MID ESSEX ANGLICAN ACADEMY TRUST

PAY POLICY 2026 - 2027

The Policy was formally adopted by the Trustees on:	Date: 8th October 2026

1.	**INTRODUCTION**
1.1	This Policy sets out the framework for making decisions on staff pay.
1.2	Staff pay is affected by legislation, and national and local pay agreements, which give Trust Boards' significant flexibility to determine pay levels to meet local circumstances. The policy complies with the School Teachers' Pay & Conditions Document (STPCD) and the accompanying non-statutory guidance and with national and local pay agreements for support staff and these documents will take priority in any disputes. The Policy will be reviewed annually, in consultation with staff and unions.
1.3	The objective of the policy is to: • ensure that pay and staffing arrangements enable the current and future delivery the curriculum and school improvement plans; • support the recruitment and retention of high-quality staff; • recognise and reward staff for their contribution to school improvement; • ensure that pay decisions are made in a fair and transparent way; • ensure that available monies are allocated appropriately. In the event of a familial or personal relationship between the employee and the line manager, an appropriate more senior replacement will manage the procedures and make decisions. Persons with familial or personal relationships will not sit on appeal panels. *A "personal relationship" is defined as a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature.
2.	**ROLES AND RESPONSIBILITIES**
	This Policy applies to all Trust employees including those employed to work in individual academies within the Trust and to staff who are employed to work centrally and/or support several or all Trust academies.
2.1	Individual roles and responsibilities are as set out in this Policy. Pay Committees The Trust Board has established the following committees which have fully delegated powers to make decisions on pay, and (except in relation to the Head of School's pay) will be advised by the Headteacher/Head of School as appropriate. • Pay Committee • Pay Appeals Committee Pay Appeals will be heard by a Pay Appeals Committee established as required from members of the Local Governing Board and / or Trust Board. The terms of reference for these committees are attached at Appendix A.

2.1.1	Trustees and Governors will not make judgements about the effectiveness of individual staff. Their role is to satisfy themselves that any recommendation/decision has been made on the basis of evidence and in accordance with the Policy, and that correct procedures have been followed. The Trust will monitor the effectiveness of the Performance Management process and ensure that the allocation of pay is consistent with the overall standard of teaching and the outcomes for pupils.
2.2	Performance Management Performance Management is a developmental and supportive process designed to ensure that staff have the skills and support they need to carry out their role and that they continue to improve their professional practice throughout their careers. Performance management reviewers will be responsible for the performance management process, in accordance with the Performance Management Policy. Performance Management objectives will be moderated across the Trust to ensure consistency and fairness. The Performance Management Review Statement will include a pay recommendation which will be made by: • The PM reviewer Headteacher/Head of School for Main Pay Range teachers and support staff • The Headteacher/Head of School for Upper Pay Range and Leadership Range teachers • The Headteacher/Head of Schools' Performance Management Review Panel for the Headteacher/Head of School The CEO Performance Management Review Panel for the CEO.
2.2.1	Application for the Upper Pay Range The Headteacher/Head of School will assess applications from teachers to be paid on the Upper Pay Range in accordance with this policy and will make a recommendation to the Pay Committee on whether the teacher should progress to the Upper Pay Range.
2.3	Staffing Structure The Pay Committee will, having regard to the advice and recommendation of the CEO and Headteacher/Head of School, determine, monitor and review staffing structures. The staffing structure sets out the number and pay ranges for all posts within the individual Academies and the Trust and is at Appendix C.
2.4	CEO The Trust Board will be responsible for determining the pay range and starting salary of the CEO. The CEO's Performance Management Review Panel will be responsible for making pay progression recommendations for CEO. Such recommendations will be ratified by the Trust Board. Headteacher/Head of Schools The CEO and Pay Committee ratified by the Trust Board will be responsible for determining the pay range and starting salary of Headteacher/Head of Schools. The Headteacher/Head of Schools' Performance Management Review Panel will be responsible for making pay progression recommendations for Headteacher/Head of Schools. Such recommendations will be ratified by the Trust Board Pay Committee.
2.5	Other Leadership Group and Lead Practitioners The Headteacher/Head of School will be responsible for determining the pay range and starting salary, and for making pay progression decisions, for posts on the Leadership and Lead Practitioner Pay Ranges

	(excluding the Headteacher/Head of School). Such decisions will be reported to the Trust Board Pay Committee.
2.6	Other Teachers The Headteacher/Head of School will be responsible for determining the pay range and starting salary, and for making pay progression decisions, for teachers on the Unqualified, Main and Upper Pay Ranges. Such decisions will be reported to the Trust Board Pay Committee.
2.7	Support Staff The Headteacher/Head of School will be responsible for determining the pay range and starting salary, and for making pay progression decisions, for all support staff. Such decisions will be ratified by the Trust Board Pay Committee/CEO.
2.8	Central Trust Staff The CEO will be responsible for determining the pay range and starting salary, for making pay progression decisions, for centrally employed staff. Such decisions will be ratified by the Trust Board Pay Committee

3. PAY TIMETABLE

	Date	External	Internal
	April		Complete PM review for support staff.
		Inflationary Pay Award for support staff	Pay Progression decision effective for support staff
	July	Budget set (academies)	
	September	Inflationary Pay Award for teachers	Pay decision effective for teachers
	Sept/Oct		Complete PM review for teachers
	31 October (last day of half term)		Notify teachers of annual pay review decision
	31 Dec. (last day of term)		Notify CEO/ Headteacher/Head of School of annual pay review decision

3.1	Setting and Reviewing Pay
	Salaries will be determined only in the circumstances set out below.
3.1.1	An individual salary range and starting salary will be determined where a new appointment is made, in accordance with the relevant sections of this Policy.

3.1.2	The salary of individual posts will be reviewed at such times as appropriate where there are significant changes in the responsibilities or duties of the post which warrant such a review.
3.1.3	The salary of individual posts may be reviewed where, the setting of a salary for a new appointment, or a change of salary in the circumstance set out in 9, makes such a review necessary to maintain consistency and fairness.
	The salary, within the established range, of individual staff will be reviewed annually on or after: 1 September, but no later than 31 October (teachers) 1 September, but no later than 31 December (CEO/ Headteacher/Head of Schools 1 April (support staff)
3.2	Inflationary increases
3.2.1	CEO
	The Trust will determine the level of any inflationary increases to be applied to the salary of the CEO each year. In determining any increase, the Trust will have regard to the general level of public sector pay increases and the principle that executive pay and benefits should not increase at a faster rate than that of teachers, in individual years and over the longer term. In making its determination the Trust Board will have regard to any national pay award and any requirements set out in Teachers' Pay and Conditions.
3.2.2	Teachers' and Leadership Pay Ranges
	The Trust will ensure that the values of the minimum point of each pay range in this Policy are in line with the minimum of the corresponding ranges set out in the Teachers' Pay and Conditions Document. The values of points on the scales above the minimum will be determined annually by the Trust Board. In making its determination the Trust Board will have regard to any national pay award and any requirements set out in Teachers' Pay and Conditions. The salaries of individual teachers will increase accordingly
3.2.3	Inflationary increases – Teacher Allowances
	The minimum values of TLR1, TLR2 and the SEN Allowance payable to individual teachers will be increased in line with the minimum of the corresponding Allowances set out in the Teachers' Pay and Conditions Document. The values of Allowances in excess of the minimum will be determined annually by the Trust Board. In making its determination the Trust Board will have regard to any national pay award and any requirements set out in Teachers' Pay and Conditions.
	The values of all other allowances are discretionary and will not increase other than where a re-determination of the value is deemed appropriate due to a change in the nature of the associated responsibilities or duties.
3.2.4	Support Staff

	The values of the salary points on the Local Government Pay Scale and the values of other salaries will be determined annually by the Trust Board. In making its determination the Trust Board will have regard to any national pay award	
3.3	All staff will be informed in writing of their pay determination and the rationale for it with each year according to the Pay Timetable and at any other time when a salary review takes place.	
4.	**TEACHERS' PAY**	
4.1	Qualified teachers will be paid on the Main Pay Range or the Upper Pay Range. The Pay Ranges in this Trust have been divided into pay points. Teachers on the Main Pay Range will be paid on the six-point scale on the Main Pay Range as set out below Teachers on the Upper Pay Range will be paid on the three-point scale on the Upper Pay Range as set out below <u>Main Pay Range</u>	
	Point 1	£35,602
	Point 2	£37,647
	Point 3	£39,979
	Point 4	£42,513
	Point 5	£45,070
	Point 6	£48,479
	<u>Upper Pay Range</u>	
	Point 1	£50,625
	Point 2	£52,442
	Point 3	£54,328
4.2	Unqualified Teachers will normally be paid on the Unqualified Pay Range. The Pay Range for Unqualified teachers in this school has been divided into pay points as follows:	
	Point 1	£24,909
	Point 2	£27,589

	Point 3	£30,272
	Point 4	£32,636
	Point 5	£35,321
	Point 6	£38,004
4.2.1	Where an unqualified teacher is on a recognised "route into teaching" programme, the Pay Committee/CEO/ Headteacher/Head of School* [decide who] may exercise its discretion to pay him/her on the Main Pay Range having regard to his/her skill, qualifications and experience.	
4.3	Where a Lead Practitioner post(s) is (are) included in the Staffing Structure., each Lead Practitioner will be paid within a specified range, within the Pay Range for Lead Practitioners. • In setting the specified Range, the Pay Committee will determine the number and value of pay progression stages within that range. • Different Lead Practitioner posts may have a different specified range, having regard to the challenge of the individual post and pay differentials within the Trust.	
5.	PAY ON APPOINTMENT	
5.1	The salaries of new staff will be set within the Pay Range for the post as set out in the Staffing Structure and in accordance with this pay policy. In determining the starting salaries for individual staff, including the award of any discretionary payments as allowed for within this policy, account will be taken of:- • the skills, experience and relevant qualifications of the individual; • market conditions; • any specific restrictions set out in the Teachers' Pay & Conditions Document; • the employee's current salary level; Early Career Teachers in their first year will normally be paid on the minimum of the Main Pay Range. There is no assumption that an employee will be paid the same rate they were being paid in a previous employer.	
6.	PAY PROGRESSION	
	Teachers on the Main, Unqualified, Upper and Lead Practitioner Pay Ranges	
6.1	The Board expects all teachers to perform at the highest possible level and to continue to improve their professional practice year on year. All teachers can expect to receive regular, constructive feedback on their performance and development and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the school's appraisal policy. The appraisal statement will include a recommendation in pay.	

	Following an individual teacher's annual appraisal and subject to them having completed a year of service (as defined in STPCD as 26 weeks within the academic year) they should expect to receive pay progression to the next point within the relevant ranges set out in 4.1-4.3 above unless they are subject to capability procedures. Early Career Teachers subject to Statutory Induction, whose appraisal arrangements are different, should expect to receive pay progression after their first and second years of Induction unless they are identified through that process as failing to meet the relevant standards <u>Upper Pay Range</u> Progression on the Upper Pay Range is biannual. Following two annual appraisals, teachers on the Upper Pay Range should expect to receive pay progression to the next point within the relevant ranges unless they are subject to capability procedures during that period.
7.	**MOVEMENT TO THE UPPER PAY RANGE**
7.1	Any qualified teacher on the Main Pay Range may apply to be paid on the Upper Pay Range once per year. It is the responsibility of the teacher to decide whether or not they wish to submit an application. Applications must: • be made on the appropriate application and submitted to the Headteacher/Head of School; • be submitted by 30 September in each year (consideration will be given to accepting late applications where individual circumstances eg absence prevent this deadline being met).
7.2	The Criteria An application will be successful, if the Headteacher/Head of School and the CEO are satisfied that: • the teacher is highly competent in all elements of the teaching standards; and, • the teacher's achievements and contribution to the Academy / Trust are substantial and sustained. In this Trust, this means that the teacher has 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 that; • teaching has been rated as good <u>overall</u>, with some outstanding, over a sustained period; • the teacher has demonstrated over a sustained period an ability to support some 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 on the Academy / Trust beyond their own class/group(s) over a sustained period. This may include o demonstrating an ability to coach, mentor, advise and demonstrate best practice to, other teachers to enable them to improve their teaching practice; o contributing to policy and practice which has improved teaching and learning across the academy / Trust; <u>Sustained</u> means maintained continuously over a period of at least 3 years (a year being defined as at least 26 weeks work in any academic year). It is normally expected that this will include at least one year within this Trust, although discretion will be exercised where there is clear and compelling evidence of consistent performance against the criteria at the teacher's previous employer.

	The Trust will exercise its discretion to consider performance over a lesser period where a teacher has been absent for some of the relevant period.
7.3	The Assessment The Headteacher/Head of School will assess all applications to be paid on the Upper Pay Range and their recommendation will be considered by the Pay Committee. The Headteacher/Head of School will use the evidence contained in the teachers' performance management review paperwork to make their assessment. A teacher who has not been at the school for all of the 3 year assessment period, should provide their performance management review statement(s) from their previous employment with their application. A teacher may, if they wish, provide additional evidence to support their application, but is not obliged to do so.
7.4	Procedure The Headteacher/Head of School will discuss their recommendation with the teacher and the Pay Committee will confirm the decision by 31 October. Where the application is approved, the teacher will progress to the minimum of the Upper Pay Range backdated to the 1 September. Once the teacher is placed on the upper pay range, further progression will be in accordance with paragraph 6.1. Where the application is not successful, the Headteacher/Head of School will provide feedback and the teacher will be provided with advice and support though the performance management process to develop their skills with a view to them making a future successful application. Teachers have the right to appeal any decision not to move them onto the Upper Pay Range. The appeals procedure is at section 21 of this policy.
8.	**ADDITIONAL ALLOWANCES**
8.1	Teachers on the Main or Upper Pay Ranges may be paid an additional allowance as follows:
8.1.1	Teaching and Learning Responsibility (TLR) Payments
	There are 3 TLR levels: TLR1, TLR2 and TLR3 TLRs may be awarded to teachers on the Main or Upper Pay Range. A teacher may not be in receipt of more than one TLR1 or TLR2 concurrently. The FTE number and values of TLR1 and TLR2 Allowances are set out in the staffing structure (see Appendix C). The value of any new TLR1 and TLR2 payment to a teacher assigned TLR responsibilities will be based on the proportion of the FTE TLR responsibility the teacher is undertaking. The proportion of assigned TLR responsibilities for existing TLR post holders will be reviewed by 1 September 2026, if not before.

	TLR1 and TLR2 payments are permanent while the employee remains in the same post in the staffing structure. TLR3 Allowances are paid for a fixed-term period, for delivery of a significant responsibility in relation to a clearly time-limited school improvement or one-off externally driven project. The Headteacher/Head of School will determine what projects should attract a TLR3 Allowance and the value of those Allowances having regard to the context, nature and complexity of the responsibility. The Headteacher/Head of School will invite teachers to express interest in relevant projects and will allocate TLR3s on the basis of an assessment, through professional dialogue, of which teacher has the relevant skills and knowledge required for the specific project. In determining the allocation and value of TLR3 payments, due regard will be given to ensuring consistency, fairness, transparency and value for money. Where a TLR is awarded, written notification will be given to the teacher of: • the nature of the significant responsibility; • the level of the payment; • in the case of TLR3, the date on which the Allowance will end.
8.1.2	Special Needs Allowances
	There is one special needs allowance consisting of a minimum and maximum amount. The Pay Committee will determine which posts will attract an SEN Allowance according to the criteria set out in the Teachers Pay & Conditions Document which relate to teaching SEN pupils, and the amount of the Allowance in each case. Such posts are as set out in the Staffing Structure (see Appendix C). Where a post attracts an SEN allowance the amount of the allowance will be determined in each case by reference to: • whether any mandatory qualification is required; • the qualification and/or expertise of the teacher relevant to the post; • the relative demands of the post. In determining the value of an SEN payment, due regard will be given to ensuring consistency, fairness and transparency.
8.2	Unqualified Teacher Allowance
	The Headteacher/Head of School may determine that an additional Allowance be paid to an unqualified teacher who is paid on the Unqualified Teachers' Pay Range where, in the context of its staffing structure, the teacher has: • taken on a sustained additional responsibility which is: • focussed on teaching and learning; and • requires the exercise of a teachers' professional skills and judgement: or • qualifications or experience which bring added value to the role s/he is undertaking. The Headteacher/Head of School will determine the amount of any such allowances having due regard to consistency, fairness and transparency.

9.	**LEADERSHIP GROUP PAY (INCLUDING CEO)**
	Inflationary increases will be applied as set out in section 3.2
9.1	**CEO**
9.1.1	The Pay Committee (or Trust Board)* will determine an appropriate salary for the CEO having regard to: • all of the permanent responsibilities, and challenges that are specific to the role • appropriate pay differentials with other staff; • any other relevant considerations.
9.1.2	Progression will be subject to the individual demonstrating a sustained high quality of performance having regard to the most recent review carried out under the Performance Management Policy. The Pay Range for Leadership Posts at this trust has been divided into pay points as set out in Appendix D. The Salary Range for each Leadership Post will be determined on a case by case basis as set out in 9.2.2 (headteachers, heads of school, deputy headteachers, assistant headteachers and heads of school below and will consist of an appropriate number of pay points).
9.2	**Headteachers, Heads of School, Deputy Headteachers, Assistant Headteachers**
9.2.1	The Pay Range for Leadership Posts at this school has been divided into pay points as set out in Appendix D. The Salary Range for each Leadership Post will be determined on a case by case basis as set out in 9.2.2 (headteachers deputy headteachers, assistant headteachers and heads of school below and will consist of an appropriate number of pay points.
9.2.2	Pay on Appointment The Pay Committee ratified by the Trust Board will determine the group size of the Academy with reference to pupil numbers as set out in TPCD and determine appropriate Salary Ranges for each Leadership Post, normally within the Group Size[1]. Where a person is appointed as Headteacher/Head of School of more than one Academy on a permanent basis, the group size and Salary Range will be determined by reference to the combined pupil numbers of all the academies and the overall responsibility of the post. In setting the individual Salary Ranges for Leadership Posts the Pay Committee will: • take account of all of the permanent responsibilities, and challenges that are specific to the role and any other relevant considerations; • have regard to appropriate pay differentials with other staff; Where an Headteacher/Head of School was originally appointed to only one academy within the Trust, then for a permanent post of Headteacher/Head of School of more than one academy, the basic salary will be increased to a point reflecting the minimum level of the combined pupil number group, subject to the following: • Minimum 5% uplift • 1% uplift per additional school • 1% uplift for an RI school • 2% uplift for a school in special measures

	In setting the individual Salary Ranges for Leadership Posts the Trust Board will: • take account of all of the permanent responsibilities, and challenges that are specific to the role and any other relevant considerations; • have regard to appropriate pay differentials with other staff; [1]The Salary Ranges of Deputy and Assistant Headteacher must not exceed the Group Size of the school. Where the Trust Board determine a higher than normal salary is warranted for the Headship, the Salary Range of the Headteacher/Head of School may exceed the Group Size of the school, subject to the total salary, including any temporary payment made under 9.1.4 below, not exceeding 25% above the Group Size, other than in exceptional circumstances in which case: • a business case must be approved by the Trust Board; • the Trust Board must seek external independent advice.
9.2.3	Starting Salary When determining the starting salary of a newly appointed member of the Leadership Group, the Trust Board will have regard to the extent to which the candidate meets the requirement of the post and whether this merits a starting salary higher than the minimum of the Range determined in Section 9.2.2. The starting salary will allow for progression over time.
9.2.4	Pay Progression The Trust Board expects all school leaders to perform at the highest possible level and to continue to improve their professional practice year on year. All leaders can expect to receive regular, constructive feedback on their performance and development and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for appraisal are set out in the school's appraisal policy. The appraisal statement will include a recommendation in pay. Following an individual leader's annual appraisal and subject to them having completed a year of service (as defined in STPCD as 26 weeks within the academic year) they should expect to receive pay progression to the next point[2] within the relevant ranges set out in 9.2.1 above unless they are subject to capability procedures
10.	ADDITIONAL PAYMENTS TO TEACHERS
10.1	Temporary Payments to the Headteacher/Head of School
	The Pay Committee may determine that an additional temporary payment be made to the CEO/ Headteacher/Head of School for clearly defined responsibilities or duties which are in addition to and have not previously been taken into account in setting, the permanent Salary Range under 9.1/9.2. The Trust Board will apply the following when a Headteacher/Head of School takes on temporary responsibility for academies that are additional to those they were appointed / are in their contract. For a temporary position a temporary percentage uplift will be applied to the basic salary so that it reflects the minimum level of the combined pupil number group. Minimum 5% uplift 1% uplift per additional school

	1% uplift for an RI school 2% uplift for a school in special measures Only to apply while the Headteacher/Head of School is working in more than one school beyond their contracted employment.. Up to a maximum that must comply with the Trust pay policy. LBs/LGBs will be asked to make a proposal for any additional pay for the HoS / DHT. This will be considered by the Trust Board before any salary enhancement is made. The total sum of any additional payments set out in this section (and in 9.1.1) will not exceed 25% of the value of the Headteacher/Head of School's point on the Leadership Pay Spine. If the Pay Committee exceptionally wishes to exceed the limit above, it will seek independent external advice and seek agreement of a business case form the Trust Board before so doing.
10.2	Other Payments Except where specified, the following payments may **not** be made to members of the CEO/ Headteacher/Head of School.. Where relevant, any additional payments to a Headteacher/Head of School must be made as part of their permanent Salary Range (as set out in 9.1.1 above) or as a temporary payment (as set out in 10.1 above).
10.2.1	Continuous professional development undertaken outside the school day
	The Trust Board does not make payments for teachers CPD outside of the school day.
10.2.2	Activities related to the provision of initial teacher training (ITT)
	The Trust Board does not make payments for ITT activities.
10.2.3	Participation in out of school learning activities
	Where a teacher undertakes 1:1 Tuition outside of the school day, they will be paid an out of school learning allowance payment of £38.33 per hour. Where a part-time teacher at the Trust undertakes 1:1 Tuition during the school day they shall be paid their normal hourly rate.
10.2.4	Provision of services to another school(s)
	The Trust Board may authorise teachers, including Leadership Group, to undertake additional responsibilities and activities relating to the raising of standards in one or more other school. Where such an agreement is authorised, the Trust Board will determine, what, if any, payment should be paid to the teacher and/or to other staff, in recognition of the associated additional responsibility and how much shall be retained by the school to cover associated costs such as administration or supply cover. Any payment to the Headteacher/Head of School will be made under 10.1 of this Policy. Payments to other staff may include acting arrangements, temporary TLR3s or such other payment as the Pay Committee considers appropriate under Paragraph 26.1 of TPCD. All such payments are temporary with no entitlement to safeguarding when they cease.

10.2.5	Recruitment and Retention Payments and Incentive
	The Pay Committee may authorise, on a case by case basis, a payment or incentive to secure the recruitment, and/or to retain the services, of a teacher. In authorising such a payment, the following factors will be considered: • that there is evidence that there is difficulty in appointing to a particular post or in recruiting a teacher with the required skills, qualifications and/or experience; • that there is a need to retain the skills, qualifications or experience of an individual; • whether the salary available in the context of the staffing structure is insufficient to secure an appointment given the circumstances of the school; • available financial resources; • market forces. Any such payment or incentive will be subject to review and there will be no entitlement to a payment beyond the review date. Any such payment will be confirmed in writing, including details of: • whether it is for the purpose of recruitment or retention; • the nature of the payment or incentive; • if a financial payment paid, whether this will be paid monthly as part of salary or as a lump sum to be paid at an agreed time; • the basis for any uplifts where applicable; • the date which the payment/incentive will be reviewed; Leadership Group may only receive payments under this Section for reasonably incurred housing or relocation costs.
10.3	Acting Arrangements
	Where a Headteacher/Head of School or teacher is assigned and carries out the duties of an Deputy Headteacher, or Assistant Headteacher, but has not been appointed in an acting capacity the Trust Board shall, within four weeks, determine whether or not an allowance should be paid in accordance with the provisions of the School Teachers' Pay & Conditions Document. A written agreement will be written at the time. The Trustees will seek advice from HR if this is required.
11.	PART TIME TEACHERS
	Teachers who work less than a full day or week are deemed to be part-time. The proportion of full-time will be calculated in accordance with the Teachers Pay & Conditions Document as follows: Teacher's timetabled teaching time ---------- = part-time percentage School's timetabled teaching time

	Part-time teachers will be expected to work a corresponding proportion of directed time and will receive a corresponding proportion of a full- time salary and any allowances other than TLRs which will be determined in accordance with the principles set out in paragraph 8.1.1.
11.2	For part-time leaders, the proportion of full-time will be calculated following the same principle of determining their specific working days or part-days as a proportion of those worked by full-time leaders.
12.	**SHORT NOTICE/SUPPLY TEACHERS**
	Teachers who are engaged directly and work on a day-to-day basis or other short notice basis will have their pay determined in line with the statutory pay arrangements in the same way as other teachers. Supply teachers working a whole day, including directed time, will initially have their salary calculated as an annual amount; it will then be divided by 195 and multiplied by the number of days worked. Supply teachers working less than a full day will be hourly paid. The salary will be calculated as an annual amount and then divided by 1265 to determine the hourly rate, which will then be paid for hours worked, including any agreed payment for directed time.
13.	**SUPPORT STAFF PAY**
	The salary scales applicable to support staff are set out at Appendix E The salary of support staff is determined through job evaluation and is as set out in individual contracts of employment.
13.1	**Starting salary** The salaries of new staff will be set within the range for the post as set out in the Staffing Structure and in accordance with this pay policy. In determining the starting salaries for individual staff, account will be taken of; • the skills, experience and relevant qualifications of the individual; • market conditions.
13.2	**Pay Progression** Annual progression within any pay range set out in the contract of employment, will be subject to the employee meeting the expectations as determined through the performance management process.
13.3	**Additional Payments** Our school is in the Outer Fringe area and Fringe payments are applicable as set out in Appendix E on top of the basic salary.
13.4	**Part-time staff** Support staff who work less than a full day, week and/or year are deemed to be part-time. The proportion of full-time will be calculated as follows: Hours per week x paid weeks per year

	---------- 37 x 52.14
13.5	**Casual Workers** Casual support staff who are engaged directly and work on a day-to-day basis or other short notice basis will have their pay determined in line with the relevant grade of the work undertaken. Pay will be calculated on an hourly basis for hours worked as follows: FTE salary ---------- 37 x 52.14 Holiday pay of 12.07% is also payable on casual hours.
14.	**SALARY SACRIFICE SCHEMES**
	The Trust Board does not operate any Salary Sacrifice Schemes.
15.	**PENSIONS**
15.1	All regular salary payments and additional allowances and payments to staff within this policy, with the exception of some recruitment and retention benefits, are pensionable. Note: Full-time teachers cannot be members of the Teachers' Pension Scheme for a second job (eg 1:1 tuition at another school). They can however join the Local Government Pension Scheme for this secondary employment.
15.2	The Trust Board will not promote staff through the grading systems or use other pay flexibilities to assist in securing an employee's improved pension entitlement on retirement. The Trust Board recognises that, where this to be done, the DfE and/or pension regulator, where appropriate, may use their powers to substitute a notional salary for calculation of pension.
16.	**SALARY SAFEGUARDING/PROTECTION**
	The Trust Board will ensure appropriate salary protection/safeguarding for teachers in accordance with the School Teachers' Pay and Conditions Document and for support staff in accordance with the schools' Redundancy and Re-organisation Procedure. Employees in receipt of safeguarding will be expected to undertake commensurate work.

17.	STAFFING BUDGET
	The amount of money allocated to implementing the Pay Policy will be determined at the beginning of each financial year. The Trust Board will endeavour to ensure that appropriate funding is allocated for pay progression at all levels.
18.	EQUALITIES AND TRANSPARENCY
	The Trust Board recognises the principle of equal pay for work of equal value in the implementation of this policy. The Trust Board will take into account the salaries payable in comparable establishment, where possible, in setting pay levels. All pay related decisions will be taken in accordance with relevant equalities legislation, Employment Relations Acts and Part-time Workers and Fixed-term Employees Regulations. Appropriate consideration will be given where staff have been absent for long periods e.g. due to sickness or maternity leave such that pay decision are consistent with those that would have been made had they not been absent. In accordance with the Academies Financial Handbook, the Trust will publish number of employees whose benefits exceed £100k, in £10k bandings, as an extract from the disclosure in its financial statements for the previous year ended 31 August. Benefits for this purpose include salary, other taxable benefits and termination payments, but not the trust's own pension costs. In the case of employees who are trustees, their salary and other benefits will also be disclosed in £5k bandings in the trust's financial statements.
19.	OVER/UNDER PAYMENTS
	The Trust Board shall be entitled to deduct from your salary any money which you may owe to the school at any time. Support staff working less than 52 weeks have their annual salary spread evenly over 12 months, whereas their working hours are spread unevenly across the year due to school closure periods. When they leave employment, a calculation will be made to assess any over- or under-payment arising from this arrangement, and any over or underpayment will be adjusted in their final pay. Employee will be notified in advance of any adjustment. Should an overpayment occur in other circumstances 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 Trust Board will determine a reasonable recovery schedule, usually not exceeding 5% of the monthly gross, except where the employee is leaving, where the balance owing may be deducted from final salary in the absence of an alternate agreement. Recovery of overpayments will be pursued in the case of former employees. In the case of underpayments, the Trust Board will apply appropriate refunds as soon as possible. Employees are expected to draw to the attention of the Headteacher/Head of School any overpayment or underpayment as soon as possible. The Employer is expected to draw to the attention of the employee any overpayment or underpayment as soon as possible.

20.	**MONITORING**
	The Trust Board will monitor the outcome and impact of this policy annually assess its effect and continued compliance with equalities legislation. The effect of the policy will be assessed particularly with reference to trends in progression across specific groups of teachers and the correlation between this and performance management reviews and outcomes for pupils. The pay of individual staff will remain confidential – shared only with those responsible for making pay decisions and managing administrative matters.
21.	**APPEALS PROCEDURE**
21.1	Staff have the right to make representations and to appeal about any aspect of their pay or pay progression in accordance with the appeals procedure within the policy, which meets, as a minimum, the statutory requirements on disputes resolution. Pay recommendations will be contained within Performance Management Review Statements and these will be discussed with employees at the review meeting. Where an employee has concerns about the pay recommendation which cannot be resolved at the review meeting, they should include these on the review statement for consideration by those responsible for making pay decisions.
21.2	An employee may make a formal appeal against any decision on pay, which must be submitted in writing within 10 working days of receipt of written notification of that decision. The grounds of appeals are that the decision maker(s): • incorrectly applied the provisions of the Teachers' Pay & Conditions Document / national / local terms and conditions or the Pay Policy • failed to have proper regard for statutory guidance; • failed to take proper account of relevant evidence and/or took account irrelevant or inaccurate evidence; • were biased; or • otherwise unlawfully discriminated against the employee.
21.3	Appeals will be heard by the Pay Appeals Committee. The Appeals will be heard at a meeting, normally within 20 working days of receipt of the written appeal. The employee will be entitled to attend the appeal meeting, to make representations and to be accompanied by a work colleague or a member of a recognised Trade Union. The procedure for the conduct of the appeal meeting is at Appendix B. Any written submissions relevant to the appeal must be circulated to all parties at least 3 working days prior to the meeting. The decision of the appeal committee will be notified in writing and, where the appeal is rejected, this will include a note of the evidence considered and the reasons for the decision. The decision of the Trust Board's Pay Appeals Committee is final and there is no recourse to the staff grievance procedure.

	The CEO/ Headteacher/Head of School shall be entitled to attend, for the purposes of providing information and advice (except in the case of his/her own salary), all proceedings of the Pay Appeals Committee. The role of the Pay Appeal Committee is not to make judgement about the effectiveness of individual staff. It is to satisfy themselves that any recommendation/decision has been made on the basis of evidence and has been made taking proper account of equal opportunities and that correct procedures have been followed.
22.	**DATA PROTECTION**
22.1	A written record of all meetings conducted under this pay policy, including pay appeals, will be made, either by the person holding the meeting or by an alternative person arranged by the school to take notes. The school processes any personal data collected as part of the operation of the pay policy/pay appeals procedure in accordance with its data protection policy. The pay of individual staff will remain confidential. Any data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of making decisions on pay, handling pay appeals or administering any pay decisions. All data collected will be held in accordance with the school's retention schedule. Inappropriate access or disclosure of employee data including individual staff salaries constitutes a data breach and should be reported in accordance with the school's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the school's disciplinary procedure.

APPENDIX A: TERMS OF REFERENCE PAY COMMITTEES

PAY COMMITTEE

Delegation of Function

The Trust Board shall establish a Pay Committee for each Academy or across all Academies to set the Pay Policy for the Trust and to implement the approved Pay Policy in respect of the pay for some or all staff.

Clerking

The meeting of the Pay Committee should not be clerked by a Governor, or a member of the Committee or the Headteacher/Head of School. The meeting of the Pay Committee shall be minuted.

Membership

The Pay Committee shall consist of at least three named members of the Trust Board, none of whom shall be employees or Associate Members.

The Headteacher/Head of School may attend all proceedings of the Pay Committee for the purposes of providing information and advice, but must withdraw when their own salary is being discussed.

Quorum

Three members

Meetings

The Pay Committee shall meet at least once annually, in the Autumn Term.

Chair

The Pay Committee shall agree a chair for each meeting.

Decisions

Any decisions shall be made by a simple majority.

Terms of Reference

- To determine the Pay Policy for the school.
- To advise the Trust Board (Board of Trustees)/Finance Committee on current and future pay levels.
- To ratify appropriate salary ranges and starting salaries in accordance with the Pay Policy.
- To approve annual pay progression for the CEO/ Headteacher/Head of school (by 31 December at the latest), taking account of the recommendation made by the CEO Headteacher/Head of school's Performance Review Panel, following the annual review.
- To note/approve pay progression for other staff in accordance with the Pay Policy (amend as applicable – see 2.4 and 2.5)
- To determine the application of national inflationary increases as required.
- To monitor and report to the full Trust Board on the annual pattern of performance pay progression at each level and the correlation between pay progression, quality of teaching and outcomes for pupils.
- To monitor equality impact of the Pay Policy and take actions as required.

NB Trusts may want to refer to Managing teachers and leaders pay

PAY APPEALS COMMITTEE

Delegation of Function

The Trust Board shall establish a Pay Appeals Committee to deal with all appeals against pay decisions.

Clerking

The meeting of the Pay Appeals Committee should be minuted.

Membership

The Pay Appeals Committee shall consist of at least three members of the Trust Board and / or Members of the Local Governing Boards within the Trust, none of whom shall be employees or members of the Pay Committee. The Committee will be constituted and convened as required.

The Headteacher/Head of School may attend all proceedings of the Pay Appeals Committee for the purpose of providing information and advice (except where the appeal is in respect of his/her own salary, where s/he will attend for the purposes of making his/her case).

Quorum

Three members

Meetings

The Pay Appeals Committee shall meet on an as required basis.

Chair

The Pay Appeals Committee shall agree a chair for each meeting.

Decisions

Any decisions shall be made by a simple majority.

The Pay Appeal Committee's decision will be final, notwithstanding the employee's right in law.

Terms of Reference

- To determine formal appeals against pay determinations in accordance with the Appeals Procedure set out in the Pay Policy.

APPENDIX B – PAY APPEALS MEETING PROCEDURE

The meeting should be attended by the employee, his/her colleague or representative if required, a representative of the Pay Committee and the Pay Appeals Committee. The CEO/ Headteacher/Head of School / may attend to provide information and advice (except where s/he is the appellant).

1. Introductions and opening remarks

2. Member of staff and/or representative to present case
   - School representative to ask questions

3. School representative to ask questions
4. Pay Appeals Committee to ask question
5. School to respond

This may include calling on the Performance Management Reviewer and/or a member of the Pay Committee/Headteacher/Head of School where they are not presenting the case to add any relevant information / answer question (where applicable]

6.Member of staff and/or representative to ask questions

- 7. Pay Appeals Committee to ask questions

8 Employee or representative to make closing statement

9School to make closing statement

10. Both parties withdraw to allow Pay Appeals Committee to consider their decision
11. Either both parties invited back to hear decision or the decision will be communicated in writing within 48 hours.

Appendix C : LEADERSHIP PAY STRUCTURE

Discretionary reference points 2026/27

Spine point					Fringe Area
L1					£55,060
L2					£56,404
L3					£57,776
L4					£59,185
L5					£60,624
L6					£62,102
L7					£63,738
L8					£65,166
L9					£66,758
L10					£68,435
L11					£70,169
L12					£71,759
L13					£73,517
L14					£75,310
L15					£77,141
L16					£79,158
L17					£80,953
L18*					£82,118
L18					£82,939
L19					£84,957
L20					£87,036
L21*					£88,272
L21					£89,153
L22					£91,326
L23					£93,545
L24*					£94,885
L24					£95,836
L25					£98,174
L26					£100,571

L27*				£101,998
L27				£103,021
L28				£105,536
L29				£108,119
L30				£110,764
L31*				£112,352
L31				£113,475
L32				£116,260
L33				£119,111
L34				£122,018
L35*				£123,776
L35				£125,014
L36				£128,068
L37				£131,218
L38				£134,426
L39*				£136,297
L39				£137,662
L40				£141,070
L41				£144,551
L42				£148,138
L43				£150,301

*These points and point 43 are the maximum salaries for the eight head teacher group ranges

TEACHING AND LEARNING RESPONSIBILITY (TLR) PAYMENTS

TLR 2a	£3,651
TLR 2b	£6,215
SEN Min	£2,885
SEN Max	£5,690