Caroline Haslett Primary School & Faraday Club

PAY POLICY FOR TEACHING STAFF

Date of Issue: September 2026 - Version FV3.0

Date of next review: September 2028 (or earlier in the event of legislation changes)

Approved by the Headteacher on:

Signed: _____(Headteacher) **Date:** _____

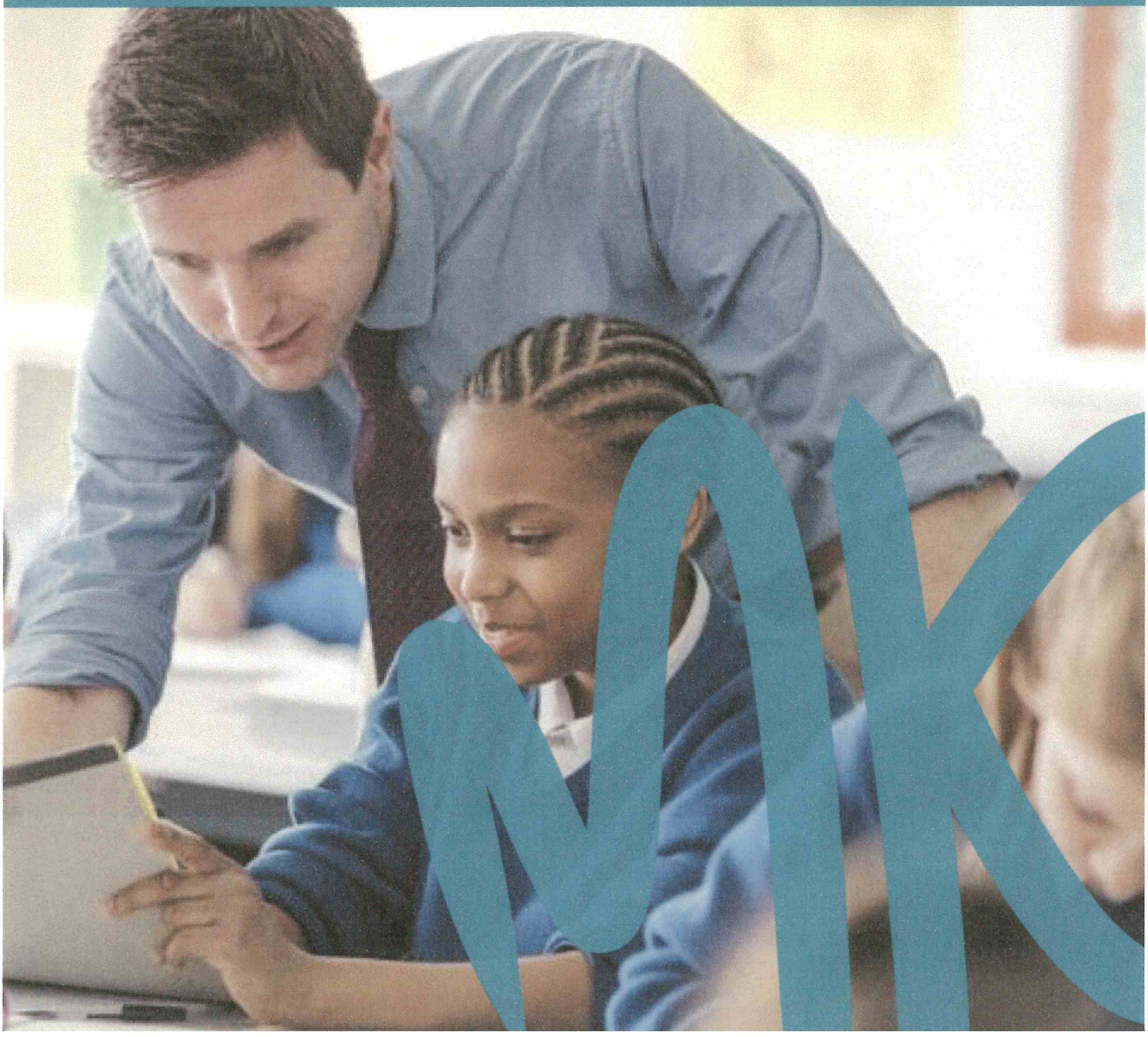
Approved by the Governing Board on:

Signed: _____(Chair of Governors) **Date:** _____

Milton Keynes City Council

Pay Policy for Teaching Staff 2026-2028

Human Resources / Version FV3.0 – September 2026



Contents

1.0	Policy Statement	Page 4
2.0	Application of this policy	Page 4
3.0	Aims of this policy	Page 4
4.0	Responsibilities	Page 5
5.0	Consultation and Review of this Policy	Page 6
6.0	Equality	Page 6
7.0	Job descriptions and person specifications	Page 7
8.0	Pay relativity	Page 7
9.0	Records	Page 7
10.0	Teacher Appraisal	Page 7
Part 1 – Pay – General		Page 8
11.0	2026 Pay Award	Page 8
12.0	Timing of Salary Determination and Notification	Page 8
13.0	Appeals against Pay Determination	Page 9
Part 2 – Leadership Group Pay		Page 9
14.0	Leadership Group Pay - Introduction	Page 9
15.0	Determination of Leadership Pay	Page 9
16.0	Determination of Temporary Payments to Headteachers	Page 9
17.0	Pay Progression for Leadership Group Members	Page 10
Part 3 – Other teachers' pay		Page 10
18.0	Other teachers' Pay Ranges - Introduction	Page 10
19.0	The Main Pay Range from 1 September 2026 & 1 September 2027	Page 11
20.0	The Upper Pay Range from 1 September 2026 & 1 September 2027	Page 11
21.0	Application to be paid on the Upper Pay Range	Page 11
22.0	Leading Practitioner Pay Range from 1 September 2026 & 1 September 2027	Page 11

23.0 Unqualified Teacher Pay Range from 1 September 2026 & 1 September 2027 Page 12

24.0 Pay Progression linked to Performance Page 12

25.0 Pay progression for teachers who are on Maternity Leave

or Long Term Disability – Related Sickness Absence Page 13

Part 4 – Allowances and other payments for classroom teachers Page 13

26.0 Teaching and Learning Responsibility Payments (TLRs) Page 13

27.0 Special Educational Needs Allowances (SEN) Page 14

28.0 Allowance Payable to Unqualified Teachers Page 15

29.0 Acting Allowance Page 15

30.0 Performance Payments to Seconded Teachers Page 15

31.0 Residential Duties Page 15

32.0 Additional Payments Page 15

33.0 Recruitment and Retention Incentives and Benefits Page 16

34.0 Salary Sacrifice arrangements Page 17

35.0 Honoraria / Bonus Payments Page 17

Part 6 – Supplementary Page 17

36.0 Safeguarding Page 17

37.0 Appointment of Teachers Page 17

38.0 Part-Time Teachers Page 18

39.0 Teachers Employed on a Short Notice Basis Page 18

APPEALS AGAINST PAY DECISIONS (TEACHING STAFF) Page 19

PROCESS FOR APPLICATION TO BE PAID ON THE UPPER PAY RANGE Page 24

PAY RANGES IN THIS SCHOOL Page 26

PAY PROGRESSION CRITERIA IN THIS SCHOOL Page 31

EXAMPLES OF APPROACHES TO PAY PROGRESSION (PERFORMANCE) Page 34

TEMPLATE TEACHERS' ANNUAL SALARY STATEMENT Page 36

1.0 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 Board, 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."

The Governing Board will also take into account the practical advice provided within the current **Implementing your school's approach to pay** publication from the DfE.

2.0 Application of this policy

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

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.

3.0 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.
- demonstrate to all staff that the Governing Board/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.

4.0 Responsibilities

Main roles and responsibilities in determining pay

The role of the Governing Board is to:

- consider and adopt the school pay and appraisal policies, to clarify the 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 Board 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 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.

5.0 Consultation and review of this policy

The Governing Board will share this 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.

The policy will be reviewed at yearly intervals and in any event at the time a new School Teachers' Pay and Conditions Document is issued.

The Pay Committee will convene each year and review the policy to ensure compliance with any changes in the Document and the School Development Plan.

Where the Governing Board wishes to deviate from this policy or the options within it, or adopt any other policy, the Governing Board will arrange consultation with the recognised trade unions.

6.0 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 Equality Act Guidance for Schools on the Milton Keynes City Council website.

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.

7.0 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 may 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.

8.0 Pay Relativity

The Governing Board 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.

9.0 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 schools Data Protection Policy immediately. It may also constitute a disciplinary offence, which may be dealt with under the Disciplinary Policy.

10.0 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 an early career teacher (ECT), appraisal arrangements will be in accordance with the statutory induction process as set out within the Induction for Early Career Teachers (England) guidance and the Education (Induction Arrangements for School Teachers) (England) Regulations 2012 as amended.

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 school's Teacher Appraisal Policy.

Part 1 – Pay - General

11.0 2026 Pay Award

The pay award agreed is a two-year deal covering the period 2026-27 and 2027-28.

2026-2027 Pay Award

from 1 September 2026 a 3.5% increase will be applied to all pay and allowance ranges and advisory points, except for the minimum of the unqualified teacher range (rest of England) where a five per cent increase will be applied.

All pay uplifts will be back dated to 1 September 2026.

Given that the various allowances form part of teachers' total pay, these too will increase their value by the same 3.5 %, to ensure that the same headline award rate is reflected across all aspects of teachers pay.

2027 – 2028 Pay Award

From 1 September 2027 a 3% increase will be applied to all pay and allowance ranges and advisory points.

Given that the various allowances form part of teachers' total pay, these too will increase their value by the same 3%, to ensure that the same headline award rate is reflected across all aspects of teachers pay.

This policy reflects these new pay ranges.

Other pay increases in respect of performance will be considered separately, as part of the teacher's annual appraisal and pay review. See section 24.

12.0 Timing of Salary Determination and Notification

The Governing Board 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 Board 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).

13.0 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

14.0 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:

	1 Sept 2026 to 31 Aug 2027	1 Sept 2027 to 31 Aug 2028
Minimum	£53,589	£55,194
Maximum	£148,829	£153,294

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

15.0 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.

16.0 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.

17.0 Pay Progression for Leadership Group Members

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

18.0 Other Teachers pay ranges – Introduction

There are four pay ranges for other teachers:

- the unqualified teacher range (UTR);

- the main pay range (MPR) for qualified teachers not entitled to be paid on any other pay range;
- the upper pay range (UPR); and
- the pay range for leading practitioners 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: (Delete as per decision of governing body) [to be paid and be eligible for allowances as a **qualified** teacher] **OR** [to be paid and be eligible for allowances as an **unqualified** teacher.]

**as defined in the Document under Annex 2*

19.0 Main Pay Range from 1 September 2026 - 2028

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:

	1 Sept 2026 to 31 Aug 2027	1 Sept 2027 to 31 Aug 2028
Minimum	£34,069	£35,092
Maximum	£46,940	£48,349

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

20.0 Upper Pay Range 1 September 2026 - 2028

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:

	1 Sept 2026 to 31 Aug 2027	1 Sept 2027 to 31 Aug 2028
Minimum	£49,134	£50,609
Maximum	£52,835	£54,421

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

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

21.0 Application 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:

- that the teacher is highly competent in all elements of the relevant standards; and
- 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.

22.0 Leading Practitioner Pay Range from 1 September 2026 - 2028

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:

	1 Sept 2026 to 31 Aug 2027	1 Sept 2027 to 31 Aug 2028
Minimum	£53,847	£55,463
Maximum	£81,861	£84,317

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

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

23.0 Unqualified Teacher Pay Range from 1 September 2026 - 2028

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:

	1 Sept 2026 to 31 Aug 2027	1 Sept 2027 to 31 Aug 2028
Minimum	£23,732	£24,443
Maximum	£36,494	£37,589

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

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.

24.0 Pay Progression linked to Performance

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.

25.0 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.

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

We will take a practical and flexible approach to conducting appraisals and making pay decisions for those absent on maternity leave, including where a teacher has been absent for part or all of the reporting year.

In those circumstances, we 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, we will seek to ensure that they minimise bureaucracy for all involved. We 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

26.0 Teaching and Learning Responsibilities (TLR's)

The school may award TLRs in accordance with the provisions of paragraph 20 of the document.

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:

	1 Sept 2026 to 31 Aug 2027	1 Sept 2027 to 31 Aug 2028
Payment 1 (TLR1)		
Minimum	£10,531	£10,847
Maximum	£17,819	£18,354
Payment 2 (TLR2)		
Minimum	£3,651	£3,761
Maximum	£8,913	£9,181
Payment 3 (TLR) (Fixed term)		
Minimum	£727	£749
Maximum	£3,600	£3,708

From 1st September 2026, 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 (as defined at paragraph 40.1) 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 fulltime equivalent duty.

The full TLR3 payment can be made to a part-time teacher if they are undertaking the full requirements of the TLR3. However, if more than one part-time teacher is carrying out the TLR3 role (is in a job share), the payment would be pro-rata accordingly.

27.0 Special Educational Needs Allowances (SEN's)

The Pay Committee will award a special educational needs allowance as follows to a classroom teacher with SEN responsibilities as strictly defined by paragraph 21 of the Document.

	1 Sept 2026 to 31 Aug 2027	1 Sept 2027 to 31 Aug 2028
SEN Minimum	£2,885	£2,972
SEN Maximum	£5,690	£5,861

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 a teacher on the leadership group or leading practitioner pay ranges.

28.0 Allowance Paid 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

29.0 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.

30.0 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.

31.0 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

32.0 Additional Payments

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;
(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.

33.0 Recruitment and Retention Initiatives 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.
- 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.

34.0 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

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.

35.0 Honoraria / Bonus Payments

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

Part 6 – Supplementary

36.0 Safeguarding

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

37.0 Appointment of Teachers

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

(School to delete one of the following options on adopting this policy):

[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

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

OR

[On appointment we will set the teacher's existing salary at the same rate as they were paid at their most recent school in accordance with the principle of pay portability.]

38.0 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 TLR3s) of a part-time teacher will be determined in accordance with the pro rata principle, as detailed in paragraph 41 (calculating pay) and paragraph 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.

39.0 Teachers Employed on a Short Notice 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.

Appendix 1

Appeals against pay decisions (Teaching Staff)

In accordance with the School Teachers Pay and Conditions Document, the Governing Board has adopted a procedure for dealing with appeals against pay decisions.

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.

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 three 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 Chair of 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.

Appendix 2

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.

Appendix 3

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 normally *[insert date]* 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 form/process *(delete as appropriate)*;
- 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;
- 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 *[insert date]*. 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.

Appendix 4

Pay Ranges in this School

UNQUALIFIED TEACHER, MAIN PAY RANGE & UPPER PAY RANGE

(On adopting this policy, school to choose one of the following options and delete the others)

[OPTION 1]

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) 2026.

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

Unqualified	2026 - 27	2027 - 28
UQ1	23,732	24,444
UQ2	26,075	26,858
UQ3	28,758	29,621
UQ4	31,124	32,058
UQ5	33,811	34,826
UQ6	36,494	37,589

Main	2026 – 27	2027 - 28
M1	34,069	35,092
M2	36,042	37,124
M3	38,400	39,552
M4	40,941	42,170
M5	43,529	44,835
M6 (Maximum)	46,940	48,349

Upper	2026 – 27	2027 - 28
U1	49,134	50,609
U2	50,956	52,485
U3 (Maximum)	52,835	54,421

[OPTION 2]

The school will devise its own pay reference points, within the minimum and maximum of the Main, Upper and Unqualified Pay Ranges as published in the 2026 STPCD.

[OPTION 3]

The school has no reference points and will appoint teachers/unqualified teachers to a salary within the minimum and maximum of the relevant Main, Upper or Unqualified Pay Range as published in the 2026 STPCD, based on the requirements of the post and skills and experience of the individual teacher.

LEADING PRACTITIONER PAY RANGE

(On adopting this policy, school to choose one of the following options and delete the others)

[OPTION 1]

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) 2026.

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

Spine point	1 Sept 2026 to 31 Aug 2027	1 Sept 2027 to 31 Aug 2028
1	£53,847	£55,463
2	£55,199	£56,855
3	£56,577	£58,275
4	£57,983	£59,723
5	£59,428	£61,211
6	£60,917	£62,745
7	£62,559	£64,436
8	£64,001	£65,922
9	£65,600	£67,568
10	£67,286	£69,305
11	£69,030	£71,101

Spine point	1 Sept 2026 to 31 Aug 2027	1 Sept 2027 to 31 Aug 2028
12	£70,622	£72,741
13	£72,385	£74,557
14	£74,191	£76,417
15	£76,037	£78,319
16	£78,059	£80,401
17	£79,851	£82,247
18	£81,861	£84,317

OPTION 2

The school will devise its own reference points within the minimum and maximum of the Leading Practitioner Pay Range, as published in the 2026 STPCD.

OPTION 3

The school has no reference points and will appoint to a salary within the minimum and maximum of the Leading Practitioner Pay Range, as published in the 2026 STPCD, based on the requirements of the post and skills and experience of the individual teacher.

LEADERSHIP PAY (Headteacher, Deputy Headteacher and Assistant Headteacher)

(On adopting this policy, school to choose one of the following options and delete the others)

[OPTION 1]

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) 2026.

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.

Leadership Group pay range - advisory reference points

Spine point	1 Sept 2026 to 31 Aug 2027	1 Sept 2027 to 31 Aug 2028
L1	£53,586	£55,194
L2	£54,927	£56,575
L3	£56,298	£57,987
L4	£57,699	£59,430
L5	£59,137	£60,912
L6	£60,619	£62,438
L7	£62,251	£64,119
L8	£63,688	£65,599
L9	£65,278	£67,237
L10	£66,956	£68,965
L11	£68,691	£70,752
L12	£70,275	£72,384

Spine point	1 Sept 2026 to 31 Aug 2027	1 Sept 2027 to 31 Aug 2028
L13	£72,032	£74,193
L14	£73,827	£76,042
L15	£75,664	£77,934
L16	£77,676	£80,007
L17	£79,460	£81,844
L18*	£80,652	£83,072
L18	£81,457	£83,901
L19	£83,478	£85,983
L20	£85,547	£88,114
L21*	£86,796	£89,400
L21	£87,664	£90,294
L22	£89,842	£92,538
L23	£92,065	£94,827
L24*	£93,414	£96,217
L24	£94,349	£97,180
L25	£96,694	£99,595
L26	£99,086	£102,059
L27*	£100,536	£103,553

Spine point	1 Sept 2026 to 31 Aug 2027	1 Sept 2027 to 31 Aug 2028
L27	£101,540	£104,587
L28	£104,059	£107,181
L29	£106,637	£109,837
L30	£109,291	£112,570
L31*	£110,881	£114,208
L31	£111,990	£115,350
L32	£114,774	£118,218
L33	£117,624	£121,153
L34	£120,532	£124,148
L35*	£122,305	£125,975
L35	£123,528	£127,234
L36	£126,587	£130,385
L37	£129,733	£133,625
L38	£132,943	£136,932
L39*	£134,834	£138,880
L39	£136,184	£140,270
L40	£139,581	£143,769
L41	£143,069	£147,362

Spine point	1 Sept 2026 to 31 Aug 2027	1 Sept 2027 to 31 Aug 2028
L42	£146,653	£151,053
L43*	£148,829	£153,294

***These points are the maximum salaries for the eight head teacher group range**

OPTION 2

The school will devise its own reference points within the minimum and maximum of the Leadership Pay Range set within the Leadership Group, as published in the 2026 STPCD.

OPTION 3

The school has no reference points and will appoint new Leadership roles to a salary within the relevant minimum and maximum as published in the 2026 STPCD, based on the requirements of the post and skills and experience of the individual teacher.

Appendix 5

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

UNQUALIFIED, MAIN & LEADING PRACTITIONER PAY RANGES
(On adopting this policy, school to choose one of the following options and delete the others)

OPTION A (not linked to budget, is compatible with Appendix 3, Pay Options 1 and 2)

A1 The Pay Committee will make an award of 1 point on the pay range for teachers that meet the teaching standards and meet all their objectives

The Pay Committee will make an award of 2 points on the pay range for teachers that meet the teaching standards and exceed their objectives

OR

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

OPTION B (linked to budget, is compatible with Appendix 3, Pay Option 3)

Judgements of performance will be made against the extent to which teachers have met their objectives and the teaching standards.

The rate of pay increase will be differentiated according to the basis of relative criteria

For example:

- An increase of £Y if the teacher is assessed as good with some outstanding teaching and within the top x percent of teachers within the school

- An increase of £Z if the teacher is consistently assessed as outstanding and within the top x percent of teachers within the school

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;

OPTIONAL: (Comparable option to option A2 under main/unqualified pay ranges :) [Where it is clear from the evidence that the teacher's performance is exceptional, in relation to the criteria set out above (see 'Applications to be Paid on the Upper Pay Range'), and where the teacher has met or exceeded their objectives, the Pay Committee will use its flexibility to decide on enhanced progression from the minimum to the maximum of UPR.]

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

(On adopting this policy, school to choose one of the following options and delete the others)

OPTION A (not linked to budget, compatible with Appendix 3, Pay Options 1 and 2)

A1 The Pay Committee will decide the number of pay points to be awarded and the level of performance required. They may award:

- 1 point for sustained high quality performance where objectives have been met and national standards of excellence for Headteachers maintained;

- 2 points for exceptional performance, where objectives have been exceeded and national standards of excellence for Headteachers maintained.

OR

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.

OPTION B (linked to budget, is compatible with Appendix 3, Pay Option 3)

The pay award is linked to the budget with a specified sum of money awarded.

The Pay Committee may award:

- An increase of £Y for sustained high-quality performance where objectives have been met and national standards of excellence for Headteachers maintained;

- An increase of £Z for exceptional performance, exceeding objectives set as well as sustaining national standards of excellence for Headteachers.

Appendix 6

Examples of approaches to Pay Progression based on performance

Example 1 – Absolute performance measures

In this school judgements of performance will be made against the extent to which teachers have met their individual objectives and the relevant standards and how they have contributed to ***(insert*** *here any specific impacts the school may wish to take into account, e.g. impact on pupil progress; impact on wider outcomes for pupils; improvements in specific elements of practice, such as behaviour management or lesson planning; impact on effectiveness of teachers or other staff; wider contribution to the work of the school).*

The rate of progression will be differentiated according to an individual teacher's performance and will be on the basis of absolute criteria (*it may be helpful to* ***indicate here*** *the size of individual pay progression increases that may result for each category, e.g. an increment of* £x).

Teachers will be eligible for a pay increase of £x if ***(insert here*** *what the minimum* expectations are – e.g. "they meet all their objectives, are assessed as fully meeting the *relevant standards and all teaching is assessed as at least good with some teaching being assessed as outstanding").*

Teachers may be eligible for £y if (***insert here*** *the level of performance that may lead to less rapid progress in a year – e.g. "*they meet all their objectives, are assessed as meeting the *relevant standards and all teaching is assessed as at least good"*).

Teachers will be eligible for £z if (***insert here*** *how the highest performing teachers will be able to make quicker progress up the pay range – e.g. the expectations will be that "they exceed all their objectives, are assessed as fully meeting the relevant standards and all of their teaching is assessed as outstanding"*).

Example 2 – Relative performance measures

In this school judgements of performance will be made against the extent to which teachers have met their individual objectives and the relevant standards and how they have contributed to ***(insert*** *here any specific impacts the school may wish to take into account, e.g. impact on pupil progress; impact on wider outcomes for pupils; improvements in specific elements of practice, such as behaviour management or lesson planning; impact on effectiveness of teachers or other staff; wider contribution to the work of the school).*

The rate of progression will be differentiated according to an individual teacher's performance and will be on the basis of relative criteria (*it may be helpful to* ***indicate here*** *the size of individual pay progression increases that may result for each category, e.g. an increment of* £x). 28

Teachers will be eligible for a pay increase of £x if ***(insert*** *here what the minimum expectations are – e.g. "they are judged as being within the top 20/15/x% of teachers in their school").*

Teachers may be eligible for £y if ***(insert** here the level of performance that may lead to less rapid progress in a year – e.g. "they are judged as being within the top 40/30/ y% of teachers in their school").*

Teachers will be eligible for £z if *(**insert** here how the highest performing teachers will be able to make quicker progress up the pay range – e.g. the expectations will be that "they are judged as being within the top 10/5/z% of teachers in their school").*

Example 3 – Combination of absolute and relative performance measures

In this school judgements of performance will be made against the extent to which teachers have met their individual objectives and the relevant standards and how they have contributed to *(**insert** here any specific impacts the school may wish to take into account, e.g. impact on pupil progress; impact on wider outcomes for pupils; improvements in specific elements of practice, such as behaviour management or lesson planning; impact on effectiveness of teachers or other staff; wider contribution to the work of the school).*

The rate of progression will be differentiated according to an individual teacher's performance and will be on the basis of a combination of absolute and relative criteria (*it may be helpful to **indicate here** the size of individual pay progression increases that may result for each category, e.g. an increment of £*x).

Teachers will be eligible for a pay increase of £x if (***insert here** what the minimum expectations are – e.g. "they meet all their objectives, are assessed as fully meeting the relevant standards and all teaching is assessed as at least good with some teaching being assessed as outstanding").*

Teachers may be eligible for £y if (***insert here** the level of performance that may lead to less rapid progress in a year – e.g. "*they meet all their objectives, are assessed as meeting the *relevant standards and all teaching is assessed as at least good"*).

Teachers will be eligible for £z if (***insert here** how the highest performing teachers will be able to make quicker progress up the pay range – e.g. the expectations will be that "they are judged as being within the top 10/5/x% of those teachers in their school who also meet the absolute expectations for progression"*).

Appendix 7

Template - Teachers Annual Salary Statement

Name of teacher	
Establishment/school	
Effective date	

I am writing to notify you of the Governing Board's assessment of your salary in accordance with Teacher Pay and Conditions regulations. Part-time teachers should note that the salaries quoted below are the full-time rates: actual salary will be calculated on a pro-rata basis.

A copy of the Schools Teacher Pay Policy 2025 can be found (school to add link or location)

A copy of the schools current staffing structure can be found (school to add link or location)

Criteria (STPCD paragraph reference)	**Pay points / allowances / payments and reason for pay decision**	**Value**	**Review date**	**Expiry date**
Pay range (highlight applicable) Unqualified (para 17) Main (para 13 & 18) Upper (para 14) Leading Practitioner (para 16) Leadership (para 9-11)				
TLR payment (para 20)				
SEN allowance (para 21)				
Unqualified teacher allowance (para 22)				
Acting Allowance (para 23)				
Performance payment (secondment) (para 24)				
Recruitment incentive payment (para 27)				

Retention incentive payment (para 27)				
Safeguarded sums (para 29-37) Permanent / Limited to 3 years				
Total salary		**£**		

THIS IS AN IMPORTANT DOCUMENT PLEASE KEEP FOR YOUR RECORDS

Name _____ Signature _____

Designation _____ Date _____

Version Control

Version	Date	Updated by	Comments
V1.0	31 Jul 2025	Gillian Davis	Updated from previous years pay policy to reflect the publication of the STPCD 2025 and reflects the 2025 increase to pay and allowances.
V2.0	Sept 2025	Gilian Davis	Updated Lead Practitioner Rates to 2025 rates
V3.0	Sept 2026	Lisa Kelly	Updated to reflect the publication of the STPCD 2026 and reflects the two-year deal from 2026 – 2028 increases to pay and allowances.

