



Diocese of Norwich
St Benet's
Multi Academy Trust

Pay Policy

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Our Christian Ethos and Values

Our academies are open to all and accepting of all regardless of faith. Our passion and ambition are to see children and young people in all our academies achieve excellent educational outcomes alongside developing and growing into their potential as individuals made in the image of God.

Our culture is one of high aspiration for all. This is rooted in our Christian values as demonstrated in the life and teachings of Jesus Christ. We have a desire to see our academies acknowledged as places of aspiration, high quality learning, achievement and hope making a significant contribution to the communities they serve.

All policies within St Benet's Multi Academy Trust (hereafter referred to as "the Trust"), whether relating to an individual academy or the whole Trust, will be written and implemented in line with our Christian ethos and values.

Overall accountabilities and roles

The Trust has overall accountability for all its academies and staff. Through a Scheme of Delegation it sets out the responsibilities of the Trust, its Executive Officers, the Local Governance Committee and the Headteacher. The Headteacher of each academy is responsible for the implementation of all policies of the Trust.

All employees of the Trust are subject to the Trust's policies.

Staff covered by this policy

This policy relates to all staff employed by St Benet's Multi Academy Trust, including support staff, teachers, school leaders and Central Team staff.

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1. Introduction

The Trust values its staff – they are our greatest asset and ensure that our vision and values are embedded. We want all our staff to have life in its fullness, to succeed and to have positive well-being. We are committed to supporting staff to have a good pension scheme either via the Teachers’ Pension scheme or the Local Government Pension scheme (all staff are automatically enrolled into the relevant pension scheme). We plan to continue applying national pay award decisions.

This policy relates to all staff employed by the Trust, including support staff, teachers, school leaders and Central Team staff. Reference to Headteachers will also include Executive Headteachers/Principal/Heads of School as appropriate to the individual school, linked schools or Federations.

The Trust is committed to ensuring that appraisal is a supportive, development process which ensures employees have the skills and support they need to carry out their role effectively. It should help ensure that staff continue to improve their professional practice throughout their careers.

The Trust has taken a decision that annual pay progression is automatic within the appropriate pay scales for teaching or non-teaching staff (unless formal capability is invoked), except the upper pay scale for teaching staff (the application process for upper pay scale is covered in section 5.1. Progression through the upper pay scale is covered in section 5.3.

2. Qualified Teachers

The salaries of teaching staff will be assessed:

- annually to take effect from 1 September (and individual teachers notified of any pay recommendation by 31 October)
- upon appointment to a particular school or Central Team
- at any other time provided for in the School Teachers’ Pay and Conditions Document (STPCD).

2.1 Main pay scale (MPS)

The main pay scale for the Trust will consist of 6 spine points set out below using the minimum and maximum of the main pay range on the SCP from 1 September 2025.

Point	Salary £
MPS1	32,916
MPS2	34,823
MPS3	37,101
MPS4	39,556
MPS5	42,057
MPS6	45,352

The previous salary of experienced teachers will be honoured for recruitment purposes (including post threshold payments but not TLRs) as long as the employee can evidence they have been assessed as operating at that level e.g. through a letter from their previous employer / performance management statement. All new appointments will receive a written conditional offer of employment which clearly defines their starting salary.

On appointment, Headteachers have the discretion to determine the starting salary of a newly appointed qualified teacher. Points on this pay scale will be awarded as follows:

- qualified teachers will commence on at least the minimum point of the pay scale
- for service up to 31 August 2013, one point will be awarded for each year of qualifying employment as defined by the STPCD including service in state schools in the EEA outside of England and Wales (such as Scotland) on their return to England and Wales
- for service from 1 September 2013, the Trust will take into account the teacher's current salary and decide whether to award any additional points
- further points (subject to a maximum of one point per year) may be awarded in respect of other relevant experience, if considered appropriate. This may include teaching in an Academy, independent school, sixth form college, or higher or further education establishment
- additional points (subject to a maximum of one point for every three years) may be awarded for service as a qualified teacher in an overseas school outside of the EEA in the maintained sector of the country concerned, or outside teaching but working in a relevant area (including industrial or commercial training, or time spent in an occupation relevant to the teacher's work at the school)
- the Trust will consider the awarding of points on appointment on a case-by-case basis with regard to equal opportunities, fairness and transparency
- points awarded for experience will be awarded on a permanent basis whilst employed at the school.

2.2 Salary progression on the main pay scale

Annual pay progression on the Main Pay Scale is automatic and is not linked to performance.

The Trust will award a point for each year of employment within the Trust as a MPS classroom teacher, unless a teacher's performance has not been satisfactory and they are subject to a formal capability process.

Where teaching, progress, compliance with Teachers' Standards or working within the teacher's job description is not meeting expectations the Headteacher will determine support and if necessary the capability procedure will be used. In this situation there would be no pay progression that year.

In accordance with the Trust's Appraisal (Performance Management) Policy, the Head teacher will agree performance / development criteria annually with the teacher and review performance against those criteria.

If there is evidence of exceptional performance, identified through appraisal, there may be a recommendation to award an extra incremental point by the Headteacher to the Central Trust Team.

3. Early Career Teachers

Teachers in their induction two years for ECTs (Early Career Teachers) will be awarded pay progression after their first twelve and twenty-four months. They will then align with all other teaching staff with pay progression at the following September.

ECTs within their probationary period will not progress up their pay range until the probationary period has been successfully completed. The incremental increase will apply from the September that they have successfully completed the probationary period and will not be back dated to the start of the academic year.

4. Short Notice / Supply Teachers

Teachers who work on a day to day or other short notice basis must be paid in accordance with the statutory pay arrangements in the same way as other teachers. On a daily basis, such teachers will have their pay assessed as an annual amount, divided by one hundred and ninety-five and multiplied by the number of days worked. The maximum number of hours that a supply teacher can be paid for on any one day is six and a half.

Teachers who work less than a full day will be hourly paid and also have their salary calculated as an annual amount which will then be pro rata divided to arrive at the hourly rate. The working arrangements will be confirmed with the supply teacher before the placement starts.

5. Upper Pay Scale

The Trust have adopted an upper pay range that consists of the minimum and maximum of the upper pay scale from 1 September as follows:

Point	Salary £
UPS1	47,472
UPS2	49,232
UPS3	51,048

5.1 Application process

A qualified teacher may apply once in any school year to the Headteacher for assessment to access the upper pay scale. Any such applications must be made between 1 September and 31 October or the first day back after the autumn half-term break, if this first date falls during the holiday. The application process is as follows:

Reflect as to whether you meet the following criteria for the upper pay scale

1. You have been at the maximum of the main pay range (MPS6) for a minimum of one year before you making an application.
2. You are highly competent in all elements of the Teachers' Standards.
3. Your achievements and contribution to the school are substantial and sustained, beyond that expected of a teacher on the main pay scale.



During your annual review meeting, secure your line manager's recommendation and working together document this along with a summary of evidence for the following within your review report:

- Evidence for how you meet the Teachers' Standards (parts A and B).
- How you have made a substantial and sustained contribution to improving provision and pupil standards at the school. For example:
 - a) Coaching or mentoring a colleague to improve their teaching practice.
 - b) Leading the professional development of colleagues at key stage, department or whole-school level.
 - c) Other contribution to academic standards at subject, phase or school level, e.g. developing a shared scheme of work.
 - d) A contribution to the wider life of the school.



Notify your headteacher by email, before the aforementioned deadline.

'Highly competent' means that performance which is not only good but good enough to provide effective coaching and mentoring to other teachers.

'Substantial' means of real importance, validity or value to the school.

Sustained' means maintained continuously over at least 2 school years

Should the teacher decide after their annual review meeting that they wish to apply, then working with their line manager they can reopen their annual review report, in order to submit a recommendation and evidence.

5.2 Assessment process

The Trust has delegated receipt and assessment of any applications to the Headteacher.

The teacher must have consistently:

- demonstrated that they meet all teaching standards, both in terms of teaching and personal and professional conduct, over a sustained period.
- been assessed as meeting their performance management objectives over a sustained period.

and in addition:

- teaching has been rated as good overall, with some outstanding, over a sustained period.
- the teacher has demonstrated over a sustained period an ability to support a high number of pupils to exceed expected levels of progress/achievement.
- the teacher has consistently taken responsibility for identifying and meeting their own professional development needs and used their learning to improve their own practice and pupils' learning.

- the teacher has demonstrated that they have made an impact in the school beyond their own class/group(s) over a sustained period. This may include, for example:
- demonstrating an ability to coach, mentor, advise and demonstrate best practice to other teachers to enable them to improve their teaching practice.
- significantly contributing to policy and practice which has improved teaching and learning across the school.

The upper pay scale criteria and standards are:

Upper Pay Range Criteria/Standards
Have teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as, or better than, similar learners nationally.
Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.
Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas they teach, including those related to public examinations and qualifications
Have a more developed knowledge and understanding of their subjects/ curriculum areas and related pedagogy including how learning progresses within them.
Have sufficient depth of knowledge and experience to be able to give advice on the development and well-being of children and young people.
Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.
Promote collaboration and work effectively as a team member
Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.

Having considered the application, the related evidence in appraisal record(s) and such other evidence as is considered appropriate, the Headteacher will assess whether the applicant can progress to the upper pay scale, with reference to the 3 criteria outlined in section 5.1 of this policy.

Where the teacher's application is successful, they will be placed on the lowest point of the upper pay scale from 1 September of the academic year in which the application was made.

5.3 Salary progression on the upper pay scale

In accordance with the Trust's Appraisal (Performance Management) Policy, the Headteacher will agree the performance criteria annually with the teacher and review performance against those criteria. A teacher on the upper pay scale may apply bi-annually for progression within the pay scale, and any such applications must be made between 1 September and 31 October or the first day back after the autumn half-term break, if this first date falls during the holiday.

There will not be any movement up the pay range unless there has been a sustained high-quality performance by the teacher in the light of the performance criteria previously agreed. The Headteacher may decide to award movement up the pay range by one point.

Where teaching, progress or compliance with Teachers' Standards or working within the teacher job description is not meeting expectations the Headteacher will determine support and if necessary, the formal capability procedure will be used. In this situation there would be no pay progression that year.

Only in exceptional circumstances will progression on the upper pay scale occur at intervals of less than two years. One instance where this may apply is where a newly-appointed teacher to a school within the Trust has not received progression on the upper scale for performance in the preceding cycle from their previous school. Their appointment to the school within the Trust will count as one year of substantial performance so that they may then apply for progression on the upper scale after one full cycle at their new school.

6. Unqualified Teachers

The Trust recognises that there are some posts (although these are a minority) where the appointment of an unqualified teacher may be appropriate, with no expectation that the unqualified teacher be working towards qualified teacher status, for example swimming instructor and sports coaches.

The unqualified pay scale for teachers in this Trust using the minimum and maximum of the unqualified teachers' pay range from 1 September 2025 is:

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

The Headteacher will determine where a newly appointed unqualified teacher enters the agreed unqualified teachers scale and in accordance with the STPCD. Points on this pay scale will be awarded as follows:

- one point for a recognised overseas teaching qualification, or for a recognised post -16 teaching qualification, or for a recognised qualification relevant to their subject area
- one point on the scale for each year's school teaching as an overseas trained teacher or teaching in higher / further education.

Where an unqualified teacher is appointed with experience of working in a relevant area, (this would include industrial or commercial training, time spent in an occupation relevant to the teacher's work at the school, and experience with children / young people) and the Headteacher considers this to be

of value to the performance of their duties, they may award an additional point or points. The Trust will consider awarding one point for every four and a half years of working in a relevant area.

In certain specific circumstances, the Trust may pay an additional allowance to a post-paid on the unqualified teachers' pay scale which, at the maximum, will not exceed in total the pay a qualified teacher would have received in the same post.

Annual pay progression on the Unqualified Pay Scale is automatic and is not linked to performance. Where a teacher is appointed below the maximum point of the unqualified teachers' pay scale, pay progression (with effect from 1 September each year) will be considered as follows.

The Trust will award a point for each year of employment within the Trust as an Unqualified classroom teacher, unless a teacher's performance has not been satisfactory and they are subject to a formal capability process.

Where teaching, progress, compliance with Teachers' Standards or working within the unqualified teacher's job description is not meeting expectations the Headteacher will determine support and if necessary the formal capability procedure will be used. In this situation there would be no pay progression that year.

In accordance with the Trust's Appraisal (Performance Management) Policy, the Trust will require the Head teacher to agree performance criteria annually with the unqualified teacher and review performance against those criteria.

If there is evidence of exceptional performance, identified through appraisal, there may be a recommendation to award an extra incremental point by the Headteacher to the Central Trust Team.

7. Discretionary Allowances and Payments

7.1 Teaching and learning responsibility payments (TLRS)

TLRs can be recommended by the Headteacher and can only be awarded to posts that meet the criteria identified in the STPCD.

The criteria for TLRs as set out in the STPCD state the teacher's duties must include a significant responsibility that is not required of all classroom teachers and that:

- a) focus on teaching and learning.
- b) require the exercise of a teacher's professional skills and judgement.
- c) require the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum (clause c does not apply to TLR 3 payments).
- d) has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils.
- e) involve leading, developing and enhancing the teaching practice of other staff.

TLR1 and TLR 2 will be awarded for clearly defined and sustained additional responsibility and accountability in the context of the school's / Federation's agreed staffing structure for the purpose of

ensuring the continued delivery of high-quality teaching and learning and in accordance with the criterion and factors set out 7.1. In addition, before awarding a TLR1 the significant responsibility must include line management responsibility for a significant number of people.

The Trust will determine the levels and values of the TLR payments, attached to individual posts, as appropriate to the duties and responsibilities / accountabilities of those posts using the following, effective 1 September 2025:

Teaching and Learning Responsibilities) payments		
	Minimum	Maximum
TLR1	10,174	17,216
TLR2	3,527	8,611
TLR3	702	3,478

Schools must seek permission from the CEO before advertising any TLR1 or TLR2 opportunities.

7.1.1 TLR3 (Fixed Term)

The Headteacher will consider the payment of a fixed-term TLR3 to staff that meet the criteria in 7.1 (with the exception of clauses c and e) to teachers. The annual value of an individual TLR3 must be no less than £702 and no greater than £3,478. The duration of the fixed-term must be established at the outset and payment should be made on a monthly basis for the duration of the fixed-term. Although a teacher cannot hold a TLR1 and a TLR2 concurrently, a teacher in receipt of either a TLR1 or a TLR2 may also hold a concurrent TLR3. TLR3s must be approved by the Headteacher.

The Headteacher will set out in writing to the teacher the duration of the fixed term and the amount of the award which will be paid in monthly instalments. The award of a TLR3 can only be for a fixed period and therefore will not be subject to safeguarding on completion and the teacher will revert to their substantive role on completion.

7.2 Special educational needs allowance (SEN)

The Trust will award a special educational needs allowance to any teacher who satisfies the requirement under the STPCD.

The post and allowance will be identified in the staffing structure and will be within the SEN salary allowance range. The value of the allowance should be based on whether any mandatory qualifications are required, other qualifications and expertise relevant for the post and the relative demands of the post.

The SEN allowance with effect from 1 September 2025 is:

Allowance	Minimum (£)	Maximum (£)
SEN	2,787	5,497

8. Acting / Interim Allowances for Teachers taking on temporary leadership responsibilities

Acting allowances may be paid to teachers who are assigned and carrying out the duties of those paid on the leadership spine or TLR ranges. Where an absence is unplanned, but continues beyond three weeks, the headteacher will, within a four- week period of the commencement of an employee undertaking additional duties to cover for the absence, determine whether or not the acting post holder will be paid an allowance (for staff taking on headteacher duties in their absence these pay decisions will be taken by the CEO). If they are covering the full duties and responsibilities, an acting up allowance would be appropriate. In the event of a planned and prolonged absence, if appropriate an acting allowance will be agreed in advance and paid from the first day of absence. Advice on acting up/interim allowances must be sought from the HR team in all cases prior to implementation.

9. Part-time Teachers

Those teachers paid on part time contracts will receive a pro rata salary pay will be calculated as per the calculation method within the STPCD.

10. Lead Practitioners

Where the Trust decides to appoint lead practitioners, whose job purpose must involve taking a leadership role in developing, implementing and evaluating policies and practices that contribute to school improvement, the relevant staff will be subject to the standards set out in the STPCD. Each lead practitioner will be paid on an individual pay range within the pay range for lead practitioners.

Annual pay progression on the Lead Practitioner Scale is automatic and is not linked to performance. Where a lead practitioner is appointed below the maximum point of the unqualified teachers' pay range, pay progression (with effect from 1 September each year) will be considered as follows.

The Trust will award a point for each year of employment within the Trust, unless performance has not been satisfactory and they are subject to a formal capability process.

Where teaching, progress, compliance with Teachers' Standards or working within their job description is not meeting expectations the Headteacher will determine support and if necessary, the formal capability procedure will be used. In this situation there would be no pay progression that year.

The Lead Practitioner pay scale with effect from 1 September 2025 is as follows:

Pay Range	Salary £
Minimum	52,026
Maximum	79,092

When determining the appropriate five-point range, the Headteacher will have regard in particular, but not exclusively, to the following criteria:

- the nature of the work to be undertaken
- the degree of challenge of the role
- the professional competencies of the teacher
- any other recruitment considerations that it considers relevant.

The salary of a newly appointed lead practitioner shall be that corresponding to the lowest point of the five-point range.

In accordance with the Trust's Appraisal (Performance Management) Policy, the Trust delegates to the Headteacher to agree performance criteria annually with the leading practitioner and review performance against those criteria.

If there is evidence of exceptional performance, identified through appraisal, there may be a recommendation to award an extra incremental point by the Headteacher to the Central Trust Team.

11. Leadership Group Pay (includes Heads of School, Deputy Heads and Assistant Heads)

The leadership pay scale from 1 September 2025 to be used by the Trust for executive headteachers, headteachers, heads of school, deputy headteachers, assistant headteachers is contained in appendix 1.

10.1 Determining the leadership pay range

When determining the appropriate pay range, the Trust will take into account all of the permanent responsibilities of the leadership role, any challenges that are specific to it and all other relevant considerations as defined in the STPCD. The Trust policy is that deputy headteachers and assistant headteachers will be on 5-point range. The salary range will be advertised as part of the recruitment process and agreed before commencement. Advice should be taken from the HR Team when setting salaries for leaders.

Leadership pay ranges for new appointments may be adjusted by the Chief Executive Officer in conjunction and in accordance with the Scheme of Delegation, where there is a significant change in responsibility for a specific post or because a change is required to ensure leadership team pay maintains an appropriate differential when comparing the responsibilities of a particular post to other posts in the Trust.

10.2 Additional payments / temporary payments

Additional payments for school leaders must be authorised by the Chief Executive Officer or an appropriate person designated by them in their absence. Additional payments will only be made for undertaking activities outside of their designated roles and responsibilities.

Members of school leadership teams may be asked to undertake additional tasks and responsibilities on behalf of the Trust Central Team. Where school leaders agree to such arrangements the leader will be awarded additional points on the leadership scale commensurate with the additional responsibility or workload for a fixed-period of time.

All payments must be approved by the Chief Executive Officer. The Headteacher can recommend to the Chief Executive Officer the awarding of recruitment or retention incentive as per the STPCD. The Headteacher may recommend awarding such payments where they consider it is appropriate to do so in order to recruit or retain relevant staff. It will be made clear at the outset, in writing, the expected duration of any such incentive or benefit, and the review date after which they may be withdrawn. The Headteacher will conduct an annual formal review of all such awards.

10.3 Pay progression

Annual pay progression on the Leadership Scale with the exception of Headteachers and Executive Headteachers (see below) is automatic and is not linked to performance. Where a member of the Leadership group is appointed below the maximum point of the leadership pay scale, pay progression (with effect from 1 September each year) will be considered as follows.

The Trust will award a point for each year of employment within the Trust, unless performance has not been satisfactory and they are subject to a formal capability process.

Where teaching, progress, compliance with Teachers' Standards or working within their job description is not meeting expectations the Improvement Director/Headteacher will determine support and if necessary the formal capability procedure will be used. In this situation there would be no pay progression that year.

10.3.1 Heads of School, Deputy Headteachers, Assistant Headteacher pay progression

In accordance with the Appraisal (Performance management) policy, the Headteacher supported by their Improvement Director will seek to agree the performance objectives annually with their Heads of School, Deputy Headteachers, Assistant Headteachers relating to school leadership, management and pupil progress and, in default of agreement, they will set such performance objectives. Setting of these objectives may be wholly delegated to the relevant Improvement Director/Headteacher at the discretion of the CEO.

12. Additional Payments to Teachers

The Trust may exercise their discretion to award additional payments to teachers (including Headteachers) as follows:

11.1 Continuous professional development outside of normal school hours

The Trust have chosen not to exercise its discretion to award additional payments for continuous professional development outside of normal school hours

11.2 Activities relating to the provision of initial teacher training

The Trust have chosen not to exercise its discretion to award additional payments in respect of the provision of initial teacher training

11.3 Participation in out of school hours learning activities

The Trust have chosen not to exercise its discretion to award additional payments for participation in out of school learning activities.

11.4 Recruitment and retention incentives and benefits

Exceptionally, the Trust may, as an incentive for the recruitment of new teachers and / or the retention of existing teachers, make payments or provide other financial support and benefits as it considers necessary. Where these payments are to be of a limited duration, the Trust will specify at the outset how long the payments will last. All other payments will be reviewed on an annual basis after which they may be withdrawn.

13. Trust Executive Pay

The Board takes seriously the responsibilities for determining Trust executive pay and understands the need to set executive salaries at a level sufficient to attract and retain high quality staff, but that inappropriately high pay levels can be challenged by the ESFA. The Board will need to demonstrate value for money in its pay decisions for the Executive Team. The Board determines executive leadership salary levels prior to any new appointments being made and approves all pay progression in these roles in line with the Academy Trust Handbook(ATH) stipulations for Executive Pay.

The Board has decided to use nationally recognised benchmarking for executive salaries. Factors such as market forces, issues relating to recruitment and retention, the context and challenge arising from pupil needs/numbers, the degree of complexity, challenge and specific demands of the role and the experience required will all be taken into account when determining pay levels on appointment. The Trust policy is that Headteacher appointments are made on a 7 point range.

Any conflict of interest when considering executive pay will be avoided or mitigated against through existing governance arrangements. Any decisions made in setting or amending executive pay will be documented, including the rationale and whether the level of pay is in line with sector benchmarks.

Members of the Central Team will progress automatically in line with their salary point range annually as at 1 September, unless performance has not been satisfactory and they are subject to a formal capability process.

13.1 Central Trust Staff

The Academy Trust Handbook (ATH) specifies that Executive Pay must be set by the Trust Board. Pay progression in Executive roles in the central team must therefore be agreed by the Board, rather than being automatic.

In addition, the Board will review Executive Team salaries every two years to ensure that they are still in line with national benchmarking. These reviews will normally take place in the autumn term each year.

13.2 Executive Headteachers and Headteachers

The Academy Trust Handbook (ATH) specifies that Executive Pay must be set by the Trust Board and in DNEAT this includes Headteachers and Executive Headteachers. Pay progression in these roles must therefore be agreed by the Board, rather than being automatic.

In accordance with the Appraisal (Performance management) policy, the Academies Group Executive Principal (AGEP) will seek to agree the performance objectives annually with their Headteachers relating to school leadership, management and pupil progress and, in default of agreement, they will set such performance objectives. Setting these objectives may be wholly delegated to the relevant AGEP at the discretion of the CEO.

The Headteacher's salary will not be increased by more than two points in the course of one school year. Such points will be effective from 1 September each year.

The only exception is if, after a change in the headteacher group, it is necessary to move the Head teacher, up the pay range to ensure the salary equals the minimum of the new headteacher group.

Where a higher headteacher group is set, any performance points for the previous year will be added to the lower salary amount before that salary is assimilated to the higher range.

14. Support Staff (Non-teaching)

The Trust will ensure that salaries determined for support staff are in accordance with nationally or locally agreed conditions of service.

The salaries of all support staff will normally be assessed:

- on appointment to the school or Central Trust Team
- annually to take effect from 1 September
- upon an appropriate request by the post holder when they are dissatisfied with the grading of their job (for example where there has been a substantial and sustained change to the job description agreed by the line manager)
- at any other time deemed appropriate by the Trust.

This assessment will be determined by the following criteria:

- responsibilities of the post
- performance of the post holder in accordance with previously agreed objectives and the relationship between the outcome and the scheme for progression
- any current grading / job descriptions / job evaluation framework used by the current HR provider, who will make reference to any similar frameworks in force in the local authorities covered by the Trust
- in accordance with any career progression scheme for support staff adopted by the school or Central Team
- support staff will be normally be appointed to the bottom pay point of the particular grade within the NJC pay scale, unless during the appointment process an agreement is reached to appoint at a higher pay point within the grade to reflect previous experience and skills.

Where a support member of staff is appointed below the maximum point of the grade allocated to the post, pay progression (with effect from 1 September each year) will be considered as follows.

Annual pay progression within the grade (if available) is automatic and is not linked to performance.

The Trust will award a pay point within the grade for each year of employment within the Trust as a non teaching support member of staff, unless the member of staff is subject to a formal capability process in which case it will be withheld. If the member of staff comes out of a formal process then the increment will be awarded and backdated for that year.

Where concerns have been raised regarding the quality of work or the work within the support staff member's job description is not meeting expectations the Headteacher (CEO in respect of the Central Team) will determine support and if necessary the capability procedure will be used. In this situation there would be no pay progression that year.

In accordance with the Trust's Employee Appraisal Policy non-teaching staff will have an agreed performance criteria annually and a review of performance against those criteria.

13.1 Acting-up payments

A support staff member may receive an acting-up payment when they are assigned and carry out the full duties of a more senior post for a substantial period (usually four weeks or more) in the absence of the post-holder or where there is a vacancy pending recruitment to a vacant post. The employee acting up should receive a salary which is not less than the minimum point of the salary for the "acting up" post, and at least one incremental point higher than their substantive salary. The same will apply where an employee takes on additional duties of a higher paid post for a substantial period (usually four weeks or more), but not the full duties. An estimate of the proportion of the duties at the higher level which the employee has undertaken will be made and their salary uplifted accordingly based on that percentage difference.

13.2 Market Premium for Support Staff

Exceptionally, the Trust may, as an incentive for the recruitment to a hard to fill support staff vacancy / job role in a geographical area make a payment as it considers necessary to appoint. The premium payment that is paid to a new recruit in these circumstances will be clearly identified as a temporary market supplement that is not intended to be consolidated into the basic salary. These payments will be offered no longer than one year at which point it may be reviewed and could be withdrawn if it is considered the reason for the market premium no longer exists.

15. Pay Progression during Probation

All employees within their probationary period will not progress up their pay range until the probationary period has been successfully completed. The incremental increase will apply from the date that they have successfully completed the probationary period and will not be back dated to the start of the academic year.

16. Salary protection / Safeguarding

The Trust will ensure that salary protection / safeguarding arrangements are in place in accordance with the provisions of the School Teachers' Pay and Conditions Document or national or local collective agreements as appropriate. Employees in receipt of salary protection / safeguarding payments will be expected to undertake commensurate work.

17. Pay increases arising from changes to the STPCD or National Employers / National Joint Committee Agreements for Support Staff

All teachers are paid in accordance with the statutory provisions of the STPCD. The Trust will apply the nationally agreed amount to basic pay and any TLR and SEN allowances in payment as detailed in the STPCD.

All support staff are paid in accordance with the National Employers and NJC as updated from time to time. The Trust will apply the nationally agreed amount to basic pay.

18. Pay differentials

Salaries assessed in accordance with this policy will take into account different levels of responsibilities and other material differences between posts, together with any requirements of the School Teachers' Pay and Conditions Document or any local authority or Trust job evaluation scheme.

19. Over / Underpayments

Every effort will be made to make accurate salary and other payments on the due date. However, should an overpayment or underpayment occur the Trust will seek to recover/refund the amount, limited to 4 years of overpayment (except in cases of willful misrepresentation or omission by the employee). Employees are expected to draw to the attention of the Executive Headteacher / Headteacher any overpayment or underpayment as soon as possible. The Trust Central Team should report any overpayments or underpayments to the CEO or HR.

In the case of overpayments, the employee will be notified in writing of the full amount of the overpayment and agreement will be sought about a reasonable repayment schedule. In the absence of such an agreement the school will determine a recovery schedule, usually through deductions not exceeding 5% of the monthly gross pay. Recovery of overpayments / under payments will be pursued in the case of former employees.

APPENDIX 1 - Leadership Pay Range 2025

Point	£
L1	51,773
L2	53,069
L3	54,394
L4	55,747
L5	57,137
L6	58,569
L7	60,145
L8	61,534
L9	63,070
L10	64,691
L11	66,368
L12	67,898
L13	69,596
L14	71,330
L15	73,105
L16	75,049
L17	76,772
L18	78,702
L19	80,655
L20	82,654
L21	84,699

Point	£
L23	88,951
L24	91,158
L25	93,424
L26	95,735
L27	98,106
L28	100,540
L29	103,030
L30	105,595
L31	108,202
L32	110,892
L33	113,646
L34	116,456
L35	119,350
L36	122,306
L37	125,345
L38	128,447
L39	131,578
L40	134,860
L41	138,230
L42	141,693
L43	143,796

L22	86,803
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APPENDIX 2 – Central Team Pay Scales April 2025-March 2026

2025 - 2026						
Point	Per Annum	Banding				
1	Deleted	Band A		44	56,520	Band F
2	24,413			45	58,605	
3	24,796			46	60,689	
4	25,185			47	62,771	
5	25,583			48	64,855	Band G
6	25,989			49	66,740	
7	26,403			50	68,682	
8	26,824			51	70,681	
9	27,254	Band B		52	72,741	Band H
10	27,694			53	74,861	
11	28,142			54	76,754	
12	28,598			55	78,696	
13	29,064			56	80,689	Band I
14	29,540			57	82,735	
15	30,024			58	84,832	
16	30,518			59	85,401	
17	31,022	Band C		60	87,544	Band J
18	31,537			61	89,688	
19	32,061			62	91,831	
20	32,597			63	93,974	
21	33,143			64	96,119	Band K
22	33,699			65	97,309	
23	34,434			66	97,659	
24	35,412			67	100,021	
25	36,363	Band D		68	102,458	Band L
26	37,280			69	104,952	
27	38,220			70	107,496	
28	39,152			71	110,117	
29	39,862			72	112,793	Band K
30	40,777			73	115,546	
31	41,771			74	118,356	
32	42,839			75	121,191	
33	44,075	Band E		76	124,164	Band L
34	45,091			77	127,213	
35	46,142			78	130,351	
36	47,181			79	132,256	
37	48,226			80	134,861	Band L
38	49,282			81	137,517	
39	50,269			82	140,227	
40	51,356			83	142,990	
41	52,413			84	145,809	
42	53,460			85	148,684	
43	54,495					

APPENDIX 2 –Academies Pay Scales April 2025-March 2026

Band	PayPoint	2024/2025 FTE Salary	2025/2026 FTE Salary
Deleted wef 01 April 23			
A	1		
B	2	23,656	24,413
C	3	24,027	24,796
C	4	24,404	25,185
D	5	24,790	25,583
D	6	25,183	25,989
E	7	25,584	26,403
E	8	25,992	26,824
E	9	26,409	27,254
E	10	26,835	27,694
E	11	27,269	28,142
F	12	27,711	28,598
F	13	28,163	29,064
F	14	28,624	29,540
F	15	29,093	30,024
F	16	29,572	30,518
F	17	30,060	31,022
G	18	30,559	31,537
G	19	31,067	32,061
G	20	31,586	32,597
G	21	32,115	33,143
G	22	32,654	33,699
H	23	33,366	34,434
H	24	34,314	35,412
H	25	35,235	36,363
I	26	36,124	37,280
I	27	37,035	38,220
I	28	37,938	39,152
J	29	38,626	39,862
J	30	39,513	40,777
J	31	40,476	41,771
K	32	41,511	42,839
K	33	42,708	44,075
K	34	43,693	45,091
K	35	44,711	46,142
L	36	45,718	47,181
L	37	46,731	48,226
L	38	47,754	49,282
L	39	48,710	50,269
L	40	49,764	51,356
M	41	50,788	52,413
M	42	51,802	53,460
M	43	52,805	54,495

APPENDIX 3 – Upper Pay Scale Application Form

UPPER PAY SCALE APPLICATION FORM

Eligibility Criteria:

In order to be assessed you will need to:

- hold Qualified Teacher Status (QTS) on the date of your application request;
- be employed as a teacher within the Trust; and
- applications must be submitted by 31 October of the relevant academic year.

Please enclosed / attached evidence to demonstrate that you meet the criteria to progress as detailed in pay progression application section of the policy.

Part 1: Teacher details (to be completed by the teacher) Personal details

Surname	
First name(s)	
Academy	
Federation	

Please provide details below if you are submitting appraisal reports, performance management statements or evidence from your previous employer:

Name and address of school/LA	Date(s) of employment	Name of headteacher

Declaration

I confirm that at the date of my application request, I meet the eligibility criteria and I submit the appropriate evidence as detailed below.

Signed	
Print name	
Date	

Appendix 4 - Pay and performance management appeal procedure

A member of staff may make an appeal against any determination or proposed determination in relation to their pay or performance management.

The possible grounds for appeal are that the person or panel by whom the decision was made, in the case of teachers:

- incorrectly applied any provision of the School Teachers' Pay and Conditions Document
- failed to have proper regard for the relevant statutory guidance
- failed to take account of relevant evidence
- took account of irrelevant or inaccurate evidence
- failed to apply the Trust's own pay policy
- was biased, or
- otherwise unlawfully discriminated against the teacher.

In the case of support staff:

- If the appeal is against the grade of the post, since this will have been allocated by the HR Providers' grading system, the arrangements it adopts will be followed and the school will facilitate those arrangements wherever possible.

For appeals against non-spinal point progression within an agreed grade, the arrangements set out below will apply:

- the member of staff receives written confirmation of the pay determination and, where applicable, the basis on which the decision was made
- if the member of staff is not satisfied, they should seek to resolve this by discussing the matter informally with the decision maker within ten working days of the decision
- where this is not possible, or where the member of staff continues to be dissatisfied, they may follow a formal procedure as set out below.

The member of staff should set down in writing the grounds set out above. This should be sent to the person / panel who made the determination within ten working days of the notification of the decision, or within ten working days of the informal discussions that attempted to resolve the matter.

The person or panel who made the determination should provide a hearing within ten working days of receipt of the written grounds for questioning the pay decision to consider this. The member of staff must be given an opportunity to make representations in person and will be entitled to be accompanied by a colleague or trade union representative.

Following the hearing, the member of staff should be informed in writing of the hearing's decision and the right of appeal.

Any appeal should be heard by a Pay Appeal panel who were not involved in the original determination, normally within twenty working days of the receipt of the written appeal notification.

At the hearing, the member of staff lodging the appeal should be given the opportunity to make representation in person and to be entitled to be accompanied by a work colleague or trade union representative a designated member of the original Pay panel (or where the decision was made by the Headteacher, the Headteacher) will present evidence to support the original decision:

- both parties may call witnesses
- relevant papers will be exchanged by the parties no later than three working days before the hearing.

The Pay Appeals panel will deliberate in private and will communicate their decisions to all parties in writing within 5 working days.

The decisions of the Pay Appeals panel are final and there is no recourse to the staff grievance procedures. Such appeals relate only to decisions made by the Pay Appeals panel and not to any determination made under changes to pay and conditions by accredited third parties.

Each step and action of this process should be taken without unreasonable delay.

The timing and locations of the formal meetings must be reasonable and allow both parties to explain their cases. The detailed procedure for the hearing of the appeal is set out in Annex 2 to the Trust's Pay Policy.

Appendix 5 - Pay appeal procedure - Headteacher

Procedure at a hearing of the Pay Appeal panel (where the member of staff appealing is the Headteacher)

The panel should elect a Chair who should then introduce those present and explain the purpose of the hearing

The Head teacher, or other nominated person, should present evidence on the case referring to any relevant documentation

The designated member of the original Pay panel should be given the opportunity to ask questions

The members of the Panel and their adviser(s) should be given the opportunity to ask questions

The designated member of the original Pay panel should present their case referring to any relevant documentation

The Headteacher, or their representative, should be given the opportunity to ask questions

The members of the Panel and their adviser(s) should be given the opportunity to ask questions

The Headteacher, or their representative, should make a closing statement

The designated member of the original Pay panel should make a closing statement

The Chair of the Pay Appeal panel should call an adjournment. All parties will be required to withdraw except members of the panel and their adviser(s) who consider the evidence, discuss the case and the panel will reach a decision.

Note: The Chair of the panel may vary the order of procedure in exceptional circumstances and at any stage in the proceedings a request by either side for the Chair may be granted at the discretion of the panel.

Appendix 6 - Pay appeal procedure - not the Headteacher

Procedure at a hearing of the Pay Appeal panel Body (where the member of staff appealing is the not the Headteacher)

The panel should elect a Chair who should then introduce those present and explain the purpose of the hearing

The appellant, or their representative, should present evidence on the case referring to any relevant documentation

The Headteacher or designated member of the original Pay panel should be given the opportunity to ask questions

The members of the panel and their adviser(s) should be given the opportunity to ask questions

The Headteacher or designated member of the original Pay panel should present their case referring to any relevant documentation

The appellant, or their representative, should be given the opportunity to ask questions

The members of the panel and their adviser(s) should be given the opportunity to ask questions

The appellant, or their representative, should make a closing statement

The Headteacher or the original Pay panel should make a closing statement

The Chair of the Pay Appeal panel should call an adjournment. All parties will be required to withdraw except members of the panel and their adviser(s) who consider the evidence, discuss the case and the panel will reach a decision.

Note: The Chair of the panel may vary the order of procedure in exceptional circumstances and at any stage in the proceedings a request by either side for the Chair may be granted at the discretion of the panel.