PAY POLICY

September 2026

Passmores Co-operative Learning Community

Company no. 7736246

PCLC Position Statement

All PCLC schools have an approach that is based on the following key principles:

- Our unconditional positive regard ensures that every young person is highly valued and expected to achieve their potential;

- every young person has the right to be successful and has ability to achieve, no matter what their socio-economic background;

- there is no limit to achievement – intelligence can be developed;

- each student must know what to do in order to improve and how to do it, high expectations
- on their own are not enough;

- consistency of experience is fundamental; each school is a team and consistency makes us
- greater than the sum of our parts;

- employment opportunities in PCLC schools should allow all colleagues to inspire a love for learning; not simply process and record what we find.

By ensuring all of actions and decisions adhere to these principles our community members:

- are highly valued and expected to achieve their full potential, no matter what their
- socio-economic background;

- benefit from an inclusive ethos, excellent teaching and a broad and balanced
- curriculum underpinned by strong leadership, in a local school;

- are supported and encouraged to lead healthy and active lives making sensible choices,
- whilst respecting the views and attitudes of others.

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Updates since last edition September 2025

Latest edition September 2026

Section	Topic	Amendment
10.3	Non -Consolidated Recognition Awards	New provision reflecting 2026 STPCD

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 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	Th 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.
2.	**ROLES & 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. A Pay Committee has been established. Pay Appeals will be heard by a Pay Appeals Committee established as required from members of Trust Board. The terms of reference for the Committee(s) is 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 Trustees will monitor the effectiveness of the Performance Management process and ensure** **that the allocation of pay is consistent with the overall standard of teaching in the school and the outcomes for students.**

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 school to ensure consistency and fairness in pay decisions. The Performance Management Review Statement will include a pay recommendation which will be made by: -The PM reviewer/Headteacher* for Main Pay Range teachers and support staff -The Headteacher* for Upper Pay Range and Leadership Range teachers -The Headteachers' Performance Management Review Panel/CEO* for the headteacher -The CEO's Performance Management Review Panel* for the CEO
2.2.1	**Application for the Upper Pay Range** The Executive Headteacher /Co-Principal/Headteacher will assess applications from teachers to be paid on the Upper Pay Range in accordance with this policy.
2.3	**Staffing Structure** The Trust Board will, having regard to the advice and recommendation of the Executive Headteacher /Co-Principal/Headteacher, determine, monitor and review the school staffing structure.
2.4	**CEO** The Trust Board Recruitment Panel 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 the CEO. Such recommendations will be ratified by the PCLC Pay Committee **Executive Headteachers / Headteachers** The CEO will be responsible for determining the pay range and starting salary of executive leaders and headteachers. The Headteachers' Performance Management Review Panels will be responsible for making pay progression recommendations for executive leaders and headteachers. Such recommendations will be ratified by the PCLC Pay Committee.

2.5	The Headteacher will be responsible for determining the pay range and starting salary for employees on the Leadership and Lead Practitioner Pay Ranges (excluding the headteacher) The Headteacher will be responsible for making pay progression recommendations for employees on the Leadership and Lead Practitioner Pay Ranges (excluding the headteacher). Such recommendations will be subject to approval by the CEO.		
2.6	**Other Teachers** The Headteacher will be responsible for determining the 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 Pay Committee.		
2.7	**Support Staff** The Headteacher 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 reported to the Pay Committee.		
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 reported to the Pay Committee.		
3	**PAY TIMETABLE**		
	Date	**External**	**Internal**
	September	Inflationary Pay Award for support staff	Complete PM review for support staff Pay progression decision effective for support staff
	September	Inflationary Pay Award for teachers	
		Budget set	
	Sept/Oct		Complete PM review for teachers
	31 October (last day of term)		Notify teachers of annual pay review decision
	31 December (last day of term)		Notify headteacher of annual pay review decision
3.1	**Setting & 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 9.1.1, makes such a review necessary to maintain consistency and fairness.
3.1.4	3.1.4 The salaries of staff will be determined: annually on or after: • 1 September, but no later than 31 October (teachers) • 1 September, but no later than 31 December (CEO/ Executive Headteacher /Headteacher) • 1 September (support staff) • on appointment; • at any other time as appropriate to reflect changes in circumstance or job description.
3.2	**Inflationary Increases**
3.2.1	**Inflationary Increases – CEO** The Pay Committee 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.
3.2.2	**Inflationary Increases – 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 the Teachers' Pay and Conditions Document. The values of points on the scales above the minimum will be determined by the Trust Board. In making its determination, the Trustees 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, subject to them demonstrating satisfactory performance as assessed through the performance Management Process and otherwise where necessary to ensure the teacher receives the minimum of the salary range.
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 Trustees. 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 Trustees will determine the values of all other allowances and discretionary payments payable to individual teachers on an annual basis.

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 rates.	
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. Qualified teachers will be paid on the Main Pay Range or the Upper Pay Range. The Pay Ranges in this school 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/five*-point scale on the Upper Pay Range as set out overleaf. **Main Pay Range:**	
	Performance Progression Stage 1	£35,602
	Performance Progression Stage 2	£37,647
	Performance Progression Stage 3	£39,979
	Performance Progression Stage 4	£42,513
	Performance Progression Stage 5	£45,070
	Performance Progression Stage 6	£48,479
	Performance Progression Stage 7	£49,439

	Upper Pay Range	
	Performance Progression Stage 1	£50,625
	Performance Progression Stage 2	£51,529
	Performance Progression Stage 3	£52,442
	Performance Progression Stage 4	£53,380
	Performance Progression Stage 5	£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 progression stages as follows:	
	Performance Progression Stage 1	£24,909
	Performance Progression Stage 2	£27,589
	Performance Progression Stage 3	£30,272
	Performance Progression Stage 4	£32,636
	Performance Progression Stage 5	£35,321
	Performance Progression Stage 6	£38,004
4.2.1	Where an unqualified teacher is on a recognised "route into teaching" programme, the Headteacher/CEO* may exercise its discretion to pay them on the Main Pay Range having regard to their 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 Executive Headteacher /Headteacher will determine the number and value of performance 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 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 school.
6	**PAY PROGRESSION BASED ON PERFORMANCE**
	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.
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 they wish to submit an application. Applications must: • be made on the appropriate application and submitted to the Headteacher; • be submitted by 31 October in each year (consideration will be given to accepting late applications where individual circumstances e.g. absence prevent this deadline being met).
7.2	**The Criteria** An application will be successful, if the Headteacher is satisfied that: • the teacher is highly competent in all elements of the teaching standards; and, • the teacher's achievements and contribution to the school are substantial and sustained. In this school, 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 overall, 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 school beyond their own class/group(s) over a sustained period. This may include • demonstrating an ability to coach, mentor, advise and demonstrate best practice to, other teachers to enable them to improve their teaching practice; • contributing to policy and practice which has improved teaching and learning across the school The definitions of "substantial" "highly competent" and "sustained" at a PCLC school are below: **Substantial**: means of real importance, validity, or value to the school; play a critical role in the life of the school; provide a role model for teaching and learning, make a distinctive contribution to the raising of student standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve students' learning **Highly competent**: means performance which is not only good but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice **Sustained:** means continuously over a long period; at PCLC schools this is defined as 3 school years. The school 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 will assess all applications to be paid on the Upper Pay Range and their actions will be reported to the Pay Committee.

	Headteacher will use the evidence contained in the teachers' performance management review paperwork to make their assessment. A teacher who has not been at the Trust 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 Executive Headteacher/Principa/Headteacher will discuss their recommendation with the teacher and will confirm the decision by 31 December. Where the application is approved, the teacher will progress to the minimum of the Upper Pay Range backdated to the 1 September. Where the application if not successful, the Executive Headteacher / Principal/Headteacher 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. Teachers may not hold more than one TLR2 payment but a single TLR payment can be based on a job description that itemises several different areas of significant responsibility. A teacher can now hold one or more TLR1 payments in addition to a TLR2 payment. <u>TLR Structure as follows:</u> TLR1 and TLR2 payments are permanent while the employee remains in the same post in the staffing structure. TLR Allowances can be 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 Executive Headteacher /Headteacher/Principal will determine what projects

<table>
<tr><td></td><td colspan="2">should attract a TLR Allowance and the value of those Allowances having regard to the context, nature and complexity of the responsibility.

The Executive Headteacher /Headteacher/Principal will invite teachers to express interest in relevant projects and will allocate TLRs 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 TLR 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 a fixed term TLR, the date on which the Allowance will end.</td></tr>
<tr><td rowspan="7">8.1.1</td><td>TLR PAYMENTS</td><td></td></tr>
<tr><td>TLR1A</td><td>£10,547</td></tr>
<tr><td>TLR1B</td><td>£12,944</td></tr>
<tr><td>TLR1C</td><td>£15,388</td></tr>
<tr><td>TLR2A</td><td>£4,057</td></tr>
<tr><td>TLR2B</td><td>£6,476</td></tr>
<tr><td>TLR2C</td><td>£8,905</td></tr>
<tr><td></td><td>TLR3</td><td>£1,869</td></tr>
<tr><td>8.1.2</td><td colspan="2">Special Needs Allowances

There is one special needs allowance consisting of a minimum and maximum amount.

The Executive Headteacher / Headteacher will determine which posts will attract an SEN Allowance according the criteria set out in the Teachers Pay & Conditions Document which relate to teaching SEN students, and the amount of the Allowance in each case.

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;</td></tr>
</table>

	• the relative demands of the post. **In determining the value of a SEN payment, due regard will be given to ensuring consistency, fairness and transparency.**
8.2	**Unqualified Teacher Allowance** The Headteacher 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 they are undertaking. The Headteacher* will determine the amount of any such allowances having due regard to consistency, fairness and transparency.
9	**LEADERSHIP GROUP PAY (INCLUDING CEO)**
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. Determination of whether there has been "sustained high quality of performance" will be made in accordance with the criteria outlined in Appendix C of this Policy. *For the purpose of this document "sustained" is defined as 2 consecutive years
9.2	**EXECUTIVE HEADTEACHER/PRINCIPAL/HEADTEACHER/DEPUTY & ASSISTANTS**
9.2.1	The salary ranges of Leadership Posts at this school will be determined on a case by case basis as set out in 9.2.2 below and will consist of a minimum and maximum cash salary amount.

9.2.2	**PAY ON APPOINTMENT** The trustees will determine the group size of the school with reference to pupil numbers as set out in TPCD and determine appropriate Salary Ranges for each Leadership Post, normally within the Group Size1. Where a person is appointed as Headteacher of more than one school on a permanent basis, the group size and Salary Range will be determined by reference to the combined pupil numbers of all the schools 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 the Trust Board determine a higher than normal salary is warranted for the headship, the Salary Range of the Headteacher may exceed the Group Size of the school, subject to the total salary, including any temporary payment made under 10.1 below, not exceeding 25% above the Group Size, other than in exceptional circumstances in which case: • a business case must be approved by the full Trust Board; • the Trust Board must seek external independent advice. The Salary Ranges of Deputy and Assistant Headteachers must not exceed the Group Size of the school.
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 performance 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 where appropriate.

	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. Determination of whether there has been "sustained high quality of performance" will be made in accordance with the criteria outlined in Appendix C of this Policy. *For the purpose of this document "sustained" is defined as 2 consecutive years
9.3	**TEMPORARY PAYMENTS TO THE HEADTEACHER/PRINCIPAL** The Trust may determine that an additional temporary payment be made to the Headteacher/CEO* 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 total sum of any additional payments paid to a headteacher set out in this section (and in 9.2.2) will not exceed 25% of the value of the Headteacher'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.	**ADDITIONAL PAYMENTS TO TEACHERS**
10.1	Except where specified, the following payments may not be made to a Headteacher. Where relevant, any additional payments to a Headteacher must be made as part of their permanent Salary Range (as set out in 9.2 above) or as a temporary payment (as set out in 9.3 above).
10.1.1	**Continuous professional development undertaken outside the school day** The Trust Board does not make payments for CPD outside of the school day.
10.1.2	**Activities related to the provision of initial teaching training (ITT)**
	Lead Practitioners will support teachers on ITT programmes as part of their role. Where teachers on the main or upper pay range volunteer to support teachers on ITT programmes as part of the ordinary conduct of the school by: • supervising and observing teaching practice • act as a professional mentor • run seminars or tutorials as part of the programme

10.1.3	**Participation in out of school learning activities**
	Where a teacher at the school undertakes1:1Tuition outside of the school day, they will be paid an out of school learning allowance payment of £25.00 per hour. The daily rate is £125. The maximum number of hours in a day which will be paid is five. **Where a part-time teacher at the school undertakes 1:1 Tuition during the school day they shall be paid their normal hourly rate.**
10.1.4	**Provision of service to another school (s)** The Trust may authorise teachers, including Leadership Group, to undertake additional responsibilities and activities relating to the raising of standards in one or more other school/academy. Where such an agreement is authorised, the Trustees will determine, what, if any, proportion will be paid to the CEO, Executive Headteacher/Principal/Headteacher and/or other staff, of additional income received by the school as part of the agreement. Any such payments will be in accordance with the terms of the Teachers' Pay & Conditions Document and will be temporary with no entitlement to safeguarding when they cease. This does not apply to the CEO / Executive Headteacher /Principal/Headteacher where they are appointed as the CEO/ Executive Headteacher /Principal/Headteacher of more than one school, as this responsibility will be reflected in the setting of the ISR or an additional allowance.
10.1.5	**Recruitment and Retention Payments & Incentive** The Headteacher 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.
10.2	**Acting Arrangements** Where a teacher is assigned and carries out the duties of a Principal/Headteacher, Vice Principal/Deputy Headteacher, or Assistant Principal/Assistant Headteacher but has not been appointed in an acting capacity the Trustees 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.
10.3	**Non-Consolidated Recognition Payments** The Governing Board may make non-consolidated recognition payments to teachers in recognition of exceptional contribution or achievement. Such payments: will be one-off and non-pensionable; will not form part of an employee's substantive salary; will not be used as an alternative to pay progression; will not replace TLRs, SEN allowances or other responsibility payments; will be awarded in accordance with published criteria and subject to appropriate governance oversight.
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.

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 193 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 1252 to determine the hourly rate, which will then be paid for hours worked, including any agreed payment for directed time.
13	**SUPORT STAFF PAY** The salary scales applicable to support staff are set out at Appendix E

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 will be subject to the employee meeting the expectations as determined through the performance management process. Nationally agreed cost of living increases will be applied to the relevant pay scales.
13.3	**Additional Payments** Our school is in the Fringe area and payments are applicable, this has been included in the salaries as set out in Appendix E.
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 weeks per year ---------- 37 x 52.14

13.5	**CASUAL WORKS** **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*
14	**SALARY SACRIFICE SCHEMES** The Trust Board operates a Salary Sacrifice Scheme in relation to: Cycles/cycle safety equipment Electronic items Staff choosing to participate in a Scheme(s) will have their gross pay reduced according to the terms of the Scheme(s) for the duration of their participation.

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 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 Trustees recognise that, were 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 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 through the budget allocation process of the school. The Trust will endeavour to ensure that appropriate funding is allocated for performance pay progression at all levels**.**

18	**EQUALITIES AND TRANSPARENCY** The Trust recognises the principle of equal pay for work of equal value in the implementation of this policy. The Trustees 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. 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 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 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 students. 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 this 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 a 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 • 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 PCLC Pay Appeals Committee is final and there is no recourse to the staff grievance procedure. The Executive Headteacher / Co-Principal/Headteacher 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** 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 Trust 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.

This policy is based on the Juniper Education MATs Pay Policy released in September 2024 with the latest updates in September 2025.

This PCLC Policy was approved by the Trustees on the 20th October 2025. Further reviews will be carried out annually or sooner if changes to legislation require this.

APPENDIX A:

PAY COMMITTEE Delegation of Function

The Trust may establish a Pay Committee for across all Academies to monitor the Pay Policy for the Trust and to implement the approved Pay Policy in respect of the pay for all staff.

Clerking

The meeting of the Pay Committee shall be minuted. The meeting should not be clerked by a Trustee, Local Governor, a member of the Committee, a member of teaching staff or the Executive Headteacher /Principal/Headteacher or CEO.

The minutes will be confidential

Membership

The Pay Committee shall consist of at least three named members. These will be Trustees.

The Headteachers, CFO and CEO 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

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 headteacher (by 31 December at the latest), taking account of the recommendation made by the Headteacher's Performance Review Panel, following the annual review.
- To determine the application of national inflationary increases as required.
- To monitor and report to the full Trust Board/Board of Trustees on the annual pattern of performance pay progression at each level and the correlation between pay progression, quality of teaching and outcomes for pupils.

PAY APPEALS COMMITTEE TERMS OF REFERENCE

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 Staff Pay Appeals Committee should be minuted. The meeting should not be clerked by a Trustee, Local Governor, a member of the Committee, a member of teaching staff or the Principal/Headteacher. The minutes will be confidential.

Membership

The Pay Appeals Committee shall consist of at least three named members. These will be Trustees.

The Executive Headteacher, Headteacher, CFO and CEO may attend all proceedings of the Pay Appeals Committee for the purposes 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 PCLC Governors. At least two must be Trustees.

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 Executive Headteacher / Co-Principal/ Headteacher/ CEO 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
- Pay Appeals Committee to ask questions

3. School to respond

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

- Member of staff and/or representative to ask questions
- Pay Appeals Committee to ask questions

4. Employee or representative to make closing statement

5. School to make closing statement

6. Both parties withdraw to allow Pay Appeals Committee to consider their decision

7. Either both parties invited back to hear decision or the decision will be communicated in writing within 48 hours.

APPENDIX C: PERFORMANCE PAY PROGRESSION – LEADERSHIP, CEO & EXECUTIVE LEADERS

Leadership:

To achieve progression on the Leadership Pay Scale, the School Teachers' Pay and Conditions Document (STPCD) requires individuals to have demonstrated sustained* high quality performance. In making judgements against this criterion and in determining whether there should be progression the Trustees will consider whether the individual has grown professionally by developing their leadership; and (where relevant), teaching, expertise.
*for the purpose of this document "sustained" defined as 2 years

In considering whether there has been professional growth, the Trustees will consider whether the following description of a person on the leadership scale has been met:

- Those on the leadership spine play a critical role in the life of the school.
- They inspire those around them and work with others to create a shared strategic vision which motivates pupils and staff.
- They take a lead in enhancing standards of teaching and learning and value enthusiasm and innovation in others
- They have confidence and ability to make management and organisational decisions and ensure equity, access and entitlement to learning.

To achieve progression (and for the above to be satisfied), there will need to have been a successful performance management review.

A successful performance management review involves a process of:-

a. Performance Management objectives.
b. Performance against the teaching standards including observed practice;
c. Other evidence.

Note: It is expected that a teacher's performance objectives will define what needs to be achieved to demonstrate that the individual has grown professionally by developing their leadership and (where relevant) teaching expertise.

PERFORMANCE PAY PROGRESSION – CEO & EXECUTIVE LEADERS

The procedure for determining executive pay and benefits, and keeping them proportionate, is agreed by the Committee in advance and is documented in the Pay Committee's Terms of Reference.

Appendix D: PCLC Application to be paid on the Upper Pay Range

Eligibility criteria:

- **In order to apply you will need to hold Qualified Teacher Status on the date of your application**
- **To be paid on the Upper Pay Range you must be assessed as meeting the expectations set out in the Pay Policy**
- **Please enclose copies of appraisal reports to support your application. You may submit additional evidence if you wish to do so to support your application**
- **Print, sign and date the form, keeping a copy and pass it to your Headteacher by 31st October**

Name:_____

I confirm that I am applying to be paid on the Upper Pay Range with effect from 1 September…….

I confirm that I meet the criteria to be paid on the Upper Pay Range as set out in my school's Pay Policy and enclose copies of my last three Performance Management Review Statements which contain the evidence to support this.

Signed:_____

Date:_____

(To be completed by the Headteacher)

Application for Upper Pay Range Assessment for

(Teacher's Name)

The criteria for Upper Pay Range have/have not been met.

Signed:_____

Date:_____

The Teaching Standards have/have not been met throughout the assessment period

Explanation/evidence (include assessment of quality of teaching overall during the assessment period and outcome for pupils.)

Performance Management objectives have/have not been met through the assessment period

Explanation/evidence

Evidence of contribution to wider school development and ethos

Evidence of personal responsibility for CPD and application and impact of this development

Other comments

LEADERSHIP PAY STRUCTURE

Leadership Group pay scales (see section 9)

Leadership Pay Range — discretionary reference points			
Point	Salary	Point	Salary
L1	£55,060	L23	£93,545
L2	£56,404	L24	£95,836
L3	£57,776	L25	£98,174
L4	£59,185	L26	£100,571
L5	£60,624	L27	£103,021
L6	£62,102	L28	£105,536
L7	£63,738	L29	£108,119
L8	£65,166	L30	£110,764
L9	£66,758	L31	£113,475
L10	£68,435	L32	£116,260
L11	£70,169	L33	£119,111
L12	£71,759	L34	£122,018
L13	£73,517	L35	£125,014
L14	£75,310	L36	£128,068
L15	£77,141	L37	£131,218
L16	£79,158	L38	£134,426
L17	£80,953	L39	£137,662
L18	£82,939	L40	£141,070
L19	£84,957	L41	£144,551
L20	£87,036	L42	£148,138
L21	£89,153	L43*	£150,301
L22	£91,326		

Statutory Headteacher Group Maxima		
Group	Maximum point	Annual salary
1	L18*	£82,118
2	L21*	£88,273
3	L24*	£94,885
4	L27*	£101,999
5	L31*	£112,353
6	L35*	£123,776
7	L39*	£136,298
8	L43*	£150,301

APPENDIX E: SUPPORT STAFF PAY STRUCTURE

Essex Schools Pay Scales April 2026			37 hour fte
Scale	**Spine Point**	**Annual (2026 rates)**	**outer fringe**
Scale 1	3	£26,367	£13.67
Scale 2	4	£26,769	£13.88
	5	£27,180	£14.09
Scale 3	6	£27,600	£14.31
	7	£28,027	£14.53
Scale 4	8	£28,462	£14.75
	9	£28,906	£14.98
Scale 5	10	£29,361	£15.22
	11	£29,824	£15.46
	12	£30,295	£15.70
	13	£30,776	£15.95
Scale 6	14	£31,268	£16.21
	15	£31,768	£16.47
	16	£32,278	£16.73
	17	£32,799	£17.00
	18	£33,331	£17.28
Scale 7	19	£33,872	£17.56
	20	£34,426	£17.84
	21	£34,990	£18.14
	22	£35,564	£18.43
	23	£36,323	£18.83
	24	£37,334	£19.35
Scale 8	25	£38,316	£19.86
	26	£39,263	£20.35
	27	£40,234	£20.85
	28	£41,197	£21.35
Scale 9	29	£41,930	£21.73
	30	£42,876	£22.22
	31	£43,902	£22.76
	32	£45,006	£23.33
	33	£46,282	£23.99
Scale 10	34	£47,332	£24.53
	35	£48,418	£25.10
	36	£49,491	£25.65
	37	£50,570	£26.21
Scale 11	38	£51,661	£26.78
	39	£52,681	£27.31
	40	£53,804	£27.89

	41	£54,896	£28.45
	42	£55,977	£29.01
Scale 12	43	£57,046	£29.57
	44	£58,218	£30.18
	45	£59,879	£31.04
	46	£61,529	£31.89
	47	£63,148	£32.73
	48	£64,813	£33.59
Scale 13	49	£67,766	£35.12
	50	£69,438	£35.99
	51	£71,114	£36.86
	52	£72,800	£37.73
	53	£74,465	£38.60
Scale 14	54	£77,177	£40.00
	55	£79,097	£41.00
	56	£81,018	£41.99
	57	£82,923	£42.98
	58	£84,831	£43.97
Scale 15	59	£86,324	£44.74
	60	£88,470	£45.86
	61	£90,606	£46.96
	62	£92,740	£48.07
	63	£94,882	£49.18
Scale 16	64	£101,878	£52.81
	65	£104,416	£54.12
	66	£106,934	£55.43
	67	£109,457	£56.73
	68	£111,991	£58.05
Scale 17	69	£114,961	£59.59
	70	£117,930	£61.13
	71	£120,888	£62.66
	72	£123,857	£64.20
	73	£126,824	£65.74
	74	£129,791	£67.27