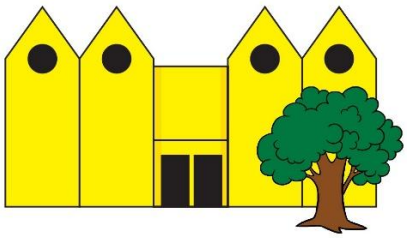
West Oxford Community Primary School



Model Pay Policy for teachers

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Introduction

The School Teachers' Pay and Conditions Document ("the Document") requires schools and local authorities to have a pay policy which sets out the basis on which they determine teachers' pay; the date by which they will determine the teachers' annual pay review; and the procedures for determining appeals. Schools and local authorities must stay within the legal framework set out in the Document and in other relevant legislation that affects all employers (for example, legislation on equality, employment protection and data protection). All procedures for determining pay should be consistent with the principles of public life - objectivity, openness and accountability.

It is recommended that Academies who have chosen to continue to use the Document, also adopt this model Pay Policy.

Schools can find additional information on pay matters, published by the Department for Education in: "Implementing your school's approach to pay".

This model policy has been developed from the model published by the Department for Education taking into account the decisions that relevant bodies will have to make and it has been revised to include the changes to the 2025 Document. It covers pay arrangements for all teachers, including head teachers. The policy has been written in the context of schools and academies, but the same principles apply to centrally employed or unattached teachers. The Oxfordshire model policy has been drawn up following consultation with all recognised Trade Unions and Associations. A separate pay policy applies to support staff in schools.

If the relevant body wishes to exercise its discretion in any particular area of the pay policy, it should ensure that it consults with staff and recognised Trade Union representatives before adopting any variation to this model policy.

The School's Appraisal process is the means by which performance is assessed. The Oxfordshire Model Appraisal Policy sets out a process which complies with these requirements.

September 2025 pay award

The pay award should be implemented with effect from 1 September 2025.

In this policy the pay award is seen as distinct from a decision on pay progression, i.e., movement up the pay range, which can only be made where an individual is not subject to capability proceedings.

The application of the 2025 pay award is in line with the 2025 School Teachers' Pay and Conditions Document.

September 2025 pay award

In line with the recommendations in the STRB's 33rd Report, from 1 September 2025:

A 4% increase to all pay ranges and advisory points.

Any pay uplifts will be back dated to 1 September 2025.

General principles underlying this policy

The role of the Local Authority for Community, Voluntary Controlled, Community Special and Maintained Nursery Schools - throughout this policy the Director for Children's Services will discharge their responsibilities through the Strategic People Partner for Children and Education

Definitions

The term "relevant body" has been used throughout this policy. In maintained schools this is the governing body. The differing structures of academies mean that the Academy Trust will need to define the relevant body for the purposes of pay decisions. For centrally employed or unattached teachers the relevant body is the Local Authority.

Unless indicated otherwise, all references to "teacher" include the head teacher.

Consistency of Treatment and Fairness

The relevant body is committed to ensuring consistency of treatment and fairness and will abide by all relevant equality legislation, i.e. Employment Rights Act 1996, Employment Relations Act 1999, Employment Act 2002, Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 and Equalities Act 2010/2012.

Delegation

Normal rules apply in respect of the delegation of functions by relevant bodies, head teachers and local authorities.

Monitoring and Evaluation

The relevant body and head teacher will monitor the operation and effectiveness of the school’s pay policy.

Advice and guidance on this policy can be obtained from your school's HR provider.

Policy for determining teachers' pay

1. The relevant body of _____ School / Academy adopted this policy on_____ following consultation with staff and representatives of the recognised Trade Unions.

Purpose

2. This policy sets out the framework for making decisions on teachers' pay. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document ("the Document").

3. In adopting this pay policy the aim is to:

   - maximise the quality of teaching and learning at the school
   - support the recruitment and retention of a high-quality teacher workforce
   - enable the school to recognise and reward teachers appropriately for their contribution to the school
   - ensure that decisions on pay are managed in a fair, objective and transparent way

The role of the Pay Committee

4. Pay decisions at this school are made by the relevant body which has delegated certain responsibilities and decision-making powers to the Pay Committee as set out in Annex A. The Pay Committee is responsible for the establishment and review of the pay policy, subject to the approval of the relevant body, and has full authority to take pay decisions on behalf of the relevant body in accordance with this policy. The head teacher is responsible for advising the Pay Committee on its decisions.

Pay reviews

5. The relevant body will ensure that each teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October each year (31 December for head teachers), and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.

6. Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.

7. Where a pay determination leads or may lead to the start of a period of safeguarding, the relevant body will give the required notification as soon as possible and no later than one month after the date of the determination.

8. All pay decisions will be made on objective criteria so that there is no discriminatory effect on any teacher or group of teachers with a particular protected characteristic under the Equality Act 2010.

Basic pay determination on appointment

9. The relevant body will determine the pay range for a vacancy prior to advertising it. On appointment it will determine the starting salary within that range to be offered to the successful candidate.

10. In making such determinations, the relevant body may take into account a range of factors, including:

    - the nature of the post
    - the level of qualifications, skills and experience required
    - market conditions
    - the wider school context

11. There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school.

12. When determining the starting pay for a classroom teacher who has previously worked in a local authority maintained school or academy in England and Wales, the relevant body will normally pay the teacher on the Main Pay Range or Upper Pay Range at a scale point which at least maintains the teacher's previous pay entitlement plus any pay progression which they would have received had they remained in their previous post. In circumstances where a different determination is made the reasons for the determination[1] will be recorded in writing, following discussion with the applicant with a view to reaching agreement on starting pay.

13. When determining the starting pay for a classroom teacher taking up their first appointment as a qualified teacher, the relevant body will normally pay the teacher on the minimum of the Main Pay Range.

[1] Circumstances in which a different determination could be made might for example include a teacher who has only two years' experience as a qualified teacher and who has been paid by their previous school at the top of the Main Pay Range. The relevant body may decide that they should be paid no more than other teachers with similar experience already employed at the school.

14. The relevant body may consider awarding one or more additional points for relevant experience on the following basis (the maximum number of additional points awarded will normally be two):

- One point for each year of employment as a qualified teacher in higher or further education, including sixth form colleges or in independent schools in England and Wales or in the European Economic Area and Switzerland.
- One point for each year of employment as a qualified teacher within state sector schools outside England and Wales.
- One point for each three years' experience outside teaching which the relevant body considers to be of value to the performance of the teacher's duties, e.g. industrial or commercial training, work in an occupation relevant to the teacher's work at the school, and experience with children/young people.

Pay ranges for classroom teachers

15. The relevant body has established the following pay scales for teachers whose posts are paid on the Main Pay Range and the Upper Pay Range:

Main Pay Range

Point	Annual salary (£)
M1	32,916
M2	34,823
M3	37,101
M4	39,556
M5	42,057
M6	45,352

Upper Pay Range

Point	Annual salary £
U1	47,472
U2	49,232
U3	51,048

Pay range for Leading Practitioner posts

16. The primary purpose of Leading Practitioner posts is the modelling and leading improvement of teaching skills, where those duties fall outside the criteria for the TLR payment structure.

17. If the relevant body has determined that Leading Practitioner teacher posts are required, they must be identified in the school's staffing structure.

18. The relevant body has established the following pay scale for Leading Practitioner posts.

Point	Annual salary (£)
LP 1	52026
LP 2	53332
LP 3	54663
LP 4	56022
LP 5	57418
LP 6	58857
LP 7	60443
LP 8	61836
LP 9	63381
LP 10	65010
LP 11	66695
LP 12	68233
LP 13	69937
LP 14	71682
LP 15	73465
LP 16	75419
LP 17	77150
LP 18	79092

19. The individual post range for a Leading Practitioner post will consist of five consecutive points on the Leading Practitioner pay scale.

20. When determining the pay scales for Leading Practitioner posts, the relevant body will have regard for the challenge, demand and responsibilities of the post and keep in mind the need to ensure pay equality between posts of equal weight and fairness in pay relativities. If more than one Leading Practitioner post is determined the individual post range for each post should be determined separately.

21. The policy of the relevant body is to appoint any new Leading Practitioner teacher at the bottom point of the individual post range.

Unqualified teachers

22. The relevant body has established the following pay scales for unqualified teachers:

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

23. There are different types of 'unqualified teacher' described in the Document:

- trainees working towards qualified teacher status (QTS),
- overseas trained teachers, and
- instructors who are people with a particular skill, special qualifications and or experience.

24. The relevant body will determine the starting pay of an unqualified teacher. The relevant body may consider awarding one or more points above the minimum for relevant qualifications and experience on the following basis:

25. Qualifications: (maximum of 1 point)

- One point for a recognised overseas teaching qualification.
- One point for a recognised post-16 teaching qualification[2].
- One point for a recognised qualification relevant to their subject area.

26. Experience:

- One point for each year of service as an overseas-trained teacher
- One for each year of service teaching in further education, including sixth form colleges.

[2] Since 1 April 2012, further education teachers who have been awarded QTLS by the Institute for Learning (IfL) and are members of the IfL are recognised as qualified teachers in schools.

- One point for each year of service teaching in higher education.

27. The relevant body will consider awarding on a case by case basis:

- One point on the unqualified teachers' scale for each period of three years spent outside teaching but working in a relevant area. This might include industrial or commercial training, time spent working in an occupation relevant to the teacher's work at the school, and experience with children/young people.
- An unqualified teacher who becomes qualified must be moved to the main pay range for classroom teachers according to the rules set out in the Document.[3]
- The relevant body will pay an unqualified teacher enrolled on one of the salaried employment based routes into teaching on the unqualified teachers' range.

Unqualified teachers' allowance

28. The relevant body may pay an allowance to an unqualified teacher who takes on a sustained additional responsibility which –

- is focused on teaching and learning; and
- requires the exercise of a teacher's professional skills and judgment; or
- where the individual has qualifications or experience which bring added value to the role being undertaken.

29. The value of the allowance will be determined by the post held in the school's structure and also the ability to recruit and retain in that post.

30. Unqualified teachers may not hold TLR payments or SEN allowances.

Leadership group pay

31. Changes to the determination of leadership group pay under the 2014 Document should only be applied to individuals appointed to a leadership post on or after 1st September 2014 or those whose responsibilities have significantly changed on or after that date, as determined by the Governing Body.

32. Schools may choose to review the pay of all of their leadership posts under the new arrangements set out in subsequent paragraphs if they determine that this is required to maintain consistency with pay arrangements for new appointments to the leadership team made on or after 1 September 2014, or with pay arrangements for a member of

[3] STPCD Part 3, Paragraph 18

the Leadership group whose responsibilities have significantly changed on or after that date.

33. Posts paid on the Leadership Pay Range must be identified in the school's staffing structure.

34. The relevant body has established the following pay scales for teachers whose posts are paid on the Leadership Pay Range:

Point	Annual salary (£)	Point	Annual salary (£)
L1	51,773	L23	88,951
L2	53,069	L24*	90,255* / 91,158
L3	54,394	L25	93,424
L4	55,747	L26	95,735
L5	57,137	L27*	97,136* / 98,106
L6	58,569	L28	100,540
L7	60,145	L29	103,030
L8	61,534	L30	105,595
L9	63,070	L31*	107,131* / 108,202
L10	64,691	L32	110,892
L11	66,368	L33	113,646
L12	67,898	L34	116,456
L13	69,596	L35*	118,169* / 119,350
L14	71,330	L36	122,306
L15	73,105	L37	125,345
L16	75,049	L38	128,447
L17	76,772	L39*	130,274* / 131,578
L18*	77,924* / 78702	L40	134,860
L19	80,655	L41	138,230
L20	82,654	L42	141,693
L21*	83,860* / 84,699	L43	143,796
L22	86,803		

** In the table above, where two values are given for these points, the higher value may only be used where the point is included within the individual seven-point salary range for the Headteacher and is not the maximum point of the Headteacher's salary*

range for the group size of the school. E.g. a Headteacher paid on point 18 on a range 12-18 in a Group 1 school would only get the lower value but a Headteacher paid on point 18 on a range 13-19 in a Group 2 school would get the higher figure.

Head teachers' pay

35. The relevant body will determine the pay range for the head teacher when they propose to make a new appointment or if there has been a significant change in the responsibilities of the head teacher, or at any time if they consider it necessary to review the range to retain a head teacher.

36. The relevant body will decide a range of seven pay points for the head teacher from the range of points available for the head teacher group of the school. The head teacher group will be determined in accordance with the Document[4].

Head teacher Group	Annual salary range £	Range of points
1	58,569 – 77,924	L6 – L18
2	61,534 – 83,860	L8 – L21
3	66,368 – 90,255	L11 – L24
4	71,330 – 97,136	L14 – L27
5	78,702 – 107,131	L18 – L31
6	84,699 – 118,169	L21 – L35
7	91,158 – 130,274	L24 – L39
8	100,540 – 143,796	L28 – L43

37. When determining the salary of a new head teacher, the relevant body must take into account all of the permanent responsibilities of the role, any challenges that are specific to the role, and all other relevant considerations, including any recruitment or retention issues. In the case of a new appointment, the relevant body may wish to consider adjusting the pay range to take account of how closely their preferred candidate meets the requirements of the post. A new head teacher will normally be placed at one of the first four points of the chosen head teacher's pay range to ensure that there is appropriate scope within the range to allow for performance related progress over time.

38. In setting the head teacher's pay range the relevant body is advised to have regard to the highest point on the range for a deputy or assistant head and the salary of the

[4] STPCD Section2, Paragraphs 5-9

highest paid classroom teacher[5], to ensure that appropriate differentials are created and maintained between posts of differing responsibility and accountability.

39. The head teacher's pay range should only be reviewed if it is necessary to take account of a change to the size or group of the school, or if there is a significant change to the responsibilities of the post or if a review is necessary to maintain consistency with pay arrangements for new appointments to the leadership team. The pay committee should formally record the school's head teacher pay range and the reasoning for their decision. The relevant body should not take account of the salary of the serving head teacher if they re-determine the head teacher's pay range.

40. Pay ranges for head teachers should not normally exceed the maximum of the head teacher group. However, the head teacher's pay range (where determined on or after 1 September 2014) may exceed the maximum where the relevant body determines that circumstances specific to the role or candidate warrant a higher than normal payment. The relevant body must ensure that the maximum of the head teacher's pay range does not exceed the maximum of the head teacher group by more than 25% unless in exceptional circumstances and where supported by a business case[6].

41. The relevant body may determine that additional discretionary payments be made to a head teacher for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined. In each case the relevant body must not have previously taken such reason or circumstance into account when determining the head teacher's pay range. The total sum of payments made to a head teacher in any school year must not exceed 25% of the annual salary which is otherwise payable to the head teacher, and the total sum of salary and other payments made to a head teacher must not exceed 25% above the maximum of the head teacher group unless in wholly exceptional circumstances and where supported by a business case[7].

Extended Services

42. The relevant body has discretion to take account of significant additional responsibility for which the head teacher is directly accountable to the local authority. Any salary uplift should be proportionate to the level of accountability and responsibility being undertaken.

[5] The highest paid classroom teacher at the school is a notional calculation based on the value of UPR 1 and the total value of the highest TLR and/or SEN allowance awarded at the school.
[6] In these circumstances the relevant body must seek external independent advice. STPCD Part 2, Paragraph 9.3.
[7] See footnote 6.

Head of more than one school

43. Where the head teacher is appointed as a head teacher of more than one school on a permanent basis, the relevant body of the head teacher's original school or under the Collaboration Regulations[8], the collaborating body must calculate the head teacher group by the application of the total unit score of all the schools for which the head teacher is responsible[9].

44. If the head teacher is appointed as a temporary acting head teacher of one or more additional schools there is a clear expectation that the collaboration will be time-limited and subject to regular review; the maximum duration should be no more than two years. In these circumstances, if it is decided to make a temporary payment to a head teacher, the total sum of additional payments made in any school year must not exceed 25 per cent of the amount that corresponds to that head teacher's point on the leadership group pay spine[10].

45. The relevant body needs to establish clarity around how the arrangements will work in practice and how they will be brought to an end.

Pay range for Deputy Head teachers and Assistant Head teachers

46. The relevant body should determine the pay range for deputy and assistant head teachers when it proposes to make new appointments, or where there is a significant change in the responsibilities of serving deputy or assistant head teachers. When determining an appropriate pay range, the relevant body must take into account all of the permanent responsibilities of the role, any challenges that are specific to the role, and all other relevant considerations, including any recruitment or retention issues.

47. The pay range should only be reviewed if there is a significant change to the responsibilities of the post or if a review is necessary to maintain consistency with pay arrangements for new appointments to the leadership team.

48. The relevant body will decide a range of five pay points for deputy and assistant head teachers. Ranges for deputy and assistant head teachers should be set between the bottom of the head teacher's range and the highest paid classroom teacher[11]. A new deputy or assistant head teacher will normally be placed at one of the first three points of the pay range to ensure that there is appropriate scope within the range to allow for performance related progress over time.

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[8] School Governance (Collaboration) (England) Regulations 2003 S.I. 2003/1962.
[9] STPCD Part 2, Paragraph 6.6 (7.9 for Special schools)
[10] Detailed guidance in STPCD Part 2, Paragraph 10 and Section 3, Paragraphs 16 - 23
[11] The highest paid classroom teacher at the school is a notional calculation based on the value of UPR 1 and the total value of the highest TLR and/or SEN allowance awarded at the school.

Pay progression

49. All decisions about pay progression for teachers, i.e. movement up the appropriate pay range, will automatically apply unless a teacher is subject to formal capability proceedings

50. In this school all teachers can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice.

51. The arrangements for teacher and head teacher appraisal are set out in the school's Appraisal Policy.

52. For early career teachers (ECTs), pay progression will be determined in accordance with the statutory induction process. The relevant body must ensure that ECTs are not disadvantaged by the extension of the induction period from one to two years, and this does not prevent a school from awarding pay progression to ECTs at the end of the first year.

53. In this school, assessment of performance will be made through the appraisal process and will include assessment of performance against the Teachers' Standards (and/or other relevant standards) and appraisal objectives. Teachers will be eligible for standard pay progression if they are assessed as meeting the Teachers' Standards (and/or other relevant standards) and their appraisal objectives.

54. The relevant body will ensure that appropriate funding is allocated for pay progression at all levels.

Classroom teachers

55. Classroom teachers will automatically receive standard progression to the next point on the appropriate pay range unless subject to formal capability proceedings.

56. A teacher who is assessed as exceeding the Teachers' Standards (and/or other relevant standards) and their appraisal objectives may receive enhanced progression as set out in the table below.

57. A teacher who is subject to formal capability proceedings may be considered not to be eligible for pay progression.

Leadership teachers

58. Those on the leadership pay range play a critical role in the life of the school. They inspire confidence in those around them and work with others to create a shared

strategic vision which motivates pupils and staff. They take the lead in enhancing standards of teaching and learning and value enthusiasm and innovation in others. They have the confidence and ability to make management and organisational decisions and ensure equity, access and entitlement to learning.

59. To achieve progression teachers on the leadership pay range are required to demonstrate sustained high-quality performance with particular regard to leadership, management and pupil progress at the school and will be subject to a review of performance against the Teachers' Standards (and/or other relevant standards) and appraisal objectives before any performance points will be awarded.

60. Annual pay progression within the range for these posts is not automatic. The relevant body will consider whether to award one or two pay progression points.

Pay Progression

Pay range	Standard progression	Enhanced progression
Main	1 point	2 points
Upper	1 point after two successful reviews	
Leading practitioner	1 point	2 points
Leadership	1 point	2 points
Unqualified	1 point	2 points

Movement to the upper pay range

Applications and Evidence

61. 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.

62. Applications may be made once a year. Where teachers wish to be assessed, they should notify the head teacher in writing using the application form (as at Annex D).

63. An application can be made at any point in the current academic year for payment on the upper pay range to be made from the following September. An application can be made up to 31 October for consideration on the basis of performance in the previous two years and, if successful, payment on the upper pay range will be backdated to 1 September.

64. If a teacher is simultaneously employed at another school(s), they must 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.

The assessment

65. An application from a qualified teacher will be successful where the relevant body is satisfied that:

a) the teacher is highly competent in all elements of the Teachers' Standards (and/or other relevant standards); and

b) the teacher's achievements and contribution to the school are substantial and sustained.

The relevant definitions for the purposes of this pay policy have been taken from the DfE guidance on implementing your school's approach to pay:

- 'highly competent' - means performance which is not only good but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice.
- '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 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 maintained continuously over a long period e.g. two school years

66. In making a decision, the head teacher will have regard to the two most recent performance management/appraisal reviews.

Processes and procedures

67. The assessment will be made by the head teacher within 10 working days of the receipt of the application or the conclusion of the appraisal process, whichever is later. If successful, the head teacher will make a recommendation to the Pay Committee of the relevant body that the applicant will move to the upper pay range. They will be placed on point 1 of that pay scale.

68. If an application is unsuccessful, feedback will be provided by the head teacher as soon as possible and at least within 10 working days of the decision; feedback will

cover the reasons for the decision and the appeal arrangements available to the teacher. Any appeal against a decision not to move the teacher to the upper pay range will be heard under the school's arrangements for pay appeals.

Teachers on maternity or long-term sick leave

69. A year for the purposes of pay progression or providing evidence to support an application for movement to the Upper Pay Range is as defined in the Document[12] and permits certain periods of absence to be counted towards the period of a year. In particular, a teacher who is absent from work due to maternity leave or pregnancy can count her absence towards the period of a year. Appraisal objectives should be revised in advance to take account of the period when the teacher will be absent.

70. For a teacher who has an extended period of sickness absence the agreed appraisal objectives may be revised when the teacher returns to work or the length and impact of the absence on the teacher's ability to achieve his/her objectives will be taken into account in the assessment at the end of the appraisal cycle.

71. In either case, where the teacher cannot provide evidence to support an application for movement to the Upper Pay Range from the two years immediately preceding their application they may submit evidence from a longer period, normally, the two years immediately prior to the start of their absence.

Part-time teachers

72. Teachers employed on an on-going basis at the school but who work less than a full working week are deemed to be part-time. The relevant body will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a full-time teacher in an equivalent post.[13]

73. Part-time teachers must be paid the pro rata percentage of the appropriate full-time equivalent salary.[14] The same percentage must be applied to any allowances awarded to a part-time teacher.

74. Any additional hours worked by agreement from time to time will be paid at the same rate.

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[12] STPCD, Section 2, Annex 2.
[13] STPCD, Part 6, Paragraphs 40-41
[14] STPCD, Part 6, Paragraphs 41

Short notice/supply teachers

75. Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis 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.

76. Teachers who are employed to teach for the full pupil day will be paid at a daily rate of 1/195th of the annual pay they would receive if engaged on a regular contract.

77. Teachers who work less than a full day will be hourly paid and will also have their salary calculated as an annual amount which will then be divided by 195 then divided again by the proportion of the full pupil day which they teach.

78. Rates for supply teachers should be established through the normal process of assessing their appropriate point on the main or upper pay range unless the teacher has agreed a different rate in advance.

Discretionary allowances and payments

Teaching and Learning Responsibility Payments (TLRs)

79. There are three levels of TLR with criteria for payment fully set out in the School Teachers Pay and Conditions Document. A TLR 2 or TLR 1 is awarded to a classroom teacher who holds a permanent TLR post identified in the school's staffing structure which requires the teacher to undertake a sustained additional responsibility for which they are accountable.

80. A TLR 3 is fixed-term and may be awarded to a classroom teacher for a specific time-limited school improvement project or one-off externally driven responsibility. The relevant body must ensure that the reason for the award of a TLR 3 and its duration is established at the outset, in writing. Recruitment to a TLR 3 will normally be through an open recruitment process. It can be paid in addition to a TLR1 or TLR2.

81. With the exception of sub paragraphs (c) and (e) below which do not have to apply to the award of a TLR 3, before awarding any TLR, the relevant body must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers, and that:

    a) is focused on teaching and learning;

    b) requires the exercise of a teacher's professional skills and judgement;

    c) requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;

d) has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and

e) involves leading, developing and enhancing the teaching practice of other staff.

82. In addition, before awarding a TLR 1, the relevant body must be satisfied that the sustained, additional responsibility referred to in the previous paragraph includes line management responsibility for a significant number of people.

83. The annual value of a TLR 1 must be no less than £10,174 and no greater than £17,216. The annual value of a TLR 2 must be no less than £3,527 and no greater than £8,611.

84. The annual value of a TLR 3 must be no less than £702 and no greater than £3,478. Payment of a TLR 3 must be made monthly. TLR 3s are not subject to safeguarding.

85. The relevant body has established the following values for TLR payments.

TLR 2	**£**
2 (1)	3,527
2 (2)	5,871
2 (3a) or (3b)*	8,214 or 8,611*
TLR 1	
1 (1)	10,174
1 (2)	12,517
1 (3)	14,864
1 (4)	17,216
TLR 3	
Minimum	702
Maximum	3,478

** A choice of figures dating back to the introduction of TLR's in 2006.*

86. A TLR payment is integral to a post in the school's staffing structure and therefore may not be shared unless two or more people job share that post. A teacher may not be awarded more than one TLR1 or TLR2 concurrently however a teacher in receipt of either a TLR1 or TLR2 may also hold a concurrent TLR3.

87. From 1st September 2025, relevant bodies 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 duty. Where a part-time teacher is undertaking a TLR1 or TLR 2, relevant bodies are no longer mandated to utilise the pro-rata principle[15] when determining the value of the TLR1 or TLR 2 payment. The pro-rata principle does not apply to a TLR3 awarded to a part-time teacher.

88. From 1st September 2026, it will become a requirement that relevant bodies 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 fulltime equivalent responsibility.

Special Educational Needs (SEN) allowances

89. A SEN allowance is payable to a classroom teacher:

- in any SEN post that requires a mandatory SEN qualification and involves teaching pupils with SEN;
- in a special school;
- who teaches pupils in one or more designated special classes or units in a school or, in the case of an unattached teacher, in a local authority unit or service;
- in any non-designated setting (including any PRU) 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;
    ii. requires the exercise of a teacher's professional skills and judgement in the teaching of children with special educational needs; and
    iii. has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the school or unit within the school or, in the case of an unattached teacher, the unit or service.

90. Where a SEN allowance is to be paid, the relevant body must determine the spot value of the allowance, taking into account the structure of the school's SEN provision and the following factors-

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

[15] STPCD Part 6 Paragraph 40.1

91. The annual value of a SEN allowance must be no less than £2,787 and no greater than £5497. The relevant body must set out, in writing, the amount of any allowance and the reason for the award. The relevant body has established the following values for SEN payments: SEN1 £2787, SEN2 £5497.

92. SEN allowances may be held at the same time as TLRs. However, the relevant body should ensure that holders of SEN allowances are not carrying out tasks that would be more appropriately undertaken by support staff. The relevant body should also consider whether, if teachers have responsibilities that meet the criteria for the award of a TLR payment, it would be more appropriate to award a TLR payment.

Other additional payments

93. The relevant body may make additional payments to a teacher other than a head teacher in respect of:

- continuing professional development undertaken outside the school day
- activities relating to the provision of initial teacher training as part of the ordinary conduct of the school
- participation in out-of-school hours learning activities agreed between the teacher and the head teacher
- additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools

Continuing professional development

94. Teachers who undertake voluntary continuing professional development outside the school day may be entitled to an additional payment if this is agreed in advance. This may be determined as a daily or hourly rate calculated with reference to the teacher's actual pay or where appropriate at a higher level to reflect the responsibility and size of the commitment. A higher rate may be determined by multiplying the daily or hourly rate by a factor, e.g. x1.5, x2 or by determining a flat rate payment.

Initial teacher training activities

95. Teachers who undertake school-based initial teacher training (ITT) activities as part of the ordinary conduct of the school may be entitled to a payment if this is agreed in advance. This may be determined as a daily or hourly rate calculated with reference to the teacher's actual pay or where appropriate at a higher level to reflect the responsibility and size of the commitment. A higher rate may be determined by multiplying the daily or hourly rate by a factor, e.g. x1.5, x2 or by determining a flat rate payment.

96. Activities that might attract a payment include supervising and observing teaching practice; giving feedback to trainee teachers on their performance and acting as a professional mentor; running seminars or tutorials on aspects of the course and formally assessing students' competence.

97. Other aspects of ITT activities cannot be regarded as part of the ordinary conduct of the school. Such activities include the additional requirements of School Centred ITT (SCITT), where schools take the lead in providing ITT courses. They may include planning and preparing materials for an ITT course and taking responsibility for the well-being and tuition of ITT students.

98. Teachers who undertake ITT activities which are not seen as part of the ordinary running of the school will be issued with separate contracts of employment which are not on teachers' terms and conditions, to cover those areas of work that are not part of their substantive teaching job or contract of employment.

Out-of-school learning activities

99. Teachers who agree to provide learning activities outside of the normal school hours may be entitled to a payment if this is agreed in advance. This may be determined as a daily or hourly rate calculated with reference to the teacher's actual pay or where appropriate at a higher level to reflect the responsibility and size of the commitment. A higher rate may be determined by multiplying the daily or hourly rate by a factor, e.g. x1.5, x2 or by determining a flat rate payment. Payments to classroom teachers should only be made in respect of activities undertaken outside of directed time.

100. Activities that may attract payment include breakfast clubs, homework clubs; summer schools, outdoor activities and clubs linked to the curriculum and one to one tuition taking place outside the school day where the activities require the exercise of the teacher's professional skills or judgement.

101. With the remodelling of the school workforce and the need to ensure downward pressure on teachers' working hours many schools are using support staff and other adults to undertake these activities.

Provision of services

102. The relevant body has discretion to make payments to a head teacher who provides an external service to one or more additional schools, for example as a National Leader of Education (NLE) and also to any of the school's teachers whose post acquires additional responsibility as a result of the head teacher's activities. Payments are not automatic. Detailed guidance on the operating principles and requirements

which apply to the provision of services to other schools is set out in the Document[16]. A decision to make such payments should be recorded in Annex B.

Recruitment and retention incentives and benefits

103. The relevant body may make such payments or provide other financial assistance, support or benefits to a teacher as it considers to be necessary as an incentive for the recruitment of new teachers and the retention in their service of existing teachers. It must make clear at the outset, in writing, the expected duration of any recruitment or retention benefits and the review date after which they may be withdrawn.

104. The relevant body will review the level of payment / benefits annually. Payments may only be made for recruitment and retention purposes, not for carrying out specific responsibilities or to supplement pay for other reasons.

105. Head teachers, deputy head teachers and assistant head teachers may not be awarded recruitment or retention payments other than as reimbursement of reasonably incurred housing or relocation costs. All other recruitment and retention considerations in relation to leadership group posts must be taken into account when determining the salary range for the post.

106. Where the relevant body pays a recruitment or retention benefit under a previous Document (i.e. 2013 or earlier), subject to review, it may continue to make that payment at its current value until such time as the respective pay range is determined under the Document.

107. If the relevant body decides that it may make recruitment and / or retention payments Annex B should be completed to explain the criteria by which the relevant body will determine the nature and level of any such payment.

Residential duties

108. Teachers working in residential special schools are normally entitled to be paid for residential duties in accordance with national agreements reached by the Joint Negotiating Committee for Teachers in Residential Establishments.

Honoraria

109. The relevant body will not pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher. There is no provision within the School Teachers' Pay and Conditions Document for the payment of any bonuses or

[16] STPCD Section 3, Paragraphs 66 - 69

honoraria in any circumstances. Any such award to a teacher for their teaching work would be unlawful.

Safeguarded payments and allowances

110. Safeguarding arrangements will apply according to the provisions of the Document[17].

111. Safeguarding applied on or after 1 January 2006 is for a period not exceeding three years and may end sooner in the circumstances set out in the Document. General safeguarding applied on or before 31 December 2005 is not subject to the three year limit.

Pay increases arising from changes to the document

112. All teachers are paid in accordance with the statutory provisions of the Document as updated from time to time.

Pay appeals

113. The arrangements for considering appeals are as described below; this is also shown in Annex F.

114. Teachers may seek a review of any determination in relation to their pay or any other decision taken by the relevant body (or a committee or individual acting with delegated authority) that affects their pay.

115. The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination; that the person or committee by whom the decision was made:

- incorrectly applied any provision of the Document or the school's Pay Policy;
- failed to have proper regard for statutory guidance;
- failed to take proper account of relevant evidence;
- took account of irrelevant or inaccurate evidence;
- was biased; or
- otherwise unlawfully discriminated against the teacher.

116. The order of proceedings is as follows:

[17] STPCD Part 5, Paragraphs 29-37

- The teacher receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
- If the teacher is not satisfied, they should seek to resolve this by discussing the matter informally with the head teacher or decision-maker within ten working days of the notification of the decision.
- Where an informal discussion is not possible, or where the teacher continues to be dissatisfied, they may follow a formal process.
- If the teacher wishes to appeal they should provide written notification of the grounds for his/her appeal to the Chair of Governors within ten working days of notification of the outcome of the review.

117. 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 and is entitled to be accompanied by a union representative or work colleague. 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.

118. Annex E details the procedure for the hearing of the appeal.

Monitoring the impact of the policy

119. The relevant body will monitor the outcomes and impact of this policy on a regular basis. The Pay Committee will prepare an annual written report on the operation of the pay policy, including trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with equalities legislation.

VARIATION OF PROCEDURES
This procedure is not contractual, and it may be varied by the Council from time to time. Examples of variation include the need to comply with new legislation or best practice guidance. Should the Council decide not to apply the procedure, either in its entirety or in part, that will not amount to a breach of contract. Changes to the procedure will be made in line with the relevant consultation process and through raising employee awareness.
VERSION CONTROL
Date approved and published: August 2025
Date to review policy: September 2026

120.

Annex A – Remit for the Pay Committee of the relevant body

The Pay Committee will comprise at least three governors. All governors, including those employed at the school, will be eligible for membership of the Pay Committee and will be eligible to take part in any discussions (including those relating to individuals) where their interest is no greater than that of the generality of employees at the school.

Establishment of the pay policy

The Pay Committee is responsible for establishing the policy for teachers and for support staff, in consultation with the head teacher, staff and trade union representatives, and submitting it to the relevant body for approval.

The relevant body is responsible for formal approval of the policy.

Monitoring and review of the policy

The Pay Committee is responsible for reviewing the policy annually and preparing a report to assess its effect and the school's continued compliance with equalities legislation. The report must include trends in progression across specific groups of teachers.

The relevant body is responsible for considering an annual report on the outcomes and impact of the pay policy.

Application of the policy

The head teacher is responsible for:

- ensuring that pay recommendations for the deputy and assistant head teacher(s) and classroom teachers are made and submitted to the Pay Committee in accordance with the terms of the policy;
- ensuring that pay recommendations for support staff are made and submitted to the Pay Committee in accordance with the terms of the policy;
- advising the Pay Committee on its decisions; and
- ensuring that staff are informed of the outcome of decisions of the Pay Committee and of the right of appeal.

The Pay Committee is responsible for:

- taking decisions regarding the pay of the deputy and assistant head teacher(s) and classroom teachers following consideration of the recommendations of pay reviewers and the advice of the head teacher;
- taking decisions regarding the pay of the head teacher following consideration of the recommendations of the governors responsible for the head teacher's performance review;

- submitting reports of these decisions to the relevant body; and
- ensuring that the head teacher is informed of the outcome of the decision of the Pay Committee in respect of the head teacher's pay and of the right of appeal;
- ensuring that the pay and grading of support staff is within the agreed framework of grades determined through the Job Evaluation scheme.
- carrying out an annual review of the use of recruitment and retention payments for teachers and support staff.

The relevant body is responsible for:

- establishing an Appeals Committee to take decisions on appeals against the decisions of the Pay Committee in accordance with the terms of the appeals procedure of the policy.

Annex B – Summary of decisions in relation to specific pay provisions

_____ School / Academy

In this School / Academy the relevant body is _____ *(e.g. the Governing Body or the Academy Trust)*

The Pay Committee of the relevant body should review these provisions and record their decisions annually. Any award(s) should be communicated to the member of staff in writing.

Teachers

Payments to the head teacher for provision of services

The rules around payments are explained on page 25 of the Pay Policy.

[Explain here the criteria by which the relevant body determines the nature and level of such payments and the value of any discretionary payments attached to the Head teacher and the time for which the payment is made]

Recruitment and Retention Payments

The rules around payments are explained on page 26 of the Pay Policy

The relevant body will pay recruitment awards to [ ] of [£ amount] for a [number years / months].

The relevant body will pay retention awards to [ ] of [£ amount] for a [number years / months].

[The relevant body should specify clearly here the basis on which such incentives may be paid e.g. after one/two advertisements have failed to produce a suitable candidate for appointment or to those in shortage subjects or with particular expertise as defined by the school]

Annex C – School / Academy Staffing Structure

[insert copy of the staffing structure or explain where a copy can readily be obtained from]

Annex D – Upper Pay Range Application Process

Notes for applicants

The process for applying to be paid on the upper pay range is set out in the School / Academy's Pay Policy.

Eligibility

In order to be assessed you will need to hold Qualified Teacher Status on the date of your request. Any qualified teacher may apply to be paid on the upper pay range. It is your responsibility to decide whether or not you wish to apply to be paid on the upper pay range.

Timing of application

An application can be made at any point in the current academic year for payment on the upper pay range to be made from the following September.

An application can be made up to 31 October for consideration on the basis of performance in the previous two years and, if successful, payment on the upper pay range will be backdated to 1 September.

Note: Only one application can made in any academic year.

Process

You must enclose copies of your Appraisal Reports and/or performance management planning and review statements that relate to the 2 years immediately prior to the date on which you submit your request.

Sign and date the form and pass it to your head teacher by 31 October. You should keep a copy for your records.

Assessment

An application will be successful where the relevant body is satisfied that:

- the teacher is highly competent in all elements of the Teachers' Standards (and/or other relevant standards);
- the teacher's Appraisal Reports and/or performance management reviews demonstrate that they have worked at the level of the Upper Pay Range Criteria for a sustained period during the two years preceding their application; and
- the teacher's achievements and contribution to the school are substantial and sustained.

Assessment will be made by the head teacher within 10 working days of the receipt of the application or the conclusion of the appraisal process, whichever is later, a recommendation will be made to the Pay Committee of the relevant body and the outcome will be communicated to the teacher in writing.

If your application is unsuccessful, you have a right of appeal. The appeal will be heard under the arrangements for pay appeals.

Notes for Head Teachers

Actions to be taken:

Check that the teacher is eligible to be assessed.

On the basis of the evidence contained in the appraisal reports and/or performance management records confirm that the teacher meets the Teachers' Standards.

If the Teachers' Standards are not met, assessment against the Upper Pay Range Criteria should not proceed. The head teacher must write to the teacher setting out the reasons for the judgement.

Complete the head teacher's statement (see Part 2) and provide a copy to the teacher within 10 working days of the decision.

Inform the Pay Committee of the relevant body of the decision.

If the application is successful and the Pay Committee accepts the head teacher's recommendation, notify the school's payroll provider that the teacher should be paid on the upper pay range.

If the application is unsuccessful, the teacher has a right of appeal. The appeal will be heard under the arrangements for pay appeals.

Part 1 – Upper pay range application form

This form should be handled in confidence at all times

To be completed by the teacher

Name:
Please give details of previous employers if you are submitting appraisal reports or performance management statements from another school or academy
Name and address of school / academy: Date(s) of employment: Name of head teacher:
Declaration by the teacher I confirm that at the date of this request I meet the eligibility criteria and I submit appraisal reports and/or performance management statements covering the two year period prior to this request for assessment against the Teachers' Standards and the Upper Pay Range Criteria.
Teacher's signature: **Date:**

Part 2 – Upper pay range application - Head Teacher's statement

Name of teacher:
Teachers' Standards
Met Not met
To be successful, the teacher must first meet the Teachers' Standards. Assessment against the Upper Pay Range Criteria may not proceed where the teacher does not meet the Teachers' Standards. If the Teacher's Standards are not met you should provide a detailed explanation below why they have not been met.
Upper Pay Range Criteria
Met Not met
If, in your judgement, all the Upper Pay Range Criteria have not yet been met throughout the relevant period you should provide a detailed explanation in the box below why they have not been met. *Please indicate any further areas of professional development for the teacher.*
Teachers' Standards / Upper Pay Range Criteria not met - explanation

You have the right to appeal this decision. If you wish to appeal, you must follow the procedure set out in the Pay Policy. Note: you must take action within 10 working days of the notification of this decision.
Head teacher's signature: Date:

Annex E – Teacher's Pay Statement from 1 September 20[xx]

Complete all relevant sections

Name:	
Job title:	
Full time:	
Part-time:	

Basic Pay	**Pay Range**	**Point**	**Annual value £**
Main pay range	M1 – M6		
Upper Pay Range	U1 – U3		
Leading Practitioner	LP[x] – LP[x]		
Unqualified teacher	UQ1 – UQ6		
Assistant Head	L[x] – L[x]		
Deputy Head	L[x] – L[x]		
Head teacher	L[x] – L[x]		
Allowances	**Level**		**Annual Value**
TLR 2	2.1 / 2.2 / 2.3		
TLR 1	1.1 / 1.2 / 1.3 /1.4		
TLR 3	End date:		
SEN	SEN1/ SEN2		
Additional payments	**Reason**	**End date**	**Annual value £**
Recruitment or Retention Payment			
[Other – insert details]			
Safeguarding	**Reason**	**End date**	**Annual value £**
			Annual value £
		Total salary	

Signed:	

Date:	

Annex F – Pay Policy Appeal Hearing

Procedure

Establish that the meeting is to hear a review or appeal against a decision taken under the Pay Policy.

All evidence submitted for consideration should have been circulated in advance.

(Chair to check that all involved have been provided with identical evidence).

Conduct of the Appeal

(a) The Chair introduces those present.

(b) The Chair invites the employee to identify areas of appeal.

(c) The Chair invites the employer to ask questions of the employee.

(d) The Chair invites members of the panel to ask questions of the employee.

(e) The Chair invites the employer to respond to the case presented.

(f) The Chair invites the employee to ask questions of the employer.

(g) The Chair invites members of the panel to ask questions of the employer.

(h) The Chair invites the employee to summarise the case.

(i) The Chair invites the employer to summarise the case.

(j) Both parties withdraw while the panel considers the evidence.

Pay Policy Appeal Panel Considerations

The Appeal Panel considers the evidence, decides whether the case is proven and whether the decision made is appropriate and if it is not what decision applies.

Panel Decision

The Chair communicates the decision of the Appeal Panel. A copy of the decision letter is sent to all involved within three working days.