activities due to, or in respect of, the provision of services by the Headteacher relating to the raising of educational standards to one or more additional schools.

Participation in CPD outside of directed time is voluntary and cannot be directed. Except for those employed on the pay range for leading practitioners, who may be required to carry out this duty, teachers undertaking school-based ITT activities do so on an entirely voluntary basis.

33. Recruitment and Retention Incentives and Benefits

The Pay Committee may make payments or provide financial assistance, support or benefits to teachers in accordance with paragraph 27 of the Document.

Recruitment and retention incentives and benefits will not be made for carrying out specific responsibilities. Where a teacher is given an incentive or benefit under paragraph 27 of the Document, written notification given at the time of the award will state:

(a) whether the award is for recruitment or retention;
(b) the nature of the award (cash sums, travel or housing costs etc.);
(c) when/how it will be paid (as applicable);
(d) unless it is a 'one-off' award, the start date and expected duration of the incentive;
(e) the review date after which it may be withdrawn; and
(f) the basis for any uplifts which will be applied (as applicable).

Recruitment Incentives

- Insufficient number of applicants following the initial advertisement for a post.
- Insufficient quality of candidates (that is candidates not meeting the Person Specification for the post following advertisement but prior to interview).
- Inability to appoint following advertisement because of the quality of the candidates presented at interview.

It is important for a post to have been tested by advertisement externally at least once before a recruitment incentive is agreed.

Retention Incentives

Careful consideration will be given to the offer of retention payments to individuals where no initial recruitment payment has been made. The Pay Committee will look carefully at any recommended retention allowance and consider equal opportunity/pay issues before awarding any amount.

If a retention allowance is to be paid it should be on the basis of:

- a teacher undertaking a particular piece of work or activity which it would be difficult for another person to take over if the teacher were to leave before the work or activity was completed.
- the School having recently unsuccessfully tried to recruit a teacher with the same curriculum expertise.

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- circumstances where the School is near to a restructure/change of roles and needs the skills or specialism of the post holder for an additional period of time and the post holder is about to leave after which the post would not be required and where in the intervening period it would be difficult to recruit.
- the School having advertised the post and not been able to recruit and the current post holder is available to continue with an addition to salary if not prepared to continue on current level of pay.

34. Salary Sacrifice arrangements

"Salary sacrifice arrangement" means any arrangement under which the employee gives up the right to receive part of their gross salary in return for the employer's agreement to provide the teacher with a benefit-in-kind under any of the following schemes:

(a) childcare vouchers and directly contracted employer provided childcare that started on or before 4 October 2018
(b) a cycle scheme or cyclist's safety equipment scheme

then that benefit-in-kind is exempt from income tax.

Where the employer operates a salary sacrifice arrangement, the teacher may participate in any such arrangement and the teacher's gross salary may be reduced accordingly for the duration of their participation in it.

Participation in any salary sacrifice arrangement has no effect upon the determination of any safeguarded sum to which the teacher may be entitled under any provision of the Document.

35. Honoraria / Bonus Payments

The Governing Body will not provide any bonus payment or honoraria to any member of teaching staff under any circumstances.

Part 6 – Supplementary

36. Safeguarding

The Governing Body will operate salary safeguarding arrangements in accordance with the provisions Part 5 of the Document.

37. Appointment of Teachers

It is for the Governing Body to decide the pay range for a vacant post prior to advertising it.

On appointment, to determine the starting salary within that range, we will take into account a range of factors including:

- The nature of the post
- The level of qualifications, skills and experience required
- Market conditions
- The wider School context

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There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school.

38. Part-Time Teachers

Teachers employed on an ongoing basis at the school, but who work less than a full working day or week, are deemed to be part-time. Part-time teachers will have 'directed time' hours at this percentage of 1265 hours; that being the amount that applies to a full-time teacher in any School year, as set out in Section 3 guidance (para's 79-86) of the Document.

The salary and any allowances (except TLR3's) of a part-time teacher will be determined in accordance with the pro rata principle, as detailed in Part 6 paragraphs 40, 41 (calculating pay) and 51 (working time) of the Document.

The salary of a part time teacher determined in accordance with the pro rata principle applies to both the hours a part-time teacher normally works under their contract of employment as well as any additional hours the teacher may agree to work from time to time.

39. Teachers Employed on a Short Notice/Supply Basis

Teachers employed on a day-to-day or other short notice basis will be paid in accordance with the provisions of paragraph 42 of the Document 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.

40. Management Allowances

Management allowances are only in place for some teachers who were in post prior to 2005 and were awarded an allowance as a result of the Northampton Town Review. This allowance applies to teachers who are still employed in the same post within the same School at the time the Northampton Town Review was put into effect. When the teacher moves post the management allowance will cease.

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Appendix 1 APPEALS AGAINST PAY DECISIONS (TEACHING STAFF)

In accordance with the School Teachers Pay and Conditions Document, the Governing Body has adopted a procedure for dealing with appeals against pay decisions. This procedure takes account of the ACAS Code of Practice for resolving grievances.

The grounds for appeal are that the Headteacher or Committee making the decision:

a) Incorrectly applied this policy;
b) Incorrectly applied any provision of The Document;
c) Failed to have proper regard for statutory guidance;
d) Failed to take proper account of relevant evidence;
e) Took account of irrelevant or inaccurate evidence;
f) Was biased;
g) Unlawfully discriminated against the teacher.

General Provisions

- The teacher is entitled to be accompanied by a colleague or trade union representative at the formal stage. The Headteacher may exercise his/her discretion and allow the teacher to be accompanied at the informal stage.
- The teacher must take all reasonable steps to attend meetings.
- Meetings should be arranged without undue delay.
- The timings and locations of meetings must be reasonable.
- There is no further internal process available to the teacher once the appeal stage has been completed.

Procedure

Informal Stage

The salary notification form will confirm to the teacher the recommendation that has been made to The Pay Committee in respect of performance related or other pay progression.

Any teacher seeking a reconsideration of a pay decision should first seek to resolve the matter informally through discussion with the decision maker within 10 working days of notification of the decision. (This will normally be the Headteacher or line manager in the case of all teachers and the Chair of the Pay Committee or Chair of Governors in respect of the Headteacher).

An informal meeting should be convened within five working days of the teacher's request. This meeting will allow for the teacher to receive feedback and will also allow the teacher to make representations regarding pay decisions and if appropriate to provide additional information for the consideration of the decision maker.

The outcome of this informal meeting should be conveyed to the teacher within five working days of the meeting. A possible outcome of this meeting may be to agree to revise the original decision. However, if the original decision is upheld and the teacher is dissatisfied with this outcome, then they will still have access to the formal appeals procedure through the Appeals Committee.

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Formal Stage

Where is has not been possible to resolve the matter informally, the teacher may follow the formal process by setting out their concerns in writing to the decision maker within 10 working days of the notification of the decision (or the outcome of the informal discussion). In the case of a Headteacher written notification should be given to the Chair of Governors.

The Headteacher, or in the case of an appeal by the Headteacher, the Chair of Governors, will then arrange for the appeal to be heard, normally within four calendar weeks of receipt of the written appeal.

The Appeals Committee will consist of one or more Governors, none of whom are employees of the School or have been previously involved in making relevant pay decisions.

The appellant will be given at least one calendar weeks' notice of the hearing and will be required to submit their case in writing at least 5 days before the hearing.

The appellant has the right to attend the appeal hearing to present their case and to be accompanied by a work colleague or trade union representative.

The Headteacher or Pay Committee will be required to submit their case in writing at least 5 days before the hearing. The Headteacher or Chair of the Pay Committee have a right to attend the appeal hearing to present the case or may be required to attend the hearing in person if the appeal's committee so wishes.

The procedure to be followed for appeal hearings is as set out below, a copy of which should be given to the employee when notice of the hearing date is given.

The Appeal Committee decision will be given in writing to the appellant within 7 calendar days of the hearing.

If an appeal is rejected, the Appeal Committee will inform the appellant in writing of the reasons for the decision.

The person or committee who made the original decision will also be notified of the outcome of the hearing.

The decision of the Appeal Committee will be final.

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A GUIDE TO THE PAY APPEAL HEARING

In this guide, "management" refers to the Headteacher and/or Pay Committee member who are representing the original pay decision made.

1. Introductions

The Chair of the Appeal Committee introduces him/herself and invites all others to introduce themselves. The Chair runs through the agenda.

2. Nature of the appeal

The Chair specifies the appeal and checks that all parties have the relevant documents.

3. Presentation by Employee

The employee and/or their representative present their case and call any witnesses. *(Witnesses can be questioned by the employee/their representative, management/their HR support, the Committee/their HR advisor, and then re-examined by the employee/their representative before they exit the hearing).*

4. Questions by management

The person presenting the management case and/or their HR Advisor may question the employee.

5. Questions by committee members

The committee members and/or their HR Advisor may question the employee.

6. Presentation by management

Management presents the management case and calls any witnesses. *(Witnesses can be questioned by management /their HR support, the employee/their representative, the Committee/ their HR advisor and then re-examined by management before they exit the hearing).*

7. Questions by Employee

The employee and/or representative may question management.

8. Questions by committee members

The committee members and/or their HR Advisor may question management.

9. Final statement by Employee

The employee and/or representative may make a final statement.

10. Final statement by Management

Management may make a final statement.

11. Withdrawal

Both parties withdraw to allow the Appeal Committee to come to a decision. The Committee's HR advisor remains. Both parties may be asked to remain available in case the committee need to clarify any points.

12. Adjournments

Either party may ask for an adjournment during the course of the hearing.

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Appendix 2 PROCESS FOR APPLICATION TO BE PAID ON THE UPPER PAY RANGE

Qualified teachers may apply to be paid on the Upper Pay Range (UPR) once a year. The Pay Committee will assess such applications and make a determination on whether the teacher meets the criteria as outlined below. Where teachers are subject to the 2011 regulations or the 2012 regulations, the Pay Committee will have regard to the assessments and recommendations in teachers' appraisal reports under those regulations.

Criteria

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

(a) that the teacher is highly competent in all elements of the relevant standards; and

(b) that the teacher's achievements and contribution to an educational setting or settings are substantial and sustained.

In this school, this means:

"highly competent": the teacher's performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the Teachers' Standards in the particular role they are fulfilling and the context in which they are working.

"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 (see exceptions, e.g. maternity/sick leave, in the introduction to this section). They will have been expected to have shown that their teaching expertise has grown over the relevant period and is consistently good to outstanding.

Process:

One application may be submitted annually. The closing date for applications is 30th November 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.

In order for the assessment to be robust and transparent, it will be an evidence-based process. Teachers therefore should ensure that they build a mainly paper evidence base to support their application.

The process for applications is:

- The teacher completes the school's application process.
- The teacher submits the application and supporting evidence to the Headteacher by the cut-off date.
- The Headteacher will be the assessor, unless they notify the teacher otherwise.
- The assessor will assess the application and will make a recommendation on whether the teacher should progress to the UPR.

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- If the Headteacher is not the assessor, the application, evidence and recommendation will be passed to the Headteacher for moderation purposes.
- The Pay Committee will make the final decision, advised by the Headteacher.
- Teachers will receive written notification of the outcome of their application by 31st January. If the application is unsuccessful, the written notification will include the areas where it was felt that the teacher's performance did not satisfy the relevant criteria (see 'Assessment' below).
- If requested, oral feedback which will be provided by the assessor. Oral feedback will normally be given within two calendar weeks of the date of notification of the outcome of the application. 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.
- Successful applicants will move to the UPR on 1 September of the following year or back dated if agreed. (If backdated, this will be consistently applied across the school).
- Following a successful assessment for placement on the UPR, the Pay Committee may consider whether the teacher should be placed above the minimum of the range. This will be decided in a fair and consistent way based on evidence of outstanding practice and including the nature of the post and its duties and the level of qualification, skills and experience of the teacher.
- Unsuccessful applicants can appeal the decision. The appeals process is set out in Appendix 1 of this pay policy.

Any decision made under this process applies only to employment in this school.

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Appendix 3 PAY RANGES IN THIS SCHOOL

UNQUALIFIED TEACHER, MAIN PAY RANGE & UPPER PAY RANGE

The School has adopted the following pay reference points within the Main, Upper and Unqualified Pay Ranges. These reference points include relevant uplifts as detailed in the School Teachers' Pay and Conditions Document (STPCD) 2025.

The School Teachers Review Body recommended advisory pay reference points for the Main and Upper pay ranges, which have been adopted.

Unqualified Pay Range	
UQ1	£22,601
UQ2	£25,193
UQ3	£27,785
UQ4	£30,071
UQ5	£32,667
UQ6	£35,259

Main Pay Range	
M1	£32,916
M2	£34,823
M3	£37,101
M4	£39,556
M5	£42,057
M6	£45,352

Upper Pay Range	
U1	£47,472
U2	£49,232
U3	£51,048

LEADING PRACTITIONER PAY RANGE

The School has adopted the following pay reference points within the Leading Practitioner Pay Range. These reference points include relevant uplifts as detailed in the School Teachers' Pay and Conditions Document (STPCD) 2025.

For each Leading Practitioner post, the School will determine an individual post pay range within the reference points below, having regard to the challenges and demands of the post, ensuring appropriate scope within each individual post pay range to allow for performance related pay progression.

Leading Practitioner Pay Range

LP 1 - MIN	£52,026
LP2	£53,332
LP3	£54,663
LP4	£56,022
LP5	£57,418
LP6	£58,857
LP7	£60,443
LP8	£61,836
LP9	£63,381

LP10	£65,010
LP11	£66,695
LP12	£68,233
LP13	£69,937
LP14	£71,682
LP15	£73,465
LP16	£75,419
LP17	£77,150
LP18 - MAX	£79,092

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LEADERSHIP PAY (Headteacher, Deputy Headteacher and Assistant Headteacher)

The School has adopted the following pay reference points within the Leadership Pay Range. These reference points include relevant uplifts as detailed in the School Teachers' Pay and Conditions Document (STPCD) 2025.

For each Leadership post, the School will determine an individual post range within the relevant reference points below, having regard to the challenges and demands of the post.

2025-2026 Leadership Group	Headteacher Group Ranges

Pay Reference Points		1	2	3	4	5	6	7	8
1	£51,773								
2	£53,069								
3	£54,394								
4	£55,747								
5	£57,137								
6	£58,569	1							
7	£60,145								
8	£61,534		2						
9	£63,070								
10	£64,691								
11	£66,368			3					
12	£67,898								
13	£69,596								
14	£71,330				4				
15	£73,105								
16	£75,049								
17	£76,772								
18*	£77,924								
18	£78,702					5			
19	£80,655								
20	£82,654								
21*	£83,860								
21	£84,699						6		
22	£86,803								
23	£88,951								
24*	£90,255								
24	£91,158							7	
25	£93,424								
26	£95,735								
27*	£97,136								
27	£98,106								

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28	£100,540								8
29	£103,030								
30	£105,595								
31*	£107,131								
31	£108,202								
32	£110,892								
33	£113,646								
34	£116,456								
35*	£118,169								
35	£119,350								
36	£122,306								
37	£125,345								
38	£128,447								
39*	£130,274								
39	£131,578								
40	£134,860								
41	£138,230								
42	£141,693								
43	£143,796								
*These points represent the maxima of each Headteacher group									

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(Schools can choose whether or not to retain some or all elements of performance related pay. School to **delete** Appendix 4 Performance Pay and Progression criteria if the school has removed the requirement for appraisals to be linked to pay)

Appendix 4 PERFORMANCE PAY PROGRESSION CRITERIA IN THIS SCHOOL

The following options relate to performance related pay progression, which are considered separately from the pay award set out under section 11 of this policy.

When making pay progression decisions, the Pay Committee will take full account of the teacher's appraisal report and the recommendations contained within it. Refer to the school's *Teacher Appraisal Policy* for more details.

In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.

UNQUALIFIED, MAIN & LEADING PRACTITIONER PAY RANGES
The pay committee will determine whether there should be any movement on the relevant pay range. In making such a determination, it will take into account:

- Paragraph 19 of the Document;
- the evidence base, which should show that the teacher has had a successful appraisal and has made good progress towards their objectives;

A2 The Pay Committee will make an award of 1 point on the pay range for teachers that meet or exceed the standards and their objectives

UPPER PAY RANGE

The pay committee will determine whether there should be any movement on the Upper Pay Range. In making such a determination, it will take into account:

- paragraph 19 and the criteria set out in paragraph 15.2 of the Document;
- the evidence base, which should show that the teacher has had a successful appraisal and has made good progress towards objectives;
- evidence that the teacher has maintained the criteria set out in paragraph 15.2 of the Document, namely that the teacher is highly competent in all elements of the relevant standards; and that the teacher's achievements and contribution to the School are substantial and sustained. The meaning of these criteria is set out in the section of this policy entitled, "Applications to be paid on the Upper Pay Range".

Pay progression on the Upper Pay Range will be clearly attributable to the performance of the individual teacher. The pay committee will be able to objectively justify its decisions.

Where it is clear that the evidence shows the teacher has made good progress, i.e. they continue to maintain the criteria set out above (see 'Applications to be Paid on the Upper Pay Range'), and have made good progress towards their objectives, the teacher will move to one point on the Upper Pay Range;

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Further information, including sources of evidence is contained within the school's appraisal policy.

The Pay Committee will be advised by the Headteacher in making all such decisions.

LEADERSHIP PAY RANGE

A2 The Pay Committee will award 1 point for sustained high quality performance where objectives have been met or exceeded and national standards of excellence for Headteachers maintained.

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Appendix 5 MAIN PAY RANGE REFERENCE POINT ASSIMILATION

Advisory pay points for the upper and main pay ranges were recommended by the School Teachers Review Body for 2025. The Department for Education (DfE) accepted this recommendation and as a result, the 2025 School Teachers Pay and Conditions Document (STPCD) contains advisory pay points for these pay ranges.

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