



## Human Resources

# Pay Policy

CEO approval:	Sean Kelly	
Joint Negotiating Council (JNC) consultation (where applicable)	February 2025	
Trust Board Ratification:	Full Board	
Last reviewed on:	Autumn 2025	
Next review due by:	Autumn 2026	

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## Section A – General Introduction

### 1. Introductions

- 1.1 This policy sets out the framework for making decisions on employees' pay without linking performance to pay progression.
- 1.2 It has been developed to comply with current legislation<sup>1</sup> the requirements of the School Teachers' Pay and Conditions Document (STPCD), the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service ("Green Book") and in accordance with the principles of public life – objectivity, openness and accountability.
- 1.3 As part of the application of this policy, the Trust will collect, process and store personal data in accordance with our data protection policy. We will also comply with the requirements of Data Protection Legislation (being (i) unless and until the GDPR is no longer directly applicable in the UK, the General Data Protection Regulation ((EU) 2016/679) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data Protection Act 2018), and our Workforce Privacy Notice sets out how we will gather, process and hold personal data of individuals in relation to pay.
- 1.4 The Trust will comply with relevant equalities legislation:
  - a) Employment Relations Act 1999
  - b) Equality Act 2010
  - c) Employment Rights Act 1996
  - d) The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
  - e) The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002
  - f) The Agency Workers Regulations 2010
- 1.5 In adopting this pay policy, the aim is to:
  - a) Maximise the quality of teaching and learning
  - b) support the recruitment and retention of a high-quality workforce
  - c) enable the Trust to recognise and reward staff appropriately for their contribution to the Trust Academies
  - d) help to ensure that decisions on pay are managed in a fair, just and transparent way
- 1.6 This policy is contractual and has been approved following consultation with the recognised trade unions.

### 2. Monitoring the impact of the policy

- 2.1 The Board will monitor the outcomes and impact of this policy on an annual basis, to assess its effectiveness and the Trust's continued compliance with equalities legislation.

### 3. Review of policy

- 3.1 This policy is reviewed on an annual basis by the Trust in consultation with the recognised trade unions. The Trust will monitor the application and outcomes of this policy to ensure it is working effectively.

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<sup>1</sup> Including the Employment Relations Act 1999, the Equality Act 2010, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 and the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

## Section B – Determining Executive Pay

### 4. Basic Pay determination on appointment

- 4.1 The Trust Board will determine the pay for executives and ensure its decisions about levels of executive pay (including salary and any other benefits) follow a robust evidence-based process and a reasonable and defensible reflection of the individual's role and responsibilities. No individual will be involved in deciding their remuneration.
- 4.2 The Trust will ensure that its approach to pay, and benefits is transparent, proportionate and justifiable, including:
  - a) process - that the procedure for determining executive pay and benefits, and keeping them proportionate, is agreed by the Board in advance and documented
  - b) independence - decisions about executive pay and benefits reflect independent and objective scrutiny by the Board and that any conflicts of interest are avoided
  - c) robust decision-making - factors in determining pay and benefits are clear, including whether educational and financial performance considerations, and the degree of challenge in the role, have been considered
  - d) proportionality – pay and benefits represent good value for money and are defensible relative to the public sector market
  - e) commercial interests - ensuring the Board is sighted on broader business interests held by senior executives and is satisfied that any payments made by the Trust to executives in relation to such interests do not undermine the transparency requirements for disclosing pay in accordance with the Academies Accounts Direction.
  - f) documentation - the rationale behind the decision-making process, including whether the level of pay and benefits reflects value for money, is recorded and retained
  - g) a basic presumption that executive pay and benefits should not increase at a faster rate than that of teachers, in individual years and over the longer term
  - h) understanding that inappropriate pay and benefits can be challenged by the DfE, particularly in instances of poor financial management of the Trust.

### 5. Pay progression

- 5.1 The Trust does not link pay progression to executive performance. Executives should expect to receive annual pay progression within their pay range, and the Trust may only withhold this if the executive concerned is subject to informal support processes as defined within the Professional Development and Review Policy or capability proceedings, referenced in the Capability Policy.
- 5.2 Each executive's salary is reviewed annually with effect from between 1 September and 30 November. Salary will also be reviewed if an executive takes up a new post with effect from the date the post commenced or in other circumstances as required, with effect from the relevant date.
- 5.3 All executives are provided with a written statement setting out their salary and any other financial benefits to which they are entitled.

5.4 Pay reviews may take place at other times in the year, where an executive's role or job description changes. Changes may include a reduction in working hours / week or adding / removing additional roles and responsibilities.

## **Section C – Determining Teachers' Pay**

### **6. Basic Pay determination on appointment**

6.1 The Trust will determine the teacher pay range (MPR1 to UPR3) prior to advertising the vacancy. On appointment, the Trust will determine the starting salary within that range to be offered to the successful candidate.

6.2 In making such determinations, the Trust may take into account a range of factors, including:

- a) the nature of the post
- b) the level of qualifications, skills and experience required
- c) market conditions
- d) the wider Academy / Trust context and strategic priorities

6.3 Although there is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school, the Trust will determine the appropriate rate of pay for a teacher joining an Academy taking account of salary expectations, current salary and the factors set out above.

### **7. Unqualified teachers**

7.1 Unqualified teachers will be paid on the unqualified teacher pay range in accordance with the STPCD. Where an unqualified teacher gains qualified teacher status (QTS) whilst in post, they will be transferred to a salary on the main pay range for teachers, which will be equal to or higher than their previous unqualified teacher salary and any other payable allowances.

7.2 In cases where an unqualified teacher gains QTS retrospectively, they will be paid a lump sum calculated as the difference, if any, between their unqualified teacher salary and the salary they would have been paid as qualified teacher for the same period, not including any allowances. The lump sum will cover the period from which they obtained QTS to the date the lump sum is paid.

### **8. Pay progression**

8.1 The Trust does not link pay progression to teacher performance. Teachers should expect to receive annual pay progression within their pay range, and the Trust may only withhold this if the teacher concerned is subject to informal support processes as defined within the Professional Development and Review Policy or capability proceedings, referenced in the Capability Policy.

8.2 Each teacher's salary is reviewed annually with effect from between 1 September and 31 October. Salary will also be reviewed if a teacher takes up a new post with effect from the date the post commenced or in other circumstances as required, with effect from the relevant date.

8.3 All teachers are provided with a written statement setting out their salary and any other financial benefits to which they are entitled.

8.4 Pay reviews may take place at other times in the year, where a teacher's role or job description changes. Changes may include a reduction in working hours / week or adding / removing additional roles and responsibilities. Objectives would be adjusted should there be any changes.

## 9. Moving to the upper pay range

- 9.1 Any qualified teacher may apply to be paid on the upper pay range, and any such application must be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range.
- 9.2 It is the responsibility of the teacher's line manager to discuss eligibility to progress to the upper pay range and to provide appropriate support in the application process.
- 9.3 Applications may be made once a year by no later than 30 September.
- 9.4 All applications should be made in writing to the Principal and should include evidence from the last two years, the results of reviews / appraisals under the 2011 or 2012 regulations (The Education (School Teachers' Appraisal) (England) Regulations 2012), including any recommendation on pay (or, where that information is not applicable or available, e.g., for those returning from maternity leave or a disability related sickness absence, a statement and summary of evidence to demonstrate that the applicant has met the assessment criteria).
- 9.5 For the assessment to be robust and transparent, it will be an evidence-based process only. Evidence to support an application must demonstrate a substantial and sustained contribution to teaching and learning. Those teachers who have been absent, through disability-related sickness or maternity, may cite written evidence from previous years in support of their application.
- 9.6 For the purposes of this policy:

*Highly competent means – Performance which is good enough to provide coaching, mentoring and advice to other teachers, and demonstrates to them effective teaching practice and how to make a wider contribution to the work of Academy/Trust, to help them meet the relevant standards and develop their teaching practice.*

*Substantial means – The teacher's contributions are of real importance, validity or value to the Academy/Trust; play a critical role in the life of the Academy/Trust; provide a role model for teaching and learning; make a distinctive contribution 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 teacher's contributions have been maintained over a long period and within the last 2 years.*

- 9.7 An application from a qualified teacher to progress on to the upper pay range will be successful where they can demonstrate and evidence that they meet not only the Teachers' Standards but are highly competent in all elements of the standards and that their achievements and contribution are substantial and sustained.
- 9.8 This means that to achieve progression to this pay range, the Board must be satisfied that the teacher meets the definition of substantial contribution as set out in 5.6 and in the examples below and there is evidence that this is sustained performance over 2 years:
  - a) All expectations and objectives are met and / or exceeded, acknowledging that objectives should present challenge and opportunities for innovation which may mean that they may not be fully met but that there is evidence of significant progress
  - b) The quality of teaching throughout the year consistently meets and exceeds expectations
  - c) A demonstrable contribution to raising pupil standards
  - d) A commitment to professional development and CPD focused on improving outcomes for pupils
  - e) Is highly competent in all areas of the Teachers' Standards

9.9 Additional examples might also include:

- a) Evidence of coaching and supporting colleagues to achieve improved pupil outcomes, demonstrating to them effective teaching practice
- b) Acting as a role model for Teaching and Learning, playing a critical role in the life of the school

9.10 The application will initially be assessed by the Principal. The Principal will then make recommendations to the CEO for approval by the pay committee who will make the final decision.

9.11 The assessment will usually be made within 10 working days and submitted to the CEO for approval by the pay committee.

9.12 If successful, applicants will move on to the upper pay range and this will be backdated to 1 September of that academic year.

9.13 Ordinarily a successful teacher will be placed on the bottom of the upper pay range. In exceptional circumstances the Principal may recommend a higher salary based on:

- a) the nature of the post and the responsibilities it entails
- b) the level of qualifications, skills and experience of the teacher
- c) market forces

9.14 If unsuccessful, feedback will be provided in writing by the Principal with confirmation of the process for appeals.

9.15 Upper pay range teachers will progress by one point, until they reach the top of the range, if they can demonstrate, and the pay committee is satisfied, that there is evidence from the required period of continuing to meet the criteria at Section C point 5.

9.16 Additional progression may be considered for upper pay range teachers where performance is judged to be exceptional taking into consideration the criteria at Section C point 5.2.6 to 5.2.8 and where all expectations and objectives have been exceeded.

## 10. Pay ranges for lead practitioners

10.1 Lead practitioner posts have the primary purpose of modelling and leading the improvement of teaching skills. Within the Trust, they will take a leadership role in developing, implementing, and evaluating policies and practice in their workplace that contributes to Academy improvement. To be appointed to a lead practitioner role, the teacher must:

- a) be an exemplar of teaching skills,
- b) lead the improvement of teaching skills in the Academies/Trust
- c) carry out the professional responsibilities of a teacher other than a Principal, including those responsibilities delegated by the Principal

10.2 The pay range for these posts will be determined individually for each lead practitioner post (typically a five point range), which may differ to reflect the different demands and challenges of that post. Each individual pay range will be determined within the overall minimum and maximum of the pay range set by STPCD.

10.3 Lead practitioners will progress by one point until they reach the top of their range, if they can demonstrate and the Board is satisfied that they continue to effectively carry out the purpose of the role as set out at 6.1 and there is evidence of:

- a) The quality of teaching throughout the year is exceptional and exceeds expectations
- b) Evidence of coaching and supporting colleagues to achieve improved pupil outcomes
- c) Acting as a role model for Teaching and Learning

- d) A commitment to professional development and CPD focused on improving outcomes for pupils
- e) Highly competent in all areas of the Teachers' Standards

10.4 Additional progression may be considered for lead practitioners where performance is judged to be exceptional considering the criteria at 6.3.

## **11. Pay ranges for members of the leadership group**

11.1 Pay ranges for Executive Principals, Principals, Heads of School, Deputy Principals and Assistant Principals will be determined in line with the STPCD for new appointments, where responsibilities significantly change or if the Trust chooses to review pay of leadership posts in line with the STPCD. The pay range will consider all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations including the skills and competencies required. Pay ranges will allow appropriate scope for progression over time.

### **11.2 Executive Principals and Principals**

- 11.2.1 The finance and resource committee agree a range for Executive Principals and Principals roles across the Trust.
- 11.2.2 A pay range of seven points will be determined for Executive Principals and a pay range of 10 points for Principal roles. The pay range for these posts will be determined individually for each post, which may differ to reflect the different demands and challenges of that post.
- 11.2.3 Additional payments may be made to an Executive Principal and Principal for temporary responsibilities that are in addition to the duties considered for the determination at 8.1 to 8.3. The total sum of any temporary payments will not normally exceed 25% of the Executive Principal's and Principal's annual salary.
- 11.2.4 Where this or exceeding the limits set out at 8.3 and 8.4 are being considered by the Board, there must be wholly exceptional circumstances, and the CEO must make a business case to the Board who may seek external independent advice.

### **11.3 Heads of School, Deputy Principals and Assistant Principals**

- 11.3.1 A pay range of five points will be determined for any Head of School, Deputy Principal and six points for Assistant Principals, considering how the role fits within the wider leadership structure of the Academy and the wider Trust. The pay range will not normally overlap with the pay range of the Principal, except in exceptional circumstances.

### **11.4 Pay progression for members of the leadership group**

- 11.4.1 Leadership group members will progress by one point until they reach the top of their range, if they can demonstrate and the Board is satisfied that they continue to effectively carry out the purpose of their role and there is evidence of:

- a) Effective and sustained Academy leadership and management
- b) Academy improvement priorities and outcomes

- 11.4.2 Additional progression may be considered for members of the leadership group where performance is judged to be exceptional considering the criteria at 8.4.2

## **12. Teaching and learning responsibility (TLR) payments**

- 12.1 The Trust will pay TLR1 or TLR2 payments to a classroom teacher for undertaking a sustained additional leadership and management responsibility in the context of our staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable. The award is made whilst the teacher remains in the same post or occupies another post in the absence of a post-holder.
- 12.2 TLR values will be in accordance with the STPCD and the Academy staffing structure.
- 12.3 The Trust may determine the value of any existing or new TLR1 and TLR2 payment, based on the proportion of the TLR the teacher is undertaking - i.e. the proportion of the full-time equivalent responsibility. Where a part-time teacher is taking on the responsibilities associated with a TLR1 or TLR 2, the pro-rata principle may not be applied when determining the value of the TLR1 or TLR 2 payment. The Trust will also consider whether a part-time TLR may be awarded to a full-time teacher where the responsibilities are being shared with another teacher. The Trust will act fairly and appropriately when determining the value of a TLR1 or TLR2 payment.
- 12.4 The Trust will determine the value of all existing and new TLR1 and TLR 2 payments based on the proportion of the TLR the teacher is undertaking - i.e. the proportion of the full-time equivalent responsibility.
- 12.5 The Trust may award a fixed-term TLR3 to a classroom teacher for time limited, clearly defined Academy improvement projects, or one-off externally driven responsibilities. The annual value of a TLR3 will be in accordance with the STPCD. The pro-rata principle will not apply to any TLR3 award.

## **13. Special educational needs (SEN) allowance**

- 13.1 An SEN allowance will be paid to classroom teachers who meet the criteria set out in the STPCD. Where a SEN allowance is to be paid, the spot value will be determined based on the structure of the SEN provision, whether mandatory qualifications are required for the post, the qualifications or expertise of the teacher and the relative demands of the post.

## **14. Recruitment and retention incentives and benefits**

- 14.1 Subject to paragraph 27.1 and 27.2 of the STPCD, 2025 the Trust may make such payments or provide such other financial assistance, support or benefits to a teacher as it considers necessary as an incentive for the recruitment of new teachers and the retention in their service of existing teachers.
- 14.2 Where this is the case, the Trust must conduct a regular formal review of all such awards. The Trust should make clear at the outset the expected duration of any such incentives and benefits and the review date after which they may be withdrawn.
- 14.3 All other recruitment and retention considerations in relation to Leadership group appointments, including non-monetary benefits, must be considered when determining the pay range.

## **15. Early career teachers (ECTs)**

- 15.1 In the case of ECTs, pay decisions will be made by means of the statutory induction process. ECT's may be awarded pay progression at the end of the first year of their induction period, however, annual progression is not automatic or guaranteed and decisions will be based on evidence gathered during progress reviews and assessment periods and formal assessment reports.

## 16. Part time teachers

16.1 Teachers who work less than a standard working week are deemed to be part time. Their hours and working time obligations will be set out in their contracts of employment and in line with the provisions of the STPCD. The pay of part time teachers will be determined in the same way as full-time teachers and any increase in pay will be paid pro rata to full time equivalent salary rates.

## 17. Short notice / supply teachers

17.1 Teachers employed on a day-to-day or other short notice basis will be paid daily calculated on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro-rata. They will be paid the agreed rate for the job and are not subject to the appraisal process.

## 18. Pay protection

18.1 Pay protection arising from changes to pay and structure will be in line with the provisions of STPCD.

## 19. Appeals

19.1 Where any teacher feels that a decision regarding their pay is unfair, they have the right to appeal.

19.2 The steps of the pay appeals process perform the function of the grievance procedure on pay matters and so employees will not be able to raise the complaint under the Trust's grievance procedure following conclusion of a pay appeal.

19.3 Employees may be represented by a recognised trade union or work colleague at any formal stage of this procedure. The employee is responsible for making these arrangements and for providing their representative with any paperwork they require for the hearing. The teacher should inform the chair of the appeals panel who their chosen companion is, in good time before the hearing.

### 19.4 Informal discussion

19.4.1 As part of the normal salary review process, the Principal will inform the teacher of the pay decision. Upon receipt of written notification of the pay decision, if the teacher is dissatisfied, they should first discuss the decision with the Principal within 5 working days of receipt of the notification.

19.4.2 This discussion gives an opportunity for a teacher to discuss the decision on their pay, to gain an understanding of why the pay recommendation and decision were made and to resolve issues quickly and informally. If this does not resolve an issue, a teacher may follow the formal procedure set out below.

### 19.5 Stage One

19.5.1 If, following discussion with the Principal, the teacher remains dissatisfied, they can make a formal appeal in writing within 5 working days of the discussion with the Principal, to the pay committee who made the decision. The possible grounds for appeal are:

- the Pay Policy was incorrectly applied.
- the decision contravenes the STPCD / other relevant terms and conditions the teacher is employed under.

- c) the decision contravenes equality legislation.
- d) relevant evidence was not taken into account.
- e) the decision was biased

19.5.2 Appeals against pay decisions should be made in writing and addressed to the Pay Committee stating the grounds of their appeal in accordance with 15.5.1 above.

19.5.3 The panel who made the decision (or a representative from) will convene a meeting to consider the appeal as soon as is practically possible. The employee will be invited in writing, giving a minimum of 5 days' notice and copies of any relevant documents to be considered at the meeting will be enclosed.

19.5.4 The teacher will have the opportunity to make representations to the pay committee panel or their representative and an Academy representative will also attend to present the management case. A notetaker will also be present.

19.5.5 The panel or their representative will review their decision and will confirm the outcome in writing to the teacher within 5 days.

## 19.6 Stage Two

19.6.1 If a teacher wishes to appeal against the decision made at Stage One, they may do within 5 working days of the written decision on the grounds that the panel who made the decision:

- a) the Pay Policy was incorrectly applied;
- b) the decision contravenes the STPCD / other relevant terms and conditions the teacher is employed under;
- c) the decision contravenes equality legislation;
- d) relevant evidence was not taken into account;
- e) the decision was biased

19.6.2 Appeals against the decision at Stage One should be made in writing and addressed to the Chair of the panel stating the grounds of their appeal in accordance with 15.6.1 above.

19.6.3 Upon receipt an appeals panel of trustee board members who have not been involved in the original decision will convene a meeting to consider the appeal as soon as is practically possible. The employee will be invited in writing, giving a minimum of 5 days' notice and copies of any relevant documents to be considered at the hearing will be enclosed.

19.6.4 The teacher will have the opportunity to make representations to the appeals panel and a representative of the original decision-making panel will also attend. A notetaker will also be present.

19.6.5 The decision of the panel will be confirmed in writing to the teacher within 5 days. The appeal panel's decision is final; there is no further right of appeal.

## Section D – Determining Support Staff Pay

### 20. Pay reviews

- 20.1 The Trust Board will ensure that each member of support staff's salary is reviewed annually with effect from 1 April, if eligible.
- 20.2 The salary scales used will be in accordance with the Green Book and NJC pay scales and the allocated grade and point range of the role. The current NJC pay scales are included in Appendix 2.

### 21. Job Descriptions

- 21.1 The Principal / senior manager in conjunction with the line manager of the role holder will ensure that an up-to-date job description is available for each post which identifies the appropriate duties.
- 21.2 The job description will be reviewed as appropriate or when duties or responsibilities have changed, and it will be amended to reflect the current role; although it should be recognised that job descriptions are not intended to list all tasks. An employee may request changes to their job description if they feel their duties or responsibilities have changed significantly.
- 21.3 If appropriate, consideration may be given to whether the grade for the post should be re-determined. Where this applies, a business case should be submitted for approval by the CEO. If approved, the post holder will be paid the new grade from a date determined by the CEO and agreed with the employee.

### 22. Basic Pay determination on appointment

- 22.1 The Trust will determine the grade for a post prior to advertising the vacancy, which will be identified on the job description. On appointment, the Principal / senior manager will determine the appropriate point within the grade to be offered to the successful candidate (which will usually be the bottom point of the grade). However, in making such determinations, this may take into account a range of factors, including:
  - a) the nature of the post
  - b) the level of qualifications, skills and experience required
  - c) market conditions
  - d) the wider Academy/Trust context and strategic priorities

### 23. Equated pay calculation

- 23.1 The calculation to determine salary uses a percentage to calculate pro rata annual leave and bank holiday entitlements proportionate to the number of weeks worked per year:

Working weeks per year X 5 (days per week) x 100 = percentage of 260.71 (weekdays per year) – equivalent full-time holiday and bank holiday entitlement in days

**Note:** The total number of weeks' pay may change as employees accrue additional annual holidays on completion of five- and ten-years' service

## **24. Incremental progression**

- 24.1 If the employee has more than 6 months' service in their role at 1 April, they are eligible for an increment subject to satisfactory service. This will be paid annually with effect from 1 April until the employee reaches the top of their scale.
- 24.2 If the employee has less than 6 months' service in their role at 1 April, the first increment will not be paid until six months after their appointment subject to satisfactory service. Subsequent increments will be payable on 1 April in line with paragraph 6.1 of this policy.

## **25. Honoraria**

- 25.1 An honorarium may be paid on a temporary basis where an employee is offered and agrees to:
  - a) undertake higher level work in addition to their normal duties
  - b) 'act up' for at least four weeks into a higher graded post which has become temporarily vacant, for example, due to sick leave
- 25.2 The Principal / senior manager will produce a business case to the CEO for approval. This will include the amount of this payment, the likely duration including the start and end dates. Once approved, the decision will be made in writing to the employee. Where the employee is undertaking higher level work does not equate to a higher graded post, a fixed sum will be agreed. Where the employee is acting up and if carrying out the full responsibilities of the role, the payment will usually be the difference between the minimum point of the higher graded role and their current salary.
- 25.3 The employee will be given 1 weeks' notice of their return to their substantive post and salary when they are no longer required to undertake the higher-level work or 'act up'.
- 25.4 This should usually only be a temporary solution, and the Principal / senior manager should consider whether it may be more appropriate to advertise the post or duties on a fixed term basis.

## **26. Pay protection**

- 26.1 Employees who are redeployed into a lower graded post because of a formal restructuring or because they are at risk of redundancy may receive pay protection for a period of not more than one year (the 'protection period'). Pay protection will only apply where the employee is redeployed into a job not more than two grades below the employee's previous grade.
- 26.2 Employees will be moved to the maximum point of their new grade and will receive the difference in salary between the two roles as a protected element in addition to their new basic salary. Employees will receive pay awards on their new basic salary but not on the protected element.
- 26.3 Pay protection will be calculated on contracted hours and will only be payable while the employee performs the post to which the pay protection element applies.
- 26.4 Only an employee's basic salary will be protected. An employee's previous terms and conditions, including any contractual allowances and market supplementation payments, will not be protected. Similarly, an employee's previous hours will not be protected.

- 26.5 In certain circumstances, where an employee temporarily reduces their hours, the pay protection element will be temporarily reduced. If the employee increases their hours again within the pay protection period, the pay protection element will increase in line with the employee's increase in hours with the proviso that the employee's overall pay (inclusive of the pay protection element) will not increase to a level that is higher than the initial pay protected salary.
- 26.6 Subject to the above provisions, where an employee's normal working hours are increased during the protection period, the pay protection element will not change. However, where the increase in hours allows the employee to maintain their former basic salary, the pay protection element will cease.
- 26.7 Where an employee is promoted to a higher grade during the protection period, the employee shall be placed on the SCP in the grade which is equal to the protected salary and pay protection will cease. (Where no such SCP exists, the employee shall be placed on the lowest SCP in the grade which has a salary greater than the protected salary. Where neither of these is possible, the employee shall be placed on the highest available SCP in the grade and any pay protection element remaining shall be paid for the remainder of the protection period).

## 27. Appeals

- 27.1 A member of support staff has the right to appeal against a decision that affects their pay. The principles of the appeals process for teachers apply (set out in Section C, paragraph 16) however the Green Book replaces STPCD at 16.5.1(b) and 16.6.1(b).

## Appendix 1 – STPCD Pay Ranges – 2025/26

Teachers' Pay Scales 2025-26 (England, excluding London and the Fringe)

### Classroom Teachers Pay Scales

Spine Point	1 Sept 2025 to 31 Aug 2026
Min M1	£32,916
M2	£34,823
M3	£37,101
M4	£39,556
M5	£42,057
Max M6	£45,352

### Upper Pay Range

Spine Point	1 Sept 2025 to 31 Aug 2026
Min U1	£47,472
U2	£49,232
Max U3	£51,048

### Unqualified Teachers Pay Range

Spine Point	1 Sept 2025 to 31 Aug 2026
Min 1	£22,601
2	£25,193
3	£27,785
4	£30,071
5	£32,667
Max 6	£35,259

### Teaching and Learning Responsibilities (TLRs)

#### TLR1

Payment	1 Sept 2025 to 31 Aug 2026
Min	£10,174
Max	£17,216

#### TLR2

Payment	1 Sept 2025 to 31 Aug 2026
Min	£3,527
Max	£8,611

#### TLR3 (Fixed Term)

Payment	1 Sept 2025 to 31 Aug 2026
Min	£702
Max	£3,478

## Special Educational Needs (SEN) Allowances

Allowance	1 Sept 2025 to 31 Aug 2026
Min	£2,787
Max	£5,497

## Lead Practitioners Pay Ranges

Spine Point	1 Sept 2025 to 31 Aug 2026
1	£52,026
2	£53,332
3	£54,663
4	£56,022
5	£57,418
6	£58,857
7	£60,443
8	£61,836
9	£63,381
10	£65,010
11	£66,695
12	£68,233
13	£69,937
14	£71,682
15	£73,465
16	£75,419
17	£77,150
18	£79,092

## Leadership Group Pay Range

Spine Point	1 Sept 2025 to 31 Aug 2026
L1	£51,773
L2	£53,069
L3	£54,394
L4	£55,747
L5	£57,137
L6	£58,569
L7	£60,145
L8	£61,534
L9	£63,070
L10	£64,691
L11	£66,368
L12	£67,898
L13	£69,596
L14	£71,330
L15	£73,105
L16	£75,049
L17	£76,772
L18	£78,702
L19	£80,655
L20	£82,654
L21	£84,699
L22	£86,803
L23	£88,951
L24	£91,158
L25	£93,424
L26	£95,735
L27	£98,106
L28	£100,540
L29	£103,030
L30	£105,595
L31	£108,202
L32	£110,892
L33	£113,646
L34	£116,456
L35	£119,350
L36	£122,306
L37	£125,345
L38	£128,447
L39	£131,578
L40	£134,860
L41	£138,230
L42	£141,693
L43	£143,796

## Appendix 2 – NJC – Current pay scales – 1 April 2025

Based on Nottingham City Council pay scales

		01/04/2024	
Grade	Scale	FT Annual Salary	Hourly rate
<b>B</b>	2	£ 24,413	12.65
	3	£ 24,796	12.85
<b>C</b>	4	£ 25,185	13.05
	5	£ 25,583	13.26
<b>D</b>	6	£ 25,989	13.47
	7	£ 26,403	13.69
	8	£ 26,824	13.90
	9	£ 27,254	14.13
	10	£ 27,694	14.35
	11	£ 28,142	14.59
<b>E</b>	12	£ 28,598	14.82
	13	£ 29,064	15.06
	14	£ 29,540	15.31
	15	£ 30,024	15.56
	16	£ 30,518	15.82
	17	£ 31,022	16.08
	18	£ 31,537	16.35
	19	£ 32,061	16.62
	20	£ 32,597	16.90
<b>F</b>	21	£ 33,143	17.16
	22	£ 33,699	17.47
	23	£ 34,434	17.85
	24	£ 35,412	18.35
	25	£ 36,363	18.85
<b>G</b>	26	£ 37,280	19.32
	27	£ 38,220	19.81
	28	£ 39,152	20.29
	29	£ 39,862	20.66
	30	£ 40,777	21.14
<b>H</b>	31	£ 41,771	21.65
	32	£ 42,839	22.20
	33	£ 44,075	22.85
	34	£ 45,091	23.37
	35	£ 46,142	23.92
<b>I</b>	36	£ 47,181	24.46
	37	£ 48,226	25.00
	38	£ 49,282	25.54
	39	£ 50,269	26.06
	40	£ 51,356	26.62
<b>J</b>	41	£ 52,413	27.17
	42	£ 53,460	27.71

	43	£ 54,495	28.25
	44	£ 55,609	28.83
K	45	£ 56,730	29.41
	46	£ 57,836	29.98
	47	£ 58,962	30.56
	48	£ 60,125	31.17
	49	£ 61,286	31.77

Based on Leicestershire County Council pay scales

Grade	Pay Point	From 1 April 2025	
		Salary	Hourly Rate
2	1	£24,423	£12.65
	2	£24,423	£12.65
3	3	£24,423	£12.65
	4	£24,582	£12.73
4	5	£24,804	£12.85
	6	£24,999	£12.95
5	7	£25,191	£13.05
	8	£25,590	£13.25
6	9	£25,995	£13.46
	10	£26,409	£13.68
7	11	£26,832	£13.90
	12	£27,261	£14.12
	13	£27,702	£14.35
	14	£28,146	£14.58
8	15	£28,605	£14.82
	16	£29,547	£15.30
	17	£30,030	£15.55
	18	£31,029	£16.07
9	19	£32,070	£16.61
	20	£32,601	£16.89
	21	£33,708	£17.46
	22	£34,359	£17.80
10	23	£35,451	£18.36
	24	£36,612	£18.96
	25	£37,836	£19.60
	26	£39,165	£20.29
11	27	£39,939	£20.69
	28	£40,791	£21.13
	29	£41,706	£21.60
	30	£42,699	£22.12

	31	£43,860	£22.72
	32	£45,084	£23.35
	33	£46,401	£24.03
	34	£47,829	£24.77
12	35	£49,221	£25.49
	36	£50,670	£26.25
	37	£52,194	£27.03
	38	£53,826	£27.88
13	39	£55,443	£28.72
	40	£57,213	£29.63
	41	£59,088	£30.61
	42	£61,116	£31.66
14	43	£63,027	£32.65
	44	£65,043	£33.69
	45	£67,146	£34.78
	46	£69,342	£35.92
15	47	£72,024	£37.31
	48	£74,874	£38.78
	49	£77,922	£40.36
	50	£81,300	£42.11
16	51	£84,810	£43.93
	52	£88,488	£45.83
	53	£92,352	£47.84
	54	£96,405	£49.93
17	55	£98,673	£51.11
	56	£102,810	£53.25
	57	£107,106	£55.48
	58	£111,606	£57.81
18	59	£122,883	£63.65
	60	£125,973	£65.25
	61	£131,808	£68.27
	62	£138,090	£71.53
19	63	£142,404	£73.76
	64	£146,928	£76.10
	65	£151,713	£78.58
	66	£156,855	£81.25
20			

21	67	£154,227	£79.88
	68	£161,223	£83.51
	69	£168,540	£87.30
	70	£176,202	£91.27
22	71	£205,686	£106.54
	72	£212,913	£110.28
	73	£220,500	£114.21
	74	£234,171	£121.29