

Pay Policy

(2026-27)

This policy supersedes all other **Pay** policies

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1. Aims

- 1.1 This policy aims to:
- Clearly explain how we will determine teachers' pay and how decisions will be made without linking performance to pay progression
 - Set out a clear framework for pay and progression throughout the school, while minimising the impact on workload for all concerned
- 1.2 Adopting this policy will:
- Maximise the quality of teaching and learning at our school
 - Support the recruitment and retention of high-quality teachers
 - Enable us to recognise and reward teachers for their contribution to the school
 - Help to ensure that decisions on pay are made in a fair, just and transparent way, while eliminating unnecessary bureaucracy for all concerned

2. Legislation and guidance

- 2.1 As an academy, we are free to determine our own approach to deciding teachers' pay.

However, since our staff have a contract that specifically incorporates conditions from the School Teachers' Pay and Conditions Document (STPCD), these will continue to apply due to the Transfer of Undertakings (Protection of Employment) (TUPE) Regulations 2006, which protect employees' terms and conditions when a maintained school becomes an academy.

- 2.2 As such, this policy complies with the STPCD, and the Employment Rights Act 2025. It is also based on the model pay policy created by the Department for Education (DfE).
- 2.3 This policy complies with our funding agreement and articles of association.
- 2.4 When implementing our pay policy, we will abide by:
- The Employment Relations Act 1999, which establishes a number of statutory work rights
 - The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 and the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, which require us to ensure part-time and fixed-term workers are treated fairly
 - The Equality Act 2010, which requires schools to have due regard to the need to eliminate discrimination and advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not share it
 - The Seven Principles of Public Life (the 'Nolan principles'), which require those conducting the procedures to be objective, open and accountable
 - The Data Protection Act 2018, which sets out requirements on how we handle personal data
- 2.5 Our procedures for addressing grievances in relation to pay are based on the Acas grievance code of practice and are set out in our staff grievance policy.
- 2.6 Our procedures for assessing early career teachers' performance and progress comply with the DfE's statutory guidance on Induction for Early Career Teachers (England).

3. Definitions

Teacher includes all staff qualified and appointed to teach at the school. This includes the leadership team and the headteacher, unless otherwise stated.



Teaching and learning responsibility is a payment awarded to a classroom teacher for undertaking a sustained additional responsibility, for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable.

Main and upper pay ranges are the ranges on which a classroom teacher's salary will be set.

Unqualified teacher pay range is the range on which an unqualified teacher's salary will be set.

Support staff are the non-teaching staff who provide specialised support and work alongside teachers to support our students.

NJC scales are the ranges on which support staff salary will be set.

Leadership group (SLT) comprises the headteacher, deputy headteacher and assistant headteachers.

4. Roles and responsibilities

- 4.1 Line managers will make recommendations on a teacher's pay following the teacher's appraisal.
- 4.2 Final pay decisions are made by the governing board.
- 4.3 Responsibility for making pay decisions is delegated to the pay committee of the governing board and ratified by the full governing board.

5. How we will decide pay on appointment

- 5.1 The CEO will determine the pay range for a vacancy before advertising it. On appointment, it will determine the starting salary within that range to be offered to the successful candidate.
- 5.2 To determine the salary, the governing board will 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
- 5.3 There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school.

Unqualified teachers

- 5.4 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) while 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.
- 5.5 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 a 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.



6. Determining teachers' pay

- 6.1 Our Trust does not link pay progression to teacher performance. Teachers should expect to receive annual pay progression within their pay range, and we will only withhold pay progression if the teacher is subject to capability proceedings.

Annual reviews

- 6.2 The board of Trustees will ensure that:
- Each teacher's salary is reviewed annually, with effect from between 1 September and no later than 31 October each year
 - All teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled, in alignment with our annual appraisal period
- 6.3 Our appraisal arrangements are set out in full in our professional growth policy.

Mid-year reviews

- 6.4 Reviews may take place at other times of the year if an individual's role or job description changes. Changes include going part-time and taking on or removing additional roles and responsibilities.
- 6.5 A written statement will be given after any review and, where applicable, we will give information about why it was carried out.

Early career teachers

- 6.6 Early career teachers (ECTs) are not subject to annual appraisal and pay review cycles during their induction period, as set out in the statutory induction process for ECTs.
- 6.7 ECTs may be awarded pay progression at the end of the first year of their induction, and/or after they have completed their induction. However, this is not automatic or guaranteed.

Part time teachers

- 6.8 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 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.

Short-notice/supply teachers *[NEW]*

- 6.9 Teachers who are 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 will be calculated pro-rata.

7. Moving to the upper pay range

Making applications

- 7.1 All qualified teachers can apply to be paid on the upper pay range, and any application will be assessed in line with this policy. It is up to each teacher to decide whether they wish to apply to be paid on the upper pay range.
- 7.2 Applications can be made at least once a year. Teachers should submit their application in writing to their Headteacher by 1st October.



- 7.3 When submitting an application, please include:
- Results of appraisals under The Education (School Teachers' Appraisal) (England) Regulations 2012, including recommendations on pay
 - Where this information is not applicable or available, a statement and summary of evidence to demonstrate that the assessment criteria have been met
- 7.4 Teachers who are simultaneously employed at another school(s) should submit separate applications if applying to be paid on the upper pay range in that school or schools. We will not be bound by pay decisions made by another school.
- 7.5 All applications will be reviewed by the Headteacher and submitted to the CEO for final approval.
- 7.6 We will treat all applications fairly and impartially.

Assessment

- 7.7 In order to be eligible to be paid on the upper pay range, the board of Trustees must be satisfied that:
- The teacher is highly competent in all elements of the Teachers' Standards; and
 - The teacher's achievements and contributions are substantial and sustained
- 7.8 For the purpose of this policy:
- **'Highly competent' means:** performance which is good enough to provide coaching, mentoring and advice to other teachers, 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:** the teacher's contributions are of real importance, validity or value to the school; play a critical role in the life of the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of 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 2 years
- 7.9 Applications will be assessed by the staffing and pay committee and will be assessed robustly, transparently and equitably.

The decision

- 7.10 The assessment will be made and the applicant notified within 5 working days.
- 7.11 The decision will be made by the Staffing and Pay committee, who will also determine where the teacher will be placed on the upper pay range. Considerations will include the nature of the post, the responsibilities it entails, and the qualifications, experience and skills of the teacher.
- 7.12 If successful, applicants will move to the upper pay range from the start of the term. Pay will be backdated to the start of that term.
- 7.13 If unsuccessful, feedback will be provided by line managers in a 1-to-1 meeting, within 10 working days of the decision notification. The line manager will set out why the application was unsuccessful, and provide advice on how the teacher can improve when making another



application in the future.

- 7.14 Decisions will also be communicated in writing. Any appeals against a decision not to move a teacher to the upper pay range are covered in section 14 below.

8. Additional allowances

- 8.1 We pay a classroom teacher for undertaking a sustained additional 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.

- 8.2 Teaching and learning responsibility (TLR) payments:

Provisional 2026/27 (STRB-recommended 3.5% uplift, pending final STPCD 2026):

TLR	Amount (2026/27, provisional)
TLR 3b	£727
TLR 3a	£3,600
TLR 2b	£3,650
TLR 2a	£8,912
TLR 1b	£10,530
TLR 1a	£17,819

- 8.3 Special educational needs (SEN) allowances:

Provisional 2026/27 (STRB-recommended 3.5% uplift, pending final STPCD 2026):

SEN allowance	Amount (2026/27, provisional)
Minimum	£2,885
Maximum	£5,689

- 8.4 Additional allowances may also apply where:

- A teacher is 'acting up' and is assigned the duties of a school leader
- A teacher is seconded
- Recruitment and retention incentives and benefits are offered to attract new teachers to a school and encourage existing teachers to remain, especially in hard-to-fill positions
- A teacher takes on residential duties
- Payments are made for CPD, initial teacher training activities, and/or out-of-school hours work

- 8.5 These allowances will be awarded in line with the STPCD.

9. Leadership pay

- 9.1 Pay ranges for headteachers, deputy headteachers and assistant headteachers will be determined in line with our pay scales. The pay range will take into account 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 performance related progression over time.

Headteachers

- 9.2 A pay range will be determined for the headteacher which will not normally exceed the



maximum of the headteacher group, unless specific exceptional circumstances or the candidate warrant it, up to an additional 25%.

- 9.3 Additional payments may be made to a headteacher for temporary responsibilities that are in addition to their duties. The total sum of any temporary payments will not normally exceed 25% of the headteacher's annual salary.
- 9.4 In addition, the total sum of annual salary combined with any temporary payments (where applicable) will not exceed the maximum of the headteacher group by more than 25%. Where this, or exceeding the limits set, is proposed, there must be wholly exceptional circumstances and the committee must make a business case to the Trust Board, who will seek external independent advice.

10. Determining support staff pay

- 10.1 The salary scales used are in accordance with the NJC pay scales (refer to Appendix 3).

Job description

- 10.2 The Headteacher, in conjunction with the line manager of the role, will ensure that an up-to-date job description is available for each post which identifies the appropriate duties.
- 10.3 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. If appropriate, consideration may be given to whether the grade for the post should be re-determined and, if it is, the post holder will be paid the new grade from a date determined by the headteacher. If the assessment results in a lower grade, the employee may be entitled to salary protection in accordance with their terms and conditions of employment.

Basic pay determination on appointment

- 10.4 The Trust will determine the grade for a vacancy prior to advertising it, which will be identified on the job description. We will also refer to the NJC post title recommendations to determine the range of a post; please see Appendix 4 for this breakdown. On appointment, the Headteacher 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).
- 10.5 However, in making such determinations, this 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 Trust context and strategic priorities

Incremental progression

- 10.6 Our Trust does not link pay progression to performance. Support staff should expect to receive annual pay progression within their pay range, and we will only withhold pay progression if the individual is subject to capability proceedings.
- 10.7 Unless staff are appointed on the top spinal point of their grade, staff are entitled to one incremental progression until they reach the top of their grade. Staff who are already receiving



pay at the top of their pay range will remain at that level. It will be expected that they will continue to meet the professional standards at that level.

11. Payment of salaries

- 11.1 Salaries for permanent and temporary members of staff (excluding agency workers) are paid monthly by transfer directly into each employee's bank account.
- 11.2 Payments to employees are made on the 28th day of each month, unless working at St Francis CofE Primary where staff will be paid on the 16th day of each month. If either of these days fall on a weekend or bank holiday, salaries will go into employees' accounts on the previous working day.
- 11.3 Employees will receive an itemised pay statement of their earnings and deductions no later than the date on which they are paid. This is provided by the Trust's payroll provider and accessed online; the access code is each staff member's national insurance number.
- 11.4 It is the responsibility of each employee to check their payslip and their annual P60 and ensure this is saved.
- 11.5 It is also the responsibility of the employee to ensure that the academy has the following information correctly:
 - Details of bank account number and sort code
 - Changes to bank account or address are provided as quickly as possible
 - Change of name can only be requested with official documentation
 - The academy is told about any payment anomalies that the employee discovers (e.g., overpayment of wages)
 - Any discrepancies regarding pension scheme payments are reported
 - Employees are responsible for checking their payslips

Pay reviews

- 11.6 Support staff salaries are reviewed annually every April, in line with the NJC pay award. Incremental progression is applied automatically in accordance with clause 10.7 and is not subject to a line manager recommendation.
- 11.7 All incremental increases will be implemented in April salaries.
- 11.8 The Trust Board will review any cost-of-living increases as they are recommended at a national level.

12. Salary safeguarding arrangements

12. We will abide by the STPCD and safeguard teacher salaries if the post is revised or removed as a result of:
 - Closure of the school or education establishment
 - Organisational restructuring
- 12.2 Circumstances where higher pay is safeguarded include a removed or reduced:
 - Teaching and learning responsibility (TLR) payment: TLR1 or TLR2
 - Special educational needs (SEN) allowance
 - Unqualified teacher's allowance



- Leadership pay range or leading practitioner pay range

12.3 We will follow the STPCD when applying and managing salary safeguarding.

13. Information to be included in pay statements

13.1 When pay is changed, staff will receive a written statement confirming this as soon as possible and not later than 4 weeks after the decision.

13.2 The statement will be issued by the Trust. Statements will include:

- Payments or other financial benefits awarded
- Any safeguarded sums
- Information on where staff can access a copy of the school's staffing structure and pay policy

13.3 Statements for members of the leadership group and teachers paid as leading practitioners will also include:

- The basis on which the salary has been determined
- The criteria on which their salary will be reviewed in future

13.4 Statements for teachers appointed to the leadership group or paid as a leading practitioner for a fixed period or under a fixed-term contract will also include:

- The date that the fixed period or the contract will end, or the circumstances that will lead to the contract ending

13.5 Statements for classroom teachers or unqualified teachers who are paid and eligible for allowances as a qualified teacher will also include:

- The teacher's position within the pay ranges
- The nature and value of any allowance received
- The value of any teaching and learning responsibility (TLR) payment awarded and details of what it was awarded for
- Where a TLR was awarded to cover a teacher's absence: the end date, or the circumstances in which it will end
- For TLR3s: a statement that the payment will not be safeguarded

13.6 Statements for unqualified teachers will also include:

- The teacher's position within the unqualified teachers' pay range
- The value of any unqualified teacher's allowance awarded and the additional responsibility, qualifications or experience in respect of which the allowance was awarded

14. Appealing a decision on pay progression

14.1 Where a staff member feels that a decision that affects their pay is unfair, they have the right to appeal.

14.2 Teachers have a statutory right to be accompanied by a companion at any appeal hearing. (*Employment Relations Act 1999, s.10*)

14.3 Staff should attempt to resolve the matter informally at first, by speaking to the Headteacher.



- 14.4 If, after an informal discussion with the Headteacher, the individual still feels that the decision that affects their pay is unfair, they should set out their reasons for appealing in a letter to the Staffing and Pay committee within 10 working days of the pay statement being issued.
- 14.5 Reasons may include:
- The pay policy was incorrectly applied
 - The decision contravenes the STPCD
 - The decision contravenes equality legislation
 - Relevant evidence was not taken into account
 - The decision was biased
- 14.6 The rest of the grievance procedure is set out in our staff grievance policy.
- 14.7 If the appeal is upheld, the Trust will re-issue the pay statement with the correct information.
- 14.8 Appeal decisions do not affect an employee's statutory employment rights.

15. Monitoring arrangements

- 15.1 This policy will be reviewed and approved annually by the board of Trustees.
- 15.2 The Trust board will monitor the outcomes and impact of the policy on a regular basis, including trends in progression across specific groups of teachers, to assess its effect and the school's continued compliance with equalities legislation.

16. Links with other policies

- 16.1 This policy links with our policies on:
- Staff grievance procedures
 - Professional growth policy
 - Early career teacher (ECT) induction



Appendix 1. Teacher pay ranges

Note: the figures below marked “provisional” reflect the STRB-recommended 2026/27 pay award (3.5% general uplift; 5% to the minimum of the unqualified teacher range), as accepted by the Secretary of State on 1 July 2026. These are provisional pending publication of the final STPCD 2026, expected around November 2026.

Unqualified Teachers pay scale

Provisional 2026/27:

Point	2026/27 (provisional)
1	£23,731
2	£26,075
3	£28,730
4	£31,123
5	£33,810
6	£36,493

Main pay scale

Provisional 2026/27:

Point	2026/27 (provisional)
1	£34,068
2	£36,042
3	£38,400
4	£40,940
5	£43,529
6	£46,939

Upper pay scale

Provisional 2026/27:

Point	2026/27 (provisional)
1	£49,134
1.5	£50,046
2	£50,954
2.5	£51,893
3	£52,834

All teachers should have the opportunity to progress to the maximum of the main pay scale range through continued good performance.

Any qualified teacher may apply to be paid on the upper pay range and any such application must be assessed. It is the responsibility of the teacher to decide whether they wish to apply to be paid on the upper pay range.

Any application from a qualified teacher to progress onto the upper pay range will be successful where they can demonstrate that they are highly competent in all elements of the standards and that their achievements and contributions are substantial and sustained.

If successful, applicants will move onto the upper pay range from the date of the outcome and will be backdated to 1st September of that academic year.

Please refer to the Professional Growth Policy.



Appendix 2. Leadership pay scales

Note: figures marked “provisional” reflect the STRB-recommended 3.5% uplift for 2026/27, pending final STPCD 2026 publication.

Leadership roles will be paid in accordance with the STPCD as follows:

Provisional 2026/27:

Point	2026/27 (provisional)
L1	£53,585
L2	£54,926
L3	£56,298
L4	£57,698
L5	£59,137
L6	£60,619
L7	£62,250
L8	£63,688
L9	£65,277
L10	£66,955
L11	£68,691
L12	£70,274
L13	£72,032
L14	£73,827
L15	£75,664
L16	£77,676
L17	£79,459
L18	£81,457
L19	£83,478
L20	£85,547
L21	£87,663
L22	£89,841
L23	£92,064
L24	£94,349
L25	£96,694
L26	£99,086
L27	£101,540
L28	£104,059
L29	£106,636
L30	£109,291
L31	£111,989
L32	£114,773
L33	£117,624
L34	£120,532
L35	£123,527
L36	£126,307
L37	£129,732
L38	£132,943
L39	£136,183
L40	£139,580
L41	£143,068
L42	£146,652



L43	£148,829
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Appendix 3. Support staff pay scales

Note: support staff pay is negotiated separately by the National Joint Council (NJC), not the STRB/STPCD process. The 2026/27 NJC pay award has been confirmed at 3.3%, backdated to 1 April 2026, agreed 24 August 2026. Spinal column point 2 was deleted nationally from 1 April 2026; any staff previously on point 2 move to point 3.

Support staff pay scales are in accordance with the NJC pay scales (from 01.04.26):

BCC Grade	Sandwell Grade	Spine Pay Point (SCP)	Annual Pay 2026 (36.5 FTE)
Grade 1		2	£25,267
		3	£25,664
Grade 2	B	3	£25,664
		4	£26,066
	C	5	£26,478
		6	£26,899
		7	£27,327
		8	£27,763
		9	£28,208
Grade 3	D	10	£28,663
		11	£29,127
		12	£29,599
		13	£30,081
		14	£30,574
		15	£31,075
		16	£31,586
		17	£32,108
	E	18	£32,641
		19	£33,183
		20	£33,738
		21	£34,303
		22	£34,878
Grade 4	F	26	£38,585
		27	£39,558
		28	£40,522
		29	£41,257
		30	£42,204
		31	£43,233
Grade 5	G	32	£44,338
		33	£45,618
		34	£46,669
		35	£47,757
		36	£48,832
		37	£49,914
	H	38	£51,007
		39	£52,028



		40	£53,153
Grade 6		41	£54,247
		42	£55,331
		43	£56,402
		44	£57,555
	I	45	£58,716
		46	£59,898
		47	£61,093
		48	£62,301
Grade 7	J	49	£63,541
		50	£64,804
		51	£66,066
	K	52	£66,436
		53	£68,562
		54	£69,795
		55	£71,037
		56	£72,297
		57	£73,556
		58	£74,787
		59	£76,040

Appendix 4. Post title recommendations for support staff (NJC recommendations)

Department / area	Post title	Recommended grade
Finance	Finance Assistant	Grade 2
	Finance Administrator	Grade 3
	Finance Manager	Grade 5
Administration	Admin Assistant	Grade 2
	Receptionist	Grade 2
	Office Manager	Grade 3
	Senior Office Manager	Grade 4
	Governance & Compliance Professional	Grade 4
	School Business Manager	Grade 5
Buildings	Assistant Supervisor	Grade 2
	Handy Person	Grade 2
	Cleaner	Grade 2
	Building Manager	Grade 3
	Building Site Supervisor	Grade 3
	Trust Estates Lead	Grade 5
TA / HLTA	Teaching Assistant (Level 2)	Grade 2
	Learning Support Assistant	Grade 2
	Teaching Assistant (Level 3)	Grade 3
	SEN TA	Grade 3
	Learning Support Mentor	Grade 3
	HLTA	Grade 4



Wrap Around Care	Play Worker	Grade 2
	Breakfast Club Worker	Grade 2
	After School Club Worker	Grade 2
	Senior After School Club Worker	Grade 3
Pastoral	Pastoral Support Worker	Grade 3
	Pastoral Care Manager	Grade 5
Catering	Lunchtime Supervisor	Grade 2
	Kitchen Assistant	Grade 2
	Kitchen Cook	Grade 3
Personnel / HR	HR Administrator	Grade 3
	HR Manager	Grade 5

