

Policy: Teacher Pay Policy
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Holy Trinity Church of England (VA) Primary School



Believe • Achieve • Inspire •

Teacher Pay Policy

SCHOOL VISION

Our vision is for our pupils to flourish in an inclusive, inspirational place of learning where we are happy, respectful, kind and safe.

At Holy Trinity Church of England Primary School our Christian vision shapes all we do.

*"I know that there is nothing better for people than to be happy and to do good while they live."
Ecclesiastes 3:12.*

- we facilitate opportunities so every child can flourish in a place where they feel **safe, happy and confident**.
- staff **well-being** and professional development is valued and supported in order to fulfil their roles, **inspire** others and experience personal **fulfilment**.
- the school provides facilities that enables our pupils to reach their potential in an **optimum learning environment**.
- the **school plays a central role within our community** and enjoys strong **links with the church, local companies and other schools**.
- we create a culture of vigilance to **safeguard** all children.

'I know that there is nothing better for people than to be happy and to do good while they live.' Ecclesiastes 3:12

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'I know that there is nothing better for people than to be happy and to do good while they live.'
Ecclesiastes 3:12

1 Introduction

- 1.1 The Governing Board at Holy Trinity CE Primary School has adopted this policy to provide a clear framework for the management of pay and grading issues for teaching staff employed in the school. It has been developed to comply with current legislation and the requirements of the [School Teachers' Pay and Conditions Document \(STPCD\)](#).
- 1.2 The Governing Board is committed to taking decisions in accordance with the 'key principles of public life': objectivity, openness and accountability. It recognises the requirement for a fair and transparent policy to determine the pay and grading for teaching staff employed in the school, which takes account of the conditions of service under which staff are employed and relevant statutory requirements.
- 1.3 The Governing Board recognises its responsibilities under relevant legislation including the Equality Act 2010, the Employment Rights Act 1996, the Employment Relations Act 1999, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, and will ensure that all pay related decisions are taken equitably and fairly in compliance with statutory requirements.
- 1.4 Pay decisions will take account of school need and resources available to the school. The school staffing structure will support the School Development Plan. The Governing Board will exercise its discretionary powers using fair, transparent and objective criteria in order to secure a consistent approach in school pay decisions.
- 1.5 This policy has been agreed by the Finance and Resource Committee of the Governing Board following consultation with staff and through the local authority who have worked with recognised trade unions. Any subsequent changes will also be subject to further consultation before amendment. The Pay Panel will have full authority to take decisions on behalf of the Governing Board on pay matters as defined in this policy. Its terms of reference are as Appendix 1.
- 1.6 The school staffing structure is attached as Appendix 2. Any subsequent changes to the staffing structure will be subject to consultation between the Headteacher and the Governing Board.
- 1.7 This policy applies to all teaching staff at the school, including leadership teachers and unqualified teachers. It also applies to part-time teaching staff.
- 1.8 The school will make copies of this policy available on the staff server.

2 Aims of the Policy

- 2.1 Pay decisions at this school are made by the Pay Panel. The Governing Board aims to use the school Pay Policy to:
 - Maintain and improve the quality of teaching and learning at the school
 - Support the School Development Plan (SDP)
 - Underpin the school's Appraisal Policy
 - Ensure that all staff are valued and appropriately rewarded for their work contribution in the school
 - Ensure staff are well motivated, supported by positive recruitment and retention policies and staff development
 - Demonstrate that decisions on pay are fair and equitable and recognise the principle of equal pay for like work and work of equal value

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- Provide flexibility to recognise individual staff performance

2.2 The Governing Board will also consider advice issued by the Department for Education, recognised trade unions and other national bodies as appropriate, along with relevant statutory legislation.

3 Job Roles and Responsibilities

3.1 All teachers will be provided with a job description outlining the roles and responsibilities of the post. This will also include the pay range and any additional payments or allowances covered by this policy. The job description will state the reason for any additional allowances or payments and whether this is a permanent or temporary payment.

3.2 Staff are expected to gain experience in different parts of the school. Any significant changes to duties and responsibilities of a post will be subject to discussion with the member of staff with a view to reaching agreement. Where there is a significant change in duties and responsibilities of a post a new job description will be issued.

3.3 Where the staffing structure of the school needs to be changed, resulting in broader changes to roles and responsibilities, this will be the subject of consultation with staff and if necessary the Governing Board and/or recognised trade unions before any changes are made and with a view to seeking to agree the changes before new job descriptions are issued.

4 Pay Assessment and Pay Review

4.1 The Governing Board will ensure that every teacher's salary is reviewed on an annual basis with effect from 1 September and no later than 31 October each year. In the case of the Headteacher the review will be no later than 31 December. All teachers are given a written statement setting out their salary and other financial benefits to which they are entitled.

4.2 In this school 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.

4.3 The teacher's appraisal report will contain a recommendation on pay. The Headteacher will be responsible for submitting any recommendations for pay progression, in accordance with the relevant sections of this policy, to the Pay Panel for approval.

4.4 The criteria this school will use when making decisions on pay progressions are: teachers achieving their set objectives and performing well in their duties throughout the cycle.

4.5 Following an individual teacher's annual appraisal and, subject to the provisions of the published Pay Policy, they should expect to receive pay progression within the maximum of their pay range unless they are subject to capability procedures.

4.6 In the case of Early Career Teachers (ECTs), the Governing Board must determine the teacher's performance and any pay recommendation by means of the statutory induction process set out in the Education (Induction Arrangements for Schools) (England) Regulations 2012. The Governing Board must also ensure that ECTs are not negatively affected by the extension of the induction period from one to two years. This change does not prevent a school from awarding pay progression to ECTs at the end of their first year.

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- 4.7 Any teachers on maternity leave or extended sick leave are entitled to pay progression in the same way as other teachers, whether or not they have returned to work at the date of the annual pay determination. It is likely that appraisal reviews may not have been undertaken and therefore decisions should be based on information that is available to the reviewer. This might include information from the most recent appraisal review or any part of the appraisal period when the teacher was present.
- 4.8 Reviews may occur at other times of the year where there has been a significant change in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A revised written statement will be issued to the teacher in such circumstances, including an salary safeguarding that may apply.
- 4.9 Where a pay determination leads or may lead to the start of a period of Safeguarding, the Governing Board will give the required notification as soon as possible and no later than one month after the date of the determination.
- 4.10 All safeguarding of pay will be in accordance with the arrangements set out in [the School Teachers Pay and Conditions Document \(STPCD\)](#) (September 2025).
- 4.11 The school will ensure that cost of living increases are applied to all pay points and allowances and clearly identified from any pay increases due to pay progression.

5 Recruitment

Teaching Staff

- 5.1 Advertisements for vacant posts in the school will be considered by the Headteacher and the Pay Panel where appropriate. All posts will be advertised internally or externally, locally or nationally as appropriate.
- 5.2 The advertisement will include the relevant pay band for the post from the range of bands determined by the Governing Board as appropriate for the post and as contained in the relevant section of this Pay Policy. The advertisement will specify the expected level of skills and experience for appropriate candidates relevant to the post. The advertisement will also include details of any additional payments or allowances applicable to the post.
- 5.3 In respect of the Headteacher post becoming vacant the Governing Board will agree a broad pay range based on the arrangements set out in paragraph 6.2 of this policy. The post may be advertised with an indicative pay range but with flexibility to pay up to the maximum of the agreed broad range for the selected candidate as appropriate.
- 5.4 Where an applicant for a classroom teacher post does not meet the criteria for the level of post advertised within the school pay structure but the post would otherwise prove difficult to fill, the Governing Board may appoint at a lower level but also consider a recruitment payment in accordance with the school policy set out in section 9.4. Any recruitment and retention payment considered in respect of the Headteacher will be included in the calculation of the pay range for the post, in accordance with paragraph 6.2 of this policy and will not be made as an additional recruitment and retention payment.
- 5.5 In making the determiners of the starting salary to be offered to the successful candidate, a range of factors may be taken into account, including but not limited to:
- The nature of the post.
 - The level and qualifications, skills and experience required.

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- Market conditions.
- The wider school context.
- There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school unless the school chooses.

5.6 Where the post is on a temporary basis, the advertisement will specify the reason for and duration of the post.

Support staff

5.6 The arrangements for advertising vacancies for support staff will mirror those for teaching staff. Advertisements will indicate the number of working hours and working weeks and will show the appropriate salary and grade as determined by the RBWM Job Evaluations Scheme.

6 Teaching Staff Pay

6.1 Annual National Pay Award

In this school all teaching staff are employed in accordance with the provisions of the [STPCD](#). In reviewing pay scales in the future the Governing Board will have regard to any changes to national pay ranges contained within the STPCD. The following pay arrangements have been agreed by the Governing Board using the flexibilities contained within the STPCD.

The Governing Board will apply the pay awards agreed nationally to the minimum and maximum pay ranges including the pay points detailed in this policy, in accordance with the STPCD.

6.2 Headteacher's Pay

- 6.1.1. The Governing Body has determined the pay ranges for the headteacher and for deputy headteachers and assistant headteachers in accordance with the paragraphs 6.1.2, 6.1.3 and 6.1.4. See [Appendix 4](#). While the STPCD does not mandate a 7-point pay range for headteachers or a 5-point pay range for deputies/assistant headteachers as was required prior to 2014, schools may choose to retain these ranges for budgeting purposes if they find it helpful.
- 6.1.2. When determining an appropriate pay range, the Governing Body will take into account all of the permanent responsibilities of the role, any challenges that are specific to the role, and all other relevant considerations. In the case of a new appointment, the Governing Body may wish to consider whether the requirements of the post and the extent to which the preferred candidate meets those requirements are such that it would be appropriate to set the starting salary above the minimum of the relevant headteacher group. The Governing Body will ensure that there is appropriate scope within the range to allow for pay progression over time.
- 6.1.3. Pay ranges for headteachers should not normally exceed the maximum of the headteacher group. However, the headteacher's pay range may exceed the maximum where the relevant body determines that circumstances specific to the role or candidate warrant a higher than normal payment. The Governing Body will ensure that the maximum of the headteacher's pay range and any additional payments made temporary to headteachers does not exceed the maximum of the headteacher group by more than 25% other than in exceptional circumstances; in such circumstances, the Governing Body must seek external independent advice before providing such agreement and support its decision with a business case.
- 6.1.4. The maximum of the deputy or assistant headteacher's pay range will not exceed the maximum of the headteacher group. The pay range for a deputy or assistant headteacher should only overlap the headteacher's pay range in exceptional circumstances.

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- 6.1.5. Subject to paragraph 6.1.6 and 6.1.7, the Governing Body may determine that temporary payments be made to a headteacher for clearly temporary responsibilities or duties that are in addition to the post, provided these were not previously considered when setting the headteacher's salary and salary range.
- 6.1.6. Subject to paragraph 6.1.7, the total sum of the temporary payments made to a headteacher in any school year must not exceed 25% of the annual salary which is otherwise payable to the headteacher, and the total sum of salary and other payments made to a headteacher must not exceed 25% above the maximum of the headteacher group. In wholly exceptional circumstances, payments exceeding these limits may be approved with the agreement of the Governing Body. The Governing Body must seek external independent advice before producing a business case, seeking such agreement.
- 6.1.7. Paragraph 6.1.6 does not apply to payments made in accordance with:
- a) where those residential duties are a requirement of the post; or
 - b) to the extent that the payment is in respect of housing or relocation expenses which relate solely to the personal circumstances of that headteacher.

6.3 Pay progression for leadership group members

- 6.3.1. The Governing Board must consider annually whether or not to increase the salary of members of the leadership group who have completed a year of employment since the previous pay determination and, if it determines to do so, to what salary within the relevant pay range in [Appendix 4](#).
- 6.3.2. The Governing Board will decide how pay progression will be determined, subject to the following:
- a) a recommendation on pay will be made in writing as part of the individual's appraisal report, and in making its decision the Governing Board will have regard to this recommendation;
 - b) the Governing board may only withhold progression if a teacher is in capability proceedings, with pay progression resuming once the teacher is reverted back to the appraisal cycle.
 - c) the Governing Board has determined a pay range the maximum of which exceeds the highest salary payable under the STPCD it must continue to pay any salary determined by reference to that pay range until such time as it reassesses the pay range for its leadership posts under the provisions of the STPCD.

6.4 Other Posts paid above the Classroom Teacher Scale – Leading Practitioners

- 6.4.1 The Pay Panel has determined not to establish other teaching posts paid above the Upper Pay Range (UPR) band 3.
- 6.4.2 The Governing Board recognises that a general increase published by the DfE must be given in most cases.

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6.5 Main Pay Range and Upper Pay Range Teachers.

6.5.1 The Governing Board will establish posts paid in accordance with the minimum and maximum points for such posts as determined by the STPCD.

6.5.2 The Governing Board has established a pay structure for these posts as follows:

PAY BAND	Main Pay Scale	Experience
Band 1	Point 1, 2, 3	Teacher
Band 2	Point 4, 5, 6	Accomplished Teacher
Band 3	Point 7, 8, 9 (UPS)	Expert Teacher

6.5.3 The Governing Board has agreed Career Stage Expectations for each band, which are detailed in the school's Appraisal Policy.

6.5.4 Pay progression within bands will be subject to sustained performance towards the next higher band, and meeting the relevant teachers' standards and Career Stage Expectations for that band or other criteria as set by the Governing Board. Meeting appraisal objectives will not automatically mean that pay progression will be awarded. Where a teacher's performance does not demonstrate a sustained level and is below the school's expectations at that level of post, the governors may determine that no incremental progression will be awarded in that year.

6.5.5 Progression within a pay band will be subject to a review of the teacher's performance set against the annual appraisal review and the Teachers' Standards. The Governing Board has determined that for teachers on the main scale and upper pay range there will be progression subject to meeting school expectations within the band but no accelerated progression within the band, and no progression to the next band until the criteria for it have been fully met.

Pay progression between Bands

6.5.6 The Governing Board has determined that, other than in exceptional circumstances, a teacher would not move to Band 2 (Accomplished Teacher) unless they are able to demonstrate a minimum of two years teaching experience and including a period of a sustained level of performance at the higher level immediately prior to moving to Expert Teacher or to Band 3. Unless in addition to the criteria set out in 6.6.4, they are able to demonstrate a minimum of three years teaching experience, experience of working across different key stages, and including a period of a sustained level of performance at the higher level immediately prior to, moving to Expert Teacher.

Accelerated progression

6.5.7 The Governing Board has determined that normally progression within a band to another will be annual increments. However, where a teacher's performance has been of a sustained high quality, exceeding school expectations at that level, the Governing Board may award accelerated progression (of up to two increments) within the band. Progression to the next band will be subject to the criteria for the higher band being met as set out in the previous paragraphs of this section of the policy.

Appointments

6.5.8 A newly appointed teacher will usually be appointed at any point in the band to take account of a teacher's previous salary and/or relevant experience as determined by the Headteacher.

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6.6 Application to move onto the Upper Pay Range

- 6.6.1 Any qualified teacher may apply to be paid on the upper pay range. It is the responsibility of the teacher to decide whether or not they wish to apply.
- 6.6.2 The Pay Panel will consider applications from a teacher during the summer term for progression at the start of the autumn term. A teacher may submit one application in any academic year.
- 6.6.3 If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the upper pay range in that school or schools. This school will not be bound by any pay decision made by another school.
- 6.6.4 For an application to be successful the teacher will need to demonstrate that they meet all the teachers' standards and the professional skills level descriptors agreed by the Governing Board for teachers on the upper pay range (Band 3 – Expert Teacher). The teacher will also need to demonstrate that they have been working at that level for a significant period of at least two terms prior to the submission of the application.
- 6.6.5 As defined in the STPCD, a teacher being considered for a move onto the Upper Pay Range (Band 3) must therefore be able to demonstrate:

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

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

For the purposes of this policy:

'highly competent' means practice which is not only consistently 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 wider contributions to the work of the school, in order to help them meet the relevant standards and develop their teaching practice.

'substantial' means of real importance, validity or value to the school; play a crucial role in the life of the school; provide a role model for teaching and learning; make a distinctive contributions to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.

'sustained' means the above is maintained continuously over a long period (e.g throughout every school year).

- 6.6.6 An application for progression to the Upper Pay Range (Band 3) will be assessed by the Pay Panel and a decision notified to the teacher in writing within 20 working days of receipt of the application.
- 6.6.7 If unsuccessful, the teacher will be provided with feedback by the Headteacher within 20 working days of the decision.
If successful, applicants will move to the upper pay range from 1st September (the start of the new academic year).
- 6.6.8 Any appeal against the decision, which should be submitted within 10 working days of receipt of the outcome notification, will be considered in line with the school's pay appeals procedure set out in Appendix 3.
- 6.6.9 An application from a qualified teacher will be successful where the school is satisfied that:

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- The teacher is highly competent in all elements of the relevant standards and
- The teacher's achievements and contribution to the school are substantial and sustained.

For the purposes of this Pay Policy, the school will be satisfied that the teacher has met the expectations for progression to the UPR where the criteria has been satisfied as evidenced by their annual appraisal review.

In making its decision, the school will have regard to the most recent appraisal review or, at most, the two most recent appraisal reviews.

6.7 Unqualified Teachers

6.7.1 The Governing Board will appoint unqualified teachers to a salary within the range set out in the STPCD.

6.7.2 The Governing Board has determined that this should be a six point scale as follows:

Point 1
Point 2
Point 3
Point 4*
Point 5*
Point 6*

6.7.3 * These points overlap with Band 1 (Teacher) on the Qualified Teacher scale and therefore the Pay Panel will take account of the professional skill level descriptors for those teachers in setting the relevant expectations for an unqualified teacher paid at this level.

6.7.4 A newly appointed unqualified teacher will usually be appointed at the minimum of the scale determined by the Headteacher. The initial salary on appointment may be on a probationary basis and subject to performance. This may be reviewed after 6 months, after which time the pay band and relevant pay point will be finalised. The revised salary will be no lower than the initial salary on appointment.

6.7.5 Progression within the range will be subject to a review of the teacher's performance set against the annual Appraisal review and the appropriate [Teachers' Standards](#). The Pay Panel may decide to award one increment for sustained high quality performance or more increments where performance has been exceptional. Where performance has not been of a sustained high quality the Pay Panel may decide that there should be no pay progression. In such circumstances where a teacher's performance is not at the required level this will be addressed through the school's Appraisal Policy and possibly capability procedure.

6.7.6 The pay review will be completed by 31 October.

6.7.7 Where an unqualified teacher obtains qualified teacher status whilst employed by the school, they will transfer to the relevant pay band for qualified teachers at a salary at least equivalent to the salary they were being paid as an unqualified teacher.

6.7.8 The Pay Panel may pay additional allowances to an unqualified teacher where, the teacher has either:

- taken on a sustained additional responsibility which is focused on teaching and learning and requires the exercise of a teacher's professional skill and judgment; or
- gained qualifications or experience which bring added value to the role being undertaken.

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7 Supply Teachers

- 7.1 Teachers employed on a short notice or supply basis will have their pay determined in line with the arrangements outlined in this policy for other teachers. Teachers paid on a daily basis will have their salary assessed as an annual amount, divided by 195. For temporary teachers on short notice this will be multiplied by the number of days to be worked.
- 7.2 A short notice teacher who is employed by the school throughout a consecutive period of 12 months will not be paid any more in respect of that period than they would have if they had been in regular employment throughout the period.
- 7.3 Teachers appointed from a supply agency will be expected to meet the appropriate professional skills level descriptors required for the post. The school will notify the supply agency at the relevant salary rate applicable to that post i.e. As a teacher, an accomplished teacher or as an expert teacher.

8 Part time teachers

- 8.1 The Governing Board will ensure that part time teachers' pay and working time will be dealt with in accordance with the STPCD. Pay scales and pay progression will be as detailed earlier in this policy.
- 8.2 Part time teachers will be entitled to be paid for their contractual hours pro rata to a full time teacher and will also be entitled to PPA time, other non-contact time and directed time allocated on a pro rata basis.

9 Allowances

9.1 Teaching and Learning Responsibility Payments (TLRs)

- 9.1.1 TLR payments may be awarded to the holders of the posts indicated in the school's staffing structure and linked to the School Development Plan and their professional skills.
- 9.1.2 TLR payments may be awarded to a teacher on the main pay range (Band 1 and Band 2) or upper pay range (Band 3) where a teacher is required to undertake a sustained additional responsibility within the school's staffing structure for ensuring the continued delivery of high-quality teaching and learning for which they are accountable and have demonstrated this beyond their current pay descriptors.

i.e. where a post :

- is focused on raising the results and quality of teaching and learning;
- requires the exercise of a teacher's professional skills and judgment;
- requires the teacher to lead, manage and develop a project; or to lead and manage pupil development across the school;
- has a positive impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and
- involves creating initiatives where they then lead, develop and enhance the teaching practice of others.

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9.1.3 The Pay Panel will award TLR payments within the range prescribed in the STPCD. In this school the Governing Board has determined that TLR payments will be as follows:

TLR 1 (post includes significant line management responsibility in addition to that outlined in paragraph 9.1.2 above)

TLR 1a

TLR 1b

TLR 1c

TLR 2

TLR 2a

TLR 2b

TLR 2c

TLR 3

9.1.4 Although a teacher cannot hold a TLR1 and a TLR2 concurrently, a teacher in receipt of either a TLR1 or TLR2 may also hold a concurrent TLR3.

9.1.5 A TLR payment will not be awarded in respect of teaching duties more appropriately recognised under section 9.2 of this policy in respect of Special Educational Needs.

9.1.6 The Governing Board may award a temporary TLR (TLR3) payment to a post on the main or upper pay range (Band 1-3) requiring additional duties for a time limited period for a specific project identified as a priority within the school development plan or other substantial school improvement projects or exceptional on off externally driven responsibilities.

9.1.7 The value of any temporary TLR3 will be determined on an individual basis according to complexity and level of responsibility of the role.

9.1.8 The duration of such temporary TLR3 payments would normally not exceed an academic year after which time they will be reviewed and may be extended if appropriate.

9.1.9 There will be no safeguarding of any temporary TLR3 payments.

9.2 Special Educational Needs and Disabilities (SEND)

9.2.1 The Governing Board will award a Special Educational Needs Allowance to a classroom teacher in the following circumstances

- in any SEND post that requires a mandatory SEND Qualification;
- who teaches pupils in one or more designated special classes or units in the school;
- in any non-designated setting (including any pupil referral unit) that is analogous to a designated special class or unit where the post

(i) involves a substantial element of working directly with children with special educational needs beyond their classroom;

(ii) requires the exercise of a teacher's professional skills and judgment in the teaching of children with special educational needs;

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(iii) has a greater level of involvement in the teaching of children with special educational needs than is above the normal requirement of teachers throughout the school or unit within the school and is classed based.

9.2.2 The Governing Board will determine a spot value for each post, taking account of the structure for SEND provision in the school and:

- whether any mandatory qualifications are required for the post;
- the qualifications and expertise of the teacher relevant to the post; **and**
- the relative demands of the post.

9.2.3 The value of any SEND allowance in the school will be within the range prescribed in the STPCD.

9.3 Acting Allowances

9.3.1 Teachers who cover all of the duties associated with a post of a higher grade or allowance than their own for a period of at least four weeks will be considered for payment of an acting allowance. This will normally be the difference between the teacher's substantive salary and the appropriate point on the pay range of the higher level post, and will cover the whole period of acting up during which the teacher will be expected to undertake the full range of duties and responsibilities of the post.

9.4 Recruitment and Retention

9.4.1 The Pay Panel may, on the advice of the Headteacher, consider the award of a recruitment and retention payment where there is clearly demonstrated evidence that such a payment is:

- required to attract suitable candidates for a post which it has been or it is considered difficult to fill; or
- required to retain the skills and expertise of a teacher, particularly in a specialist area or where it is considered that the subsequent vacancy would be difficult to fill.
- to recognise a teacher's performance which exceeds the school's expectations and which is not recognised through accelerated salary progression in other sections in this policy.

9.4.2 The value of any recruitment or retention payment will be determined according to the circumstances of each case but will take into account salary relativities across the school structure and known staffing changes in the future and would normally be within the range £1,000 - £3,000.

9.4.3 The duration of the payment will be determined according to the circumstances of the payment. Initially this may be for a period of three years but will be subject to review, which may extend the period if appropriate.

9.4.4 Normally a recruitment or retention payment will be financial, but where appropriate, governors may consider other benefits e.g. relocation expenses, health care, sports membership, childcare provision etc.

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9.4.5 Other than in respect of housing or re-location expenses, the Headteacher will not be entitled to a separate recruitment and retention payment. Remuneration in respect of any recruitment and retention payment will be reflected in the Individual School Range for the Headteacher's salary.

9.5 Out of School Learning Activities

9.5.1 Teachers who undertake agreed voluntary learning activities outside the normal school day, and whose salary range does not take account of such activity may be entitled to an additional payment. The Governing Board advised by the Headteacher, will consider each case individually before the activity takes place. Such activities may include:

- Homework clubs
- Study support groups
- Activities for targeted or specific groups of children
- Curriculum linked sporting or arts related activities or clubs,

9.5.2 The rate of payment will be determined according to circumstances, but will normally be at the teacher's normal hourly rate.

9.6 Continuing Professional Development

9.6.1 The Pay Panel, advised by the Headteacher, may consider in advance awarding additional payments to teachers in respect of continuing professional development undertaken outside of the school day. The Pay Panel will consider each case on an individual basis. Where approved additional payments will be calculated based on the teacher's normal hourly rate.

9.7 Activities relating to the provision of initial teacher training as part of the ordinary conduct of the school.

9.7.1 The Pay Panel may award an additional payment for work undertaken on a voluntary basis relating to the provision of initial teacher training (ITT), where this is provided as part of the normal activity of the school. This may include:

- Acting as a professional mentor
- Giving feedback to students
- Formally assessing student competence
- Supervision and observation of teaching practice
- Tutorials or seminars

9.7.2 Payment for these activities, where agreed in advance, will be calculated based on the teacher's normal hourly rate.

9.7.3 The Pay Panel will not award additional payments in respect of School Centered Initial Teacher Training (SCITT) where the school takes the lead in providing ITT courses including planning and preparing materials for an ITT course and taking responsibility for the well-being and tuition of ITT students. Such duties may be considered under a separate non-teaching contract.

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Ecclesiastes 3:12

9.8 Payment for In Service Teacher Training (INSET)

- 9.8.1 The Governing Board may consider a payment to teaching staff who undertake voluntary INSET at weekends or during school closure periods, where it can be demonstrated that the school has made significant savings by avoiding the need for supply cover.

10 Salary Sacrifice

- 10.1 Participation in any salary sacrifice scheme arrangement will have no effect upon the determination of any safeguarded sum to which the teacher may be entitled.

11 Safeguarding

- 11.1 The Governing Board will apply the salary safeguarding provisions of the STPCD.

12. Appeals

- 12.1 The arrangements for considering appeals are as follows:

A teacher may seek a review of any determination in relation to their pay or any other decision taken by the Pay Panel that affects their pay.

- 12.2 The following list includes the usual reasons for seeking a review of a pay determination;

That the person or panel by whom the decision was made;

- a) was incorrectly applied any provision of the Document;
- b) failed to have proper regard for statutory guidance;
- c) failed to take proper account of relevant evidence;
- d) took account of irrelevant or inaccurate evidence;
- e) was biased; or
- f) otherwise unlawfully discriminated against the teacher.

- 12.3 The order of proceedings is as follows:

- i. The teacher receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
- ii. If the teacher is not satisfied, he/she should seek to resolve this by discussing the matter informally with the Headteacher within ten working days of the decision.
- iii. Where this is not possible, or where the teacher continues to be dissatisfied, he/she may follow a formal appeal process.
- iv. The teacher should set down in writing the grounds for questioning the pay decision and send it to the Pay Panel, within ten working days of the notification of the decision being appealed against or of the outcome of the discussion referred to above.

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- v. The Pay Panel should conduct a hearing within ten working days of receipt of the written grounds for questioning the pay decision to consider this and give the teacher an opportunity to make representations in person. Following the hearing the employee should be informed in writing of the decision and the right to appeal.
- vi. Any appeal should be heard by a panel of three governors who were not involved in the original determination normally within 20 working days of the receipt of the written appeal notification. The teacher will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.

For any formal hearing or appeal the teacher is entitled to be accompanied by a colleague or union representative. Each step and action of this process must be taken without unreasonable delay. The timing and location of the formal meeting must be reasonable. The formal meeting must allow both parties to explain their cases.

- vii. The Appeal Panel's decision will be final and there will be no further appeal rights.
- 12.4 Appendix 3 contains the appeal hearing procedure

13 Salaries of Support Staff

- 13.1 On appointing a member of the support staff the job description determined for the post to which the employee is to be appointed will be evaluated in accordance with an approved scheme. Advice will be sought from persons engaged by the Pay Panel and HR.
- 13.2 The Headteacher, in consultation with the Pay Panel, will determine the appropriate point on the evaluated scale having regard to:
 - i) relevant qualifications and/or experience
 - ii) recruitment/retention needs of the school in respect of the post

The decision will be reported to the Pay Panel & Finance and Resources Committee.

- 13.3 If at any time the Headteacher, in consultation with the Pay Panel, considers that a member of the support staff is being asked to undertake, or has undertaken, increased responsibility on a permanent or temporary basis, s/he shall refer the job description of the post, with the new responsibilities, to be evaluated. If the evaluation provides for a higher salary that salary will be paid to the post holder from a date determined by the Headteacher and, in the case of a temporary increase in responsibility, the date to which the new salary will be paid. The new salary level will be reported to the Pay Panel at its next meeting.
- 13.4 At the time of making the annual assessment of the teachers' salaries, the Headteacher may also make any recommendation to the Pay Panel in respect of the salary of any member - or all members - of the support staff. Where the Headteacher considers it appropriate s/he may recommend to the Pay Panel that a named member(s) of the support staff shall be awarded an honorarium for the excellence of his/her performance during the previous year. The honorarium may either be paid as a lump sum payment at the first possible salary payment after the Pay Panel's decision, or as a 1/12 increase in monthly salary for the period in question.
- 13.5 If any member of the support staff wishes to appeal against his/her salary level s/he may ask for a re-evaluation of the job description of the post to be undertaken. In the event that a member of

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the support staff wishes to appeal against a decision of the Pay Panel, then s/he should enter a formal written statement of appeal. The appeal procedure is at Appendix 3.

NB Also refer to the RBWM Pay and Benefits policy for school support staff.

14. Sick Pay

- 14.1 There may be circumstances when the return of an employee from sickness absence can be facilitated and/or supported by temporary changes to their attendance or job content. These changes should be agreed by the Headteacher, based on advice from Occupational Health and discussion with the school's HR provider. The changes would be strictly time-limited (not normally in excess of a four-week period other than in exceptional cases following advice from Occupational Health and the HR provider). Progress and rehabilitation would be regularly documented and reviewed and there would be the intention to return to the normal/contractual pattern of work at the earliest practical time.
- 14.2 Full pay will normally be paid during the time-limited incremental return to work and the time not at work will not be regarded as sick leave since there will have been a return to work.
- 14.3 Procedures to be followed in the event of absence and sickness are contained in our Managing Sickness and Absence Policy.
- 14.4 **Teachers on maternity or extended sick leave**
Any teachers on maternity or extended sick leave are entitled to pay progression in the same way as other teachers, whether or not they have returned to work at the date of the annual pay determination.
It is likely that appraisal reviews may not have been undertaken and therefore decisions should be based on information that is available to the reviewer. This might include information from the most recent appraisal review or any part of the appraisal period when the teacher was present.

15. Equalities

The school seeks to provide equal employment opportunities for all staff and will always comply with all relevant employment and equalities legislation and regulations. An Equality Impact Assessment (EIA) may be undertaken to ensure that the application of the policy does not disadvantage any group with a protected characteristic(s) as defined by the Equality Act 2010.

Transparent information in pay outcomes at the school, including by equality characteristics, will be made available to union reps on an ongoing basis.

Teachers will not be refused pay progression on the relevant pay range for maternity leave, pregnancy related issues, long-term sickness absence and/or disability-related absence as this would be unlawful.

All vacant posts, including temporary or acting posts, will be displayed on the staff notice board and by other internal means so that staff have an opportunity to apply for posts relevant to their training and experience.

16. Honoraria

The school will not pay any honoraria to any member of teaching staff for carrying out their professional duties as a teacher, recognising that there is no provision within the STPCD for the payment of bonuses or honoraria in any circumstances.

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Monitoring The Impact Of The Policy

The Governing Board will monitor the outcomes and impact of this policy on a regular basis and at least annually including trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with equalities legislation.

This policy was adopted by Holy Trinity CE Primary School and agreed by the Finance and Resources Committee and ratified by the Full Governing Board.

Approved by.....on behalf of the School Governing Board.

Signature:.....

Date:.....

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Terms of Reference of the Pay Panel

The Pay Panel is authorised by the Governing Board to determine all matters relating to pay and related performance of staff to establish a whole school pay policy for adoption by the Governing Board and to monitor and review the pay policy as necessary.

Pay Panel Membership

The Pay Panel will consist of at least 3 governors, elected by the Governing Board and the Headteacher. It will not include any other staff governor nor, if possible, any governors who are parents of children at the school. The quorum for the Pay Panel will be 3 governors plus the Head teacher.

Pay Panel Remit

The Pay Panel will have full delegated powers from the Governing Board to take all decisions relating to pay in accordance with the approved school pay policy.

Specifically, this will include:

- (i) Ensuring that the whole school pay policy is statutorily compliant, including where relevant the [School Teachers' Pay and Conditions Document](#).
- (ii) Reviewing the whole school pay policy and making recommendations to the full Governing Board for amendment where necessary.
- (iii) Reviewing the school pay structure on an annual basis to consider the impact of any changes to nationally recommended pay rates and reporting to the Governing Board as appropriate.
- (iv) Ensuring that the policy is applied equitably and consistently for all staff
- (v) Ensuring that pay decisions are fair and equitable, link with the school Appraisal Policy and take account of the recommendations of the Headteacher and where appropriate other members of the school leadership team.
- (vi) In accordance with the Pay Policy, determine appropriate pay ranges for all staff employed in the school, including allowances and temporary recruitment and retention payments where appropriate.
- (vii) Review the school staffing structure specifically in respect to pay relativities of posts in the structure. Maintain an up to date staffing structure as an appendix to the Pay Policy.
- (viii) Recommend the annual pay budget, including pay progression to the Governing Board.
- (ix) Ensure that external advice is sought where appropriate, particularly in respect of salary matters relating to the Headteacher.
- (x) Ensure accurate and up to date person specifications and job descriptions are maintained in school to inform pay decisions where necessary.
- (xi) Ensure annual pay statements are issued to all staff in accordance with the school Pay Policy.
- (xii) Provide an annual report to the full Governing Board summarising pay decisions and issues arising.

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Holy Trinity CE Primary School

Staffing Structure & Operational Areas of Responsibility (2025-2026)

Heads Team		
Jo Griffith (Head Teacher)	Carmel Barnes (Assistant Headteacher)	Stacey Harding (Assistant Headteacher)
- Safeguarding & Child Protection (DSL) - Whole School Development - Health and Safety - Admission Arrangements - Support for SEND - Outcomes for pupils - Performance Appraisal - Standards & Progress - Leadership & Management - Teaching and Learning - Website - P4C and Growth Mindset - Computing Lead - School Council - Assessment - Data tracking and Analysis	- Safeguarding & Child Protection (Deputy DSL) - SIAMS - RE - Collective Worship - Vision & Values - Strategy - Performance Appraisal - MFL - Art - Senior Mental Health Lead - Finance shadow	- Safeguarding & Child Protection (Deputy DSL) - Behaviour & Safety - PTA link - TA Lead - Student Placements - Feedback and Marking - Performance Appraisal - English Lead - PE & Sport Lead

Governors assigned to specific areas of responsibility Chair: **Jo Steel** Overview: *(Tim Fettes Vice Chair)*

Clerk to the Governing Board: **Carol Elsasser**

Fiona Fargher (SENCO 3.5 days)	Tori O'Neill (ELSA/Nurture)
SEND	
- Intervention arrangements - Parent liaison - Vulnerable groups (provision map, pupil premium, EAL, LAC)	
LINK GOVERNORS: Jo Steel (SEN & Wellbeing including Pastoral Hub) LAC/PLAC and Pupil Premium link Rev'd Jon Hutchinson & David Gingell (Safeguarding)	

Subject Leadership				
Su Tones EYFS & KS1: Outdoor learning, Phonics & Forest School	Stacey Harding PE, Sport & English	Jo Griffith Computing P4C & Growth Mindset	Shirin Ahmed DT	Elizabeth Hurst KS2 Lead Maths
EYFS LINK GOVERNOR: Jo Steel	ENGLISH and PHONICS LINK GOVERNOR: Andi Williamson			MATHS LINK GOVERNOR: Nick Holt

Subject Leadership						
Carmel Barnes Collective Worship, RE & Georgie O'Brien Art	Janelle Rhodes Science	Michelle Wallbanks Music	Liz Boyd MFL	Tonia Pinkerton History	Jo Griffith Geography	Fiona Fargher RSHE & PSHE
RE & CW LINK GOVERNOR: Barry Aherne	SCIENCE link Governor: Nick Holt	Link Governors based on SDP priorities for 2025-2026				

Caretaker	Sandra Hill	Financial & Safety Manager	Wendy Poulter	Administration	Sarah Lawson
- Grounds Maintenance - Building Maintenance - Cleaning - After school opening - Site Safety and Security - Main key holder		- Budget planning/finance - Staff wages - Purchasing & Sales - Caretaker line manager - Catering - Breakfast club - Single Central Record Keeping/D&S - Lettings		- Receptionist - Newsletter - Pupil administration/attendance - Admission arrangements - General administration & record keeping - Club liaison - SIMS updates - Medical	
LINK GOVERNOR for H&S: Tim Fettes		LINK GOVERNOR: Barry Aherne		LINK GOVERNOR for ADMISSIONS: Andi Williamson (David Gingell shadowing)	

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Pay Appeals Procedure

The Governing Board has adopted the following procedure to consider any pay appeals:

Stage 1 - Informal

- 1.1 If, following receipt of the written confirmation of the pay determination and where appropriate the basis upon which the decision was made, the member of staff is not satisfied; he/she should seek to resolve this by discussing the matter informally with the decision maker within 10 working days of the decision.
- 1.2 Where this is not possible, or where the member of staff continues to be dissatisfied with the decision, he/she may follow the formal Stage 2 Appeal process.

Stage 2 - Formal

- 2.1 The member of staff should submit a written appeal, setting out the grounds and the detail upon which the pay decision is appealed. This should be sent to the Pay Panel, within 5 working days of the notification of the decision being appealed against, or the outcome of the informal discussion.
- 2.2 The Pay Panel will arrange a hearing, within 10 working days of receipt of the written appeal, at which they will consider the appeal and give the staff member an opportunity to make representations in person and/or be accompanied by a colleague or trade union representative.
- 2.3 Following the hearing the member of staff will be informed in writing of the decision and the right of appeal. Any appeal must be submitted within 5 working days from receipt of written confirmation of the decision.
- 2.4 Any further appeal will be heard by a panel of 3 governors who were not involved in the original determination. The appeal will normally be heard within 20 working days of the receipt of the written notification of appeal. The staff member will be given an opportunity to make representations in person and/or be accompanied by a colleague or trade union representative.
- 2.5 The decision of the appeal panel will be given in writing within 5 working days and where the appeal has been rejected this will include a note of the evidence considered and the reasons for the decision.
- 2.6 The decision of the panel will be final. There will be no further right of appeal.

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- 1 The Governing Board has agreed to use the leadership pay reference points published to support the School Teachers' Pay and Conditions Document.
- 2 The specific pay ranges and pay bands for leadership posts in this school are:

Head Teacher ISR Points 15-21

L15	Band 1 Leader
L16	
L17	Band 2 Accomplished Leader
L18	
L19	Band 3 Expert Leader
L20	
L21	

Deputy Head Teacher Leadership Range 6-10

L6	Band 1
L7	Band 2
L8	
L9	Band 3
L10	

Assistant Head Teacher Leadership Range 1-5

L1	Band 1
L2	Band 2
L3	
L4	Band 3
L5	

Teachers**Band 1**

Point 1	Teacher
Point 2	
Point 3	

Band 2

Point 4	Accomplished Teacher
Point 5	
Point 6	

Band 3

Point 7	Expert Teacher (UPR)
Point 8	
Point 9	

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Glossary of terms

Term	Description
CPD	Continuing Professional Development
DfE	Department for Education
INSET	In service teacher training
ISR	Individual school range
ITT	Initial teacher training
LP	Leading practitioner
MPR	Main pay range (for teachers)
PPA	Planning, preparation and assessment (as in PPA time)
QT	Qualified teacher
R&R	Recruitment & retention (type of allowance)
SCITT	School centered initial teacher training
SEND	Special Educational Needs and Disabilities
TLR	Teaching and learning responsibility (type of allowance)
UPR	Upper pay range (extended pay range for teachers)
UQT	Unqualified teacher
STPCD	Statutory Teachers Pay & Conditions Document

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