



PAY POLICY 2025-2026

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** Executive Head/ Head Teacher/ Associate Head (henceforth referred collectively as Head Teacher, unless specifically stated)*

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1 Policy Statement

This policy sets out the framework for making decisions on teachers' pay. It has been developed to comply with current legislation, the requirements of the School Teachers' Pay and Conditions Document (STPCD) 2025 and has been consulted on with staff and/or the recognised trade unions.

The Governing Body has a statutory responsibility for making decisions on pay, for reviewing school leadership and teachers' salaries annually and for developing a School Pay Policy.

The Pay Policy will also work in conjunction with the school's appraisal policy, Schools Improvement Plan, and other rules and expected standards of performance which are advised and communicated to employees.

2 Aims of the Policy

The Governing Body seek to provide for both pupils and staff an environment in which all people are valued. The Governing Body will seek to ensure fairness and equity for all staff and to fulfil its statutory and other responsibilities as a good employer. The Pay Policy will assist the Governing Body in seeking to ensure that all staff receive proper recognition for their work and are properly rewarded for their contributions to school life, including support and encouragement to continue in their work.

The Governing Body aims to:

- a) Maintain and improve the quality of education offered by the school by having a Pay Policy, which supports the school's overall aims and priorities as stated in the school development plan;
- b) Balance the competing demands made on the school's limited budget so that its needs are addressed as effectively as possible;
- c) Apply the school's performance management processes to support teachers' professional development. Performance management objectives will be set in accordance with that intention;
- d) Manage its Pay Policy in a fair, reasonable and open manner and consult with staff and trade union representatives within the school when any change or review of the policy is undertaken;
- e) Keep the Pay Policy broadly in line with that of other local schools and in accordance with the government's initiatives around workforce reform;
- f) Avoid direct or indirect discrimination in particular on the grounds of age, disability, gender, marital status, sexual orientation, race, colour, religion, nationality, ethnic or racial origins;
- g) Consult with representatives of recognised trade unions and staff within the school in the event of any change or review of the staffing structures attached as an addendum to this policy;
- h) This Pay Policy complies with The Employment Rights Act 1996, The Employment Relations Act 1999, the Employment Act 2002, The Equality Act 2010, The Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, The Employment Act 2002 (Dispute Resolution) Regulations, The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, The Employment Equality (Age) Regulations 2006 (sections 6 and 8).

3 The Pay Committee

The Governing Body is the 'relevant body' as set out in the School Teachers' Pay and Conditions Document. It will establish and update a Pay Policy and see that it is carried out fairly and consistently and approve the overall pay structure of all staff.

The Governing Body will determine the annual pay budget on the recommendation of the Pay Committee. The Governing Body has delegated its pay powers to the Pay Committee in accordance with the Education (School Government) (England) Regulations 1999.

The details for the members of the Pay Committee are with the Headteacher. The Chair of this committee is not employed at the school. All members of the Committee will treat as confidential any information, discussions or recommendations of the committee. All pay-related decisions taken by the committee will take full account of the School Improvement Plan.

4 Consultation

The Headteacher as the representative of the Governing Body will consult with representatives of recognised trade unions and staff as necessary when considering implementation of any new staffing structure which has been agreed by the Pay Committee.

5 Equal Opportunities

The Governing Body seeks to provide equal employment opportunities for all staff. The Governing Body will comply with all relevant employment and equalities legislation and regulations at all times.

An Equality Impact Assessment (EIA) may be undertaken to ensure that the application of the policy does not disadvantage any particular group with a protected characteristic(s) as defined by the Equality Act 2010.

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

6 Contracts of Employment

Contracts or letters of appointment will be provided for all staff by the Governing Body. The written statement of particulars will state the grade and salary of the post and other financial entitlements of the post holder.

7 Salary Sacrifice Schemes

All staff are entitled to benefit from a salary sacrifice arrangement, whereby they opt to give up the right to receive part of their gross salary in return for the employer's agreement to

provide them with benefit-in-kind, which is pensionable but exempt from income tax. The following schemes are currently available:

- Child Care Voucher Scheme
- Bicycle Purchase Scheme
- Other schemes as identified by School/employer

SECTION ONE – LEADERSHIP GROUP PAY

8 Leadership Pay Determinations effective from September 2025

The following will apply to individuals appointed to a leadership post on or after 1st September 2014 or whose responsibilities have significantly changed or if the school's Headteacher group changes. However, the Governing Body may choose to review the pay of all leadership posts under these new arrangements, if they determine that this is required to maintain consistency with pay arrangements for new appointments to the leadership team made on or after 1st September 2014.

The maximum of the deputy or Assistant Headteacher's pay range must not exceed the maximum of the Headteacher group for the school, calculated in accordance with paragraphs 6 to 9 of "the Document". The pay range for a Deputy or Assistant Headteacher should only overlap the Headteacher's pay range in exceptional circumstances.

8.1 School Headteacher Group

The Governing Body will first determine the Headteacher group of the school by reference to the formula set out in the "Document" (paragraph 6.1 for ordinary schools or paragraph 7.1 of "the Document" for special schools).

The relevant body must determine pay ranges for the Headteacher and for Deputy Headteachers and Assistant Headteachers in accordance with paragraphs 9.2 to 9.4 of "the Document".

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. In the case of a new appointment, the relevant body may wish to consider whether the requirements of the post and the extent to which the preferred candidate meets those requirements are such that it would be appropriate to set the starting salary above the minimum of the relevant Headteacher group. The relevant body must ensure that there is appropriate scope within the range to allow for performance related progress over time.

Pay ranges for Headteachers should not normally exceed the maximum of the Headteacher group. However, the Headteacher'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 Headteacher's pay range and any additional payments made under paragraph 10 does not exceed the maximum of the Headteacher group by more than 25% other than in exceptional circumstances; in such circumstances, the governing body must

seek competent external independent advice before providing such agreement and support its decision with a business case.

8.2 Salary Ranges

The salary ranges are determined according to a three step process.

The Governing Body will determine the pay range of any leadership post, Headteacher, Deputy or Assistant, in accordance with the “Document” paragraph 9. When determining a leadership pay range the Governing Body will take into account the following:

- The permanent responsibilities of the role
- Any challenges that are specific to the role
- All other relevant considerations

The Governing Body will also ensure when setting a pay range that there is sufficient scope to allow for performance related progression over time.

Headteacher groups and pay ranges can be found at Appendix 4.

8.3 Headteacher’s Pay

The Governing Body (Pay Committee) will determine the Headteacher pay range whenever it proposes to appoint a new Headteacher, if it is necessary to change the Headteacher group size or at any time it is considered necessary to reflect a significant change in the responsibilities of the post as follows:

- The Pay Committee will review the school’s size and the Headteacher’s Individual School Range (ISR) in accordance with paragraphs 6.1 to 6.6 of “the Document”. The Headteacher pay range for the Trust is L20-L226

The pay range for the Headteacher will not normally exceed the maximum of the school Headteacher group.

The Governing Body will ensure that the process of determining the remuneration of the Headteacher is fair and transparent. There will be a record made of the reasoning for the determination of the Headteacher’s pay range.

Where the Headteacher is appointed to be permanently responsible and accountable for more than one school, the Governing Body will base the determination of the Headteacher group on the total number of pupil units across all schools, which will give a group size for the federation in accordance with the “Document” paragraphs 6 or 7.

Where the Headteacher is appointed as temporary Headteacher/Executive Headteacher of more than one school, in addition to their substantive post remuneration will take the form of a temporary payment (see below).

Where the arrangement for the Headteacher and or other teachers is temporary, any adjustment to their pay is also temporary, and safeguarding provisions will not apply when the

arrangements cease. There is an expectation that temporary arrangements will be time limited and subject to regular review. The maximum duration should be no longer than two years.

8.4 Temporary payments to Headteachers

The Governing Body may determine that additional payments are made to the Headteacher for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined. The Governing Body will not have previously taken such reason or circumstance into account when determining the Headteacher pay range.

Subject to paragraph 10.2 to 10.4 of “the Document”, the total sum of the temporary payments made to a Headteacher in accordance with paragraph 10.2 of “the Document” in any school year must not exceed 25% of the annual salary which is otherwise payable to the Headteacher, and the total sum of salary and other payments made to a Headteacher must not exceed 25% above the maximum of the Headteacher group.

The relevant body may determine that additional payments be made to a Headteacher which exceed the limit set out above in wholly exceptional circumstances and with the agreement of the governing body. The governing body must seek competent external independent advice before producing a business case, seeking such agreement.

Headteachers, Deputy Headteachers and Assistant Headteachers may not be awarded payments under paragraphs 27.1 to 27.2 of “the Document” other than as reimbursement of reasonably incurred housing or relocation costs. All other recruitment and retention considerations in relation to a Headteacher, Deputy Headteacher or Assistant Headteacher – including non-monetary benefits – must be taken into account when determining the pay range. Where the relevant body pays a recruitment or retention incentive or benefit awarded to a Headteacher, Deputy Headteacher or Assistant Headteacher under a previous Document, subject to review, it may continue to make that payment at its existing value until such time as the respective pay range is determined under this Document.

8.5 Headteacher’s Performance

At the beginning of each academic year the Governing Body will appoint two or three governors who will agree performance objectives with the Headteacher. The governors will appoint an external adviser to provide independent advice. The performance objectives will reflect priorities identified in the school's improvement plan.

The performance review will be conducted in accordance with the school's Appraisal policy.

In the second half of the Autumn term of each year, (or where determined differently by the Governing Body, in the half term immediately prior to the anniversary of the setting of the performance criteria), the Pay Committee will receive recommendations from the delegated governors and the Chair of Governors (if s/he is not a delegated governor) about the salary of the Headteacher. The recommendation shall reflect the delegated governors' views based on the outcomes of the annual performance review and the Chair of Governors view of the Headteacher's overall performance during the year. Any recommendation for movement up the

ISR, on which the Headteacher is currently paid, may only be by one or two points in any one annual review.

The recommendation for the Headteacher will be made in a written statement to the Pay Committee of the Governors, giving reasons for the recommendation and the level of salary that it is recommended should be backdated from the 1 September. The increase can be up to 2 points on the ISR. The Pay Committee of Governors will consider the recommendation and make its decision known to the Headteacher in writing on the appropriate salary assessment form.

If the Headteacher wishes to appeal against the decision of the Pay Committee of the Governors regarding their pay, they may appeal to the Appeals Panel as referred to in this policy.

The appointed governors are aware of their duty to set performance objectives in default of agreement with the Headteacher. This power will only be exercised as a last resort after the appeal procedure has been exhausted. The general appeals procedure will apply. The Headteacher is entitled to submit a written statement, commenting on any objectives set, which will be taken into account at the time of the review.

9 Deputy Headteacher and Assistant Headteachers' Pay

When a new Deputy Headteacher or Assistant Headteacher is to be appointed, the Pay Committee will determine the pay range to be advertised and agree on appointment.

The Pay Committee will determine a Deputy Headteacher or Assistant Headteacher's pay range in accordance with paragraph 9.2 to 9.4 of "the Document" and will also take account of any other permanent payments made to staff within the school to ensure that appropriate differentials are created and maintained between posts of differing responsibility and accountability

The salary range for the Deputy Headteacher in this school is:L11-L15

The salary range for the Assistant Headteacher in this school is: L7-L11

The maximum of the Deputy or Assistant Headteacher's pay range must not exceed the maximum of the Headteacher group for the school, calculated in accordance with paragraphs 6 to 8 of "the Document". The pay range for a Deputy or Assistant Headteacher should only overlap the Headteacher's pay range in exceptional circumstances.

9.1 Deputy Headteacher and Assistant Headteacher's Performance

The Pay Committee delegates to the Headteacher the agreement of performance objectives for pay purposes for the Deputy Headteacher and Assistant Headteacher. Objectives will be agreed and reported to the Pay Committee as early as possible in the autumn term. The Deputy or Assistant Headteacher may agree objectives

directly with the Pay Committee where an agreement between the Headteacher and Deputy Headteacher or Assistant Headteacher is not achieved.

The Pay Committee is aware of the Headteacher's duty to set performance objectives in default of agreement. This power will only be exercised as a last resort after the appeal procedure has been exhausted. The general appeals procedure will apply. The Deputy Headteacher is entitled to submit a written statement, commenting on any objectives set, which will be taken into account at the time of the review.

The Headteacher will review the performance of the Deputy Headteacher and Assistant Headteacher against the performance objectives and the Pay Committee will award up to two points where objectives are met.

SECTION TWO – ALL TEACHERS BELOW THE LEADERSHIP GROUP

10 Leading Practitioners

In this school Leading Practitioners will be qualified teachers employed to model and lead the improvement of teaching skills across the school. Additional duties will be set out in the job description of the Leading Practitioner and will include:

- a) A leadership role in developing, implementing and evaluating policies and practices in the school that contribute to school improvement;
- b) The improvement of teaching within school (*and the wider school community*) which impact significantly on pupil progress;
- c) Improving the effectiveness of staff and colleagues, particularly in relation to specific areas such as (*insert*).

The individual post range will be determined for each post within the minimum and maximum of the pay range as set out in Appendix 5:

11 General Pay and Conditions

All teachers in this school will be paid in accordance with the statutory provisions of the School Teachers' Pay and Conditions Document (hereafter referred to as 'the Document') which is updated each September and, Conditions of Service for School Teachers in England (the Burgundy Book).

The Pay Committee will pay teachers employed at St Mary's and St Saviour's on the Outer London Scale and St Margaret's on the Inner London scale, which incorporate the appropriate London Area Allowance.

12 Pay Award 2025

12.1 September 2025 pay award

The September 2025 pay award In line with the recommendations in the STRB's 35th Report, from 1 September 2025, a 4% increase will be applied to all pay and allowance ranges and advisory points.

All pay uplifts will be back dated to 1 September 2025

13 Part Time Teachers

Teachers employed on an on-going basis at the school, but who work less than a full working day or week are deemed to be part-time. The Governing Body will give them a written statement detailing their working time obligations and the mechanism used to determine their pay, subject to the provisions of the statutory pay arrangements.

The pro-rata remuneration for the hours that a part time teacher is required to work will be calculated, in accordance with paragraphs 40.1 to 41.1 of “the Document”, as a proportion of the total number of hours in the school’s timetabled teaching week;

14 Short Notice/Supply Teachers

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.

- Teachers employed on a day to day or other short notice basis must be paid in accordance with the provisions of the STP&CD 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.
- A teacher to whom the bullet point above applies and who is employed by the same authority throughout a period of 12 months beginning in August or September must not be paid more by way of remuneration in respect of that period than would have been paid had the teacher been in regular employment throughout the period.

15 Pay Reviews

The Governing Body will ensure that every teacher’s salary is reviewed with effect from 1 September and no later than 31 October (except in the case of the Headteacher where this will be no later than 31 December) each year and give them a written statement setting out their salary and any other financial benefits to which they are entitled.

Reviews may take place at other times during the year to reflect any changes in circumstances or job description that lead to a change in the basis of an individual’s pay. A written

statement will be given after any review and where applicable will provide information about the basis on which it was made.

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

Decisions will be communicated to staff by the Headteacher, in writing, in accordance with paragraph 3.4 of “the Document”.

Decisions on the pay of the Head will be communicated by the chair of the Governing Body, in writing in accordance with paragraph 3.4 of “the Document”.

16 Appeal

A teacher may seek a review of any determination in relation to their pay or any other decision taken by the relevant body (Governing Body, a committee or individual acting with delegated authority) that affects their pay. See Appendix 1.

The following list is not exhaustive, but illustrates some of the grounds for seeking a review of a pay determination:

- a) The incorrect application of any provision of “the Document”;
- b) Failure to have proper regard for statutory guidance;
- c) Failure to take proper account of relevant evidence;
- d) Taking account of irrelevant or inaccurate evidence;
- e) Evidence of unlawful discrimination or bias against the teacher.
- f) Incorrect application of the School’s Pay Policy

The teacher will be given the opportunity to make representations in person. Any member of staff appealing has the right to see all relevant papers and to be accompanied by a trade union representative or workplace colleague.

The decision of the review will be given in writing, and will include a note of the evidence considered and the reasons for the decision. The decision of the reviewer will be final.

17 Basic Pay Determination on Appointment

The Governing Body will not restrict the pay range or starting salary for a vacancy prior to advertising it other than the minimum of the main pay range and the maximum of the upper pay range).

The school is committed to the principle of pay portability and will apply this principle in practice when making all new appointments. The school recognises that there are flexibilities allowed for within the School Teachers Pay and Conditions Document that individual teachers may wish to exercise.

Pay progression is automatic and annual for all teachers until they reach the top of their range. This includes Early Career teachers (ECTs), unqualified teachers, classroom teachers (on main and upper pay ranges), lead practitioners and those on the leadership scale. Pay progression is not linked to performance.

Teachers will be awarded pay progression of at least one point for each year of employment as a classroom teacher, but the employer may decide to withhold progression if a teacher is subject to formal capability proceedings.

The pay scale for classroom teacher posts paid on the Main pay range from September 2025 can be found at Appendix 5.

18 Teachers Paid a Safeguarded Sum

The governing body will apply the safeguarding provisions for the current document. Where a determination leads or may lead to the start of a period of safeguarding, the required notification will be given as soon as possible and no later than one month after the determination.

19 Unqualified Teacher's Pay

An unqualified teacher is either a trainee working towards qualified teacher status, an overseas trained teacher who has not exceeded the four years they are allowed without obtaining qualified teacher status, or an instructor with a particular skill.

The pay scale for unqualified teacher posts paid on this range from September 2025 can be found in Appendix 5. Decisions regarding pay progression will be made annually with reference to the most recent appraisal report. Decisions not to progress up the pay spine will be made in circumstances where unqualified teacher is subject to capability procedures, concerns about standards of performance have been raised as part of the appraisal process and have not been sufficiently addressed through support provided by the school by the conclusion of that process.

Any pay point awarded to unqualified teachers are permanent, while the teacher remains in the same post or takes up a new one at this school.

20 Application to be paid on the Upper Pay Range

All Qualified teachers may apply to be paid on the upper pay range at least once a year 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.

Where Teachers wish to be assessed, they should notify their appraiser by completing the application form (**Appendix Two**) which should be submitted by the Teacher to the appraiser at the performance management/appraisal review meeting. The Teacher's application will be appended to their performance management/appraisal planning statement.

The performance Management/Appraisal Review Statement at the end of a cycle will be the only source of evidence Teachers require to support progression. (or, where that information is not applicable or available, a statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria).

21 The Assessment

The Headteacher or appropriate senior leader shall assess applications and make a recommendation to the relevant body based on, the criteria in paragraph 15.2 of "The Document"

A teacher must be highly competent in all elements of the relevant teaching standards and the teacher's achievements and contribution to an educational setting or settings will be substantial and sustained. (Refer to guidance in the appraisal policy on setting consistent application of these standards).

The Governing body/pay committee will be satisfied that the teacher has met the criteria having regard to the two most recent successful appraisal reviews.

Following a recommendation made by the Headteacher or appropriate senior leader a decision passed by the appropriate Pay Committee will normally be no later than **31 October**. Where circumstances cause a delay to pay reviews, these will be completed as soon as reasonably possible after the deadline. Salaries will then be backdated to **1 September**.

If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the upper pay range in that school or schools. This school will not be bound by any pay decision made by another school.

22 Movement on the upper pay spine

- Teachers on the Upper Pay Range (U1-U3) will be paid on the three-point scale on the Upper Pay Range
- Annual Pay Progression is automatic and is not linked to Performance
- Teachers will be awarded pay progression of at least one point on the Upper Pay Range for each year of employment as a classroom teacher. The employer may only withhold pay progression if a teacher is subject to formal capability proceedings.

23 Processes and Procedures

A recommendation will be made by the Headteacher, or appropriate senior leader and a decision passed by the appropriate Pay Committee normally no later than **31 October**. Where circumstances cause a delay to pay reviews, these will be completed as soon as reasonably possible after the deadline. Salaries will then be backdated to **1 September**.

If unsuccessful, feedback will be provided by a member of the senior leadership team within 20 workings of the date of the determination by the relevant body (Governing Body or committee or individual acting with delegated authority) and will be confirmed in writing

Any appeals against a recommendation or a decision not to move the teacher to the, or through the upper pay range will be heard under the schools' general appeal arrangements.

The pay scale for classroom teacher posts paid on the Upper pay range are set out in Appendix 5.

SECTION THREE: OTHER PAYMENTS

24 Teaching and Learning Responsibilities (TLRs)

TLRs will be paid in accordance with the principles laid out in paragraphs 20.1 to 20.5 of "the Document".

A TLR 1 OR 2 may be awarded to a classroom teacher for undertaking a sustained additional responsibility in the context of the school's staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning for which he/she is made accountable. The award may be while the teacher remains in the same post or occupies another post in the temporary absence of the post-holder. Unqualified Teachers may not be awarded a TLR.

- a) The annual value of a TLR1 must be no less than £10,174 and no greater than £17,216;
- b) The annual value of a TLR2 must be no less than £ 3,527 and no greater than £8,611

A TLR1 or 2 will be awarded for posts in which the teacher's duties include a significant responsibility that is not required of all classroom teachers and that:

- a) is focussed on teaching and learning,
- b) requires the exercise of the 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 involves leading, developing and enhancing the teaching practice of other staff.

In addition, before awarding a TLR1, the relevant body must be satisfied that the sustained, additional responsibility referred to in paragraph 20.1 of “the Document” includes line management responsibility for a significant number of people.

A fixed term TLR (TLR3) may be awarded to a classroom teacher for a clearly time-limited school improvement project, or one-off externally driven responsibilities. The annual value of a TLR 3 must be no less than £ 702 and no greater than £ 3,478. The duration will be established at the outset and payment will be made on a monthly basis for the duration of the fixed term. A teacher in receipt of a TLR1 or TLR2 may also hold a concurrent TLR3.

TLR3 are not subject to safeguarding.

From 1st September 2025, the value of any existing or new TLR1 and TLR2 payment, is 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 (as defined at paragraph 40.1) when determining the value of the TLR1 or TLR 2 payment. For the avoidance of doubt, relevant bodies must act fairly and appropriately when determining the value of a TLR1 or TLR2 payment.

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The pro-rata principle does not apply to any TLR3 award.

The responsibility or package of responsibilities for which a TLR1 or TLR2 is awarded will be clearly set out in the job description of the post holder.

The TLR payments are set out in Appendix 5.

24.1 Safeguarding of TLRs

Safeguarding arrangements will be applied in accordance with paragraphs 31.1 to 32.1 of “the Document”.

If the Governing Body determines that:

- a) the duties for which a teacher was awarded a TLR1 or TLR2 are no longer to include the significant responsibility for which it was awarded; or
- b) the responsibility for which a teacher was awarded a TLR1 or TLR2 merits an allowance of a lower annual value it must pay the safeguarded sum. (TLR3s are not subject to safeguarding).

Safeguarding will not be paid unless paragraph 31.1 of “the Document” applies.

The safeguarded sum is the value of the old allowance or, where a new allowance of lower value is being awarded at the same time that the old allowance is being removed, the difference between the value of the old allowance and the value of the new allowance.

Within one month of the determination the Governing Body must notify the teacher in writing of the changes.

25 Special Educational Needs (SEN) Allowance

A SEN allowance of no less than £ 2,787 and no more than £ 5,497 per annum, is payable to a classroom teacher in accordance with paragraph 21.1 of “the Document”.

The Pay Committee must award a SEN allowance to a classroom teacher;

- a) in any SEN post that requires a mandatory SEN qualification
- b) in a special school;
- c) who teaches pupils in one or more designated special classes or units in a school
- d) 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 with a greater level of involvement than is the usual requirement of teachers throughout the school or unit within the school

Where a SEN allowance is to be paid, the relevant body will determine the value of the allowance, taking into account the structure of the school’s SEN provision and the following factors;

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

Where a teacher is in receipt of a SEN allowance awarded under an earlier document, with effect from 1 September the Pay Committee will;

- a) determine whether the teacher remains entitled to a SEN allowance in accordance with paragraph 21.2 of “the Document” and if so, determine the amount of that allowance in accordance with this paragraph “the Document”.

25.1 Safeguarding of Special Educational Needs Allowances

The relevant body will pay the teacher the safeguard sum to which the teacher is entitled in accordance with paragraph 30.1 to 34.3 of “the Document”. Where the teacher is no longer entitled to a SEN allowance following determination of the above statutory criteria or where the new allowance is lower than the value of the SEN allowance that the teacher was awarded previously, the Governing Body must pay the safeguarded sum.

The safeguarded sum is the difference between the value of the old allowance and the value of the new allowance or, in the case where the teacher is no longer entitled to a SEN allowance, the value of the old allowance.

26 Unqualified Teachers’ Allowance

Unqualified teachers are not eligible for teaching and learning or special educational needs allowances.

However In accordance with paragraph 22.1 of “the Document”, the Governing Body will pay an unqualified teachers’ allowance to unqualified teachers when the Governing Body consider that the teacher has:

- a) Taken on a sustained significant additional responsibility which
 - i) is focussed on teaching and learning
 - ii) requires the exercise of a teachers’ professional skills and judgement; or
- b) Qualifications or experience bring added value to the role being undertaken.

26.1 Safeguarding of Unqualified Teachers Allowances

Where a teacher is no longer entitled to an allowance following determination of the above statutory criteria or where the new allowance is lower than the value of the original allowance that the teacher was awarded previously, the Governing Body will pay the safeguarded sum in accordance with paragraph 31.1 of “the Document”.

27 Additional payments – Classroom teachers

The relevant body may make such payments as it sees fit to a classroom teacher in respect of:

- a) continuing professional development undertaken outside the school day;
- b) activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;
- c) participation in out-of-school hours learning activity agreed between the teacher and the Headteacher.
- d) 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.

28 Recruitment and retention incentives and benefits

Subject to paragraph 27.2 of “the Document”, the relevant body or, where it is the employer in the case of an unattached teacher, the authority, may make such payments or provide such 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.

Where the relevant body or, where it is the employer in the case of an unattached teacher, the authority, is making one or more such payments, or providing such financial assistance, support or benefits in one or more cases, the relevant body or authority must conduct a regular formal review of all such awards. The relevant body or authority 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.

The Pay Committee, with guidance from the local authority, has the discretion to award recruitment/retention incentives in accordance with paragraph 27.1 to 27.2 of “the Document”.

Headteachers, Deputy Headteachers and Assistant Headteachers may not be awarded payments under paragraphs 27.1 to 27.2 of “the Document” other than as reimbursement of reasonably incurred housing or relocation costs. All other recruitment and retention considerations in relation to a Headteacher, Deputy Headteacher or Assistant Headteacher – including non-monetary benefits – must be taken into account when determining the pay range. Where the relevant body pays a recruitment or retention incentive or benefit awarded to a Headteacher, Deputy Headteacher or Assistant Headteacher under a previous “Document”, subject to review, it may continue to make that payment at its existing value until such time as the respective pay range is determined under “the Document” 2014.

The Pay Committee will consider awarding recruitment benefits or incentives to attract candidates.

The Governing Body will conduct a regular formal review of all such awards. The Governing Body will make clear at the outset the expected duration of such incentives and benefits, and the review date after which they may be withdrawn.

29 Acting Allowance

Acting allowances may be paid to teachers subject to paragraph 23.6 of the STPC Document who are assigned and carrying out the duties of Headteacher, Deputy Headteacher or Assistant Headteacher. **The Pay Committee will, within a four-week period of the commencement of acting duties, determine whether or not the acting postholder will be paid an allowance.** In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and paid from the first day of absence.

If the Pay Committee determines that an allowance will be paid, any teacher who carries out the duties of Headteacher, Deputy Headteacher or Assistant Headteacher will be paid at an appropriate point, which must not be below the minimum, of the Headteacher range, Deputy

Headteacher range or Assistant Headteacher range, as determined by the Pay Committee. Payment may be backdated to the commencement of the duties.

30 Out of School Learning Activities

The Governing Body may make discretionary payments to teachers and members of support staff, who participate in out-of-school learning activities. Teachers' involvement is entirely voluntary. Payments will only be made for substantial and where appropriate, regular commitment outside a teachers' 1265 hours of directed time. No full or part-time teacher or member of staff will be obliged to participate in out-of-school hours activities above their contracted hours.

Part-time teachers may receive an additional payment for participating in the same learning activities where these are not part of their contracted hours.

Staff will be given separate written confirmation for this additional work. The following non-exhaustive out-of-school hours' activities may be eligible for additional payment:

- a) Homework clubs;
- b) Breakfast clubs;
- c) Study support sessions linked to a particular curriculum, arts and hobby interest areas;
- d) Master classes;
- e) Summer literacy and numeracy schools.

Payment will be made for participating in an out-of-school learning activity of one hour or more over a minimum period of 6 weeks. The rate of payment will be determined by the school subject to available funding.

Recognition will also be given to support staff who work on the above out of school hours activities i.e. TOIL

Payment for Continuing Professional Development at weekends and out of term time is discretionary and will be considered on a case by case basis.

The Governing Body will have the discretion to make additional payments to teaching staff in respect of continuing professional development undertaken outside the school day. Such payments, if awarded, will be 1/195 of the individual teacher's annual salary.

31 Activities relating to the provision of initial teacher training.

The Governing Body may make discretionary payments to teachers in respect of activities relating to the provision of initial teacher training as part of the ordinary conduct of the school.

32 Provision of Services to Other Schools

The Governing Body may award additional payments in respect of additional responsibilities and activities due to or in respect of the provision of services by the Headteacher relating

to the raising of education standards to one or more additional schools. These additional payments will be in accordance with 10.1 and 10.2 of “the Document”.

33 Honoraria

The Governing 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 STPCD for payment of bonuses or honoraria in any circumstances and such award would be unlawful.

34 Policy and Procedure Changes

This is Genesis Education Trust’s Pay Policy as at 1 September 2025. This policy will be reviewed on an annual basis in line with legislative changes and changes to “the Document”. As a consequence we may need to change this policy in future, but if we do, we will do so in consultation with representatives of recognised trade unions and staff within the school. If we need to do something different, we will always be fair and reasonable.

The Governing Body will monitor the outcomes and impact of this policy on a regular basis. Taking into account the following protected characteristics

- a. Sex/gender/trans
- b. Ethnicity
- c. Disability
- d. Age
- e. Pregnancy and maternity
- f. Sexual orientation
- g. Marriage and civil partnership
- h. Religion and belief

The Local authority will collate this information across maintained schools and share with the recognised unions information including: appropriate anonymised data broken down by Equality Characteristics in line with GDPR on the application of this policy, including the number of requests granted and the outcome of any appeal. Should analysis of this data cause concern, a review of the policy and its application will be initiated.

TEACHERS PAY APPEALS

The order of proceedings is as follows:

1. A teacher receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
2. The teacher should set down in writing the grounds for questioning the pay decision and send it to the Headteacher, with a copy to the Chair/Clerk to the Governing Body, within ten working days of the notification of the decision being appealed against. The Governing Body may extend the time limit for good and sufficient reason. If the Headteacher wishes to appeal, a notification should go to the Chair of the Governing Body, with a copy to the clerk, within the same period of time.

Informal stage (optional)

3. It may be possible to resolve the pay determination issue without the need to use the full formal appeals process. The teacher will be invited to meet with the Pay Committee or person who made the determination to seek to resolve the pay determination issue in the first instance.
4. The meeting is not a negotiating forum but is used to clarify and identify information that may not have been taken into account. Following the meeting the pay determination can be reviewed taking account of any additional information. The outcome of this review will be confirmed in writing. If, following the review, the assessment remains unchanged and the teacher is still dissatisfied with the pay determination the formal appeals process would be continued with.

Formal Stage

5. The teacher should confirm their intention to proceed with formal appeals process and include any additional information they feel relevant to their appeal, within ten days of being notified of the outcome of the informal process.
6. The teacher will be sent a copy of a management statement setting out the reasons for the pay determination.
7. The Governing Body will convene an appeals panel of at least 3 Governors, who were not involved in the original determination and who are not otherwise excluded by virtue of regulation 57 or Schedule 6 of the School Government Regulations, normally within 20 working days following receipt of the teacher's statement and the management statement. The teacher will be given the opportunity to make representations in person.
8. 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. The decision of the appeal committee is final.

Upper Pay Range Application Form

Teachers wishing to apply to progress to point 1 of the Upper Pay Scale from 1 September 2025

Name: _____

I am currently being paid on grade M.... and I wish to be assessed for progression to the Upper Pay spine. I understand that my assessment will have regard to my two most recent appraisal reports that demonstrate the criteria of 'highly competent' in the relevant standards and achieving a 'substantial and sustained' contribution to the school.

Teacher signature: _____ Date: _____

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***TO BE RETURNED TO THE HEADTEACHER NO LATER THAN 31 OCTOBER 2025.
APPLICATIONS RETURNED AFTER THIS DATE WILL NOT BE CONSIDERED.***

LEADERSHIP – KEY AREAS

Key Area 1 - Shaping the Future

The Leadership Group member is able to create a shared vision focused upon significant goals for improving learning, inspire stakeholders and plan effectively for the achievement of those goals. He or she:

- Shows vision and conviction focused on improving learning
- Understands and responds to the local and national context
- Thinks, plans and acts strategically to achieve that vision
- Involves and inspires stakeholders

Key Area 2 - Leading Learning and Teaching

The Leadership Group member is successful in raising the quality of learning, teaching and achievement through setting high expectations, monitoring and evaluating progress, establishing improvement strategies and addressing underachievement of learners. He or she:

- Sets high expectations which focus on improvement of learning and teaching
- Evaluates effectively, identifies actions and secures improvement
- Works with others to raise levels of progress and achievement
- Challenges and addresses underachievement of learners

Key Area 3 - Developing Self and Working with Others

The Leadership Group member is able to lead a collaborative learning culture by showing self-awareness, with a readiness to learn and help others learn. He or she:

- Builds a collaborative learning culture within the school
- Sets high expectations and gives clear feedback, identifying strengths and areas for improvement
- Recognises and uses opportunities for learning and development, for self and others
- Uses effective coaching and feedback skills

Key Area 4 - Managing the Organisation

The Leadership Group member manages effectively, uses resources efficiently, makes appropriate decisions and shows good judgement. He or she:

- Takes and shares responsibility, creating an effective organisation
- Shows good judgement, makes appropriate decisions and gets things done
- Ensures strategic plans are implemented effectively
- Manages resources efficiently

Key Area 5 - Securing Accountability

The Leadership Group member holds him or herself and others accountable for high standards of performance and behaviour and takes effective action for sustainable school improvement. He or she:

- Makes clear own and staff accountabilities to secure high standards of performance and behaviour
- Routinely analyses and evaluates school performance rigorously
- Provides clear and on-going feedback to others, recognising good practice and addressing unacceptable levels of performance
- Gives an accurate and comprehensible account of school performance to a range of stakeholders

Key Area 6 - Strengthening Community

The Leadership Group member engages effectively with the community, supporting individual pupils and families, reducing barriers to learning and securing improved outcomes for children and young people. He or she:

- Creates and maintains effective partnerships with a range of stakeholders
- Recognises and takes account of diversity
- Contributes to community cohesion.

In addition to the Six Key Areas referred to above, note: DfE advice on 'National Standards of Excellence for Headteachers' has been published for use by Headteachers, Governors and aspiring Headteachers. The advice is non-statutory but emphasises that the Standards may be used in a number of ways. For example, they can be used to inform the appraisal of Headteachers by serving as a background document to assist Governors, rather than as a set of Standards against which the Headteacher's performance can be assessed in the appraisal process. They may be used to inform objective setting (but should not be used as 'cut and paste' objectives). Governors may use the standards in appraisal to frame a broad overview of leadership in the specific context of the school. In these circumstances, Governors may decide to use these Standards in addition to, or to support, the six key areas set out above. The DfE advice on the 'National Standards of Excellence for Headteachers' can be accessed via the following link:

<https://www.gov.uk/government/publications/national-standards-of-excellence-for-headteachers>

APPENDIX 4 2025-2026 PAY SCALES

UNQUALIFIED TEACHERS

Payscale	Outer London	Inner London
1	£26,789	£28,343
2	£29,383	£30,935
3	£31,974	£33,528
4	£34,265	£35,814
5	£36,856	£38,402
6	£39,450	£40,994

MAIN PAY RANGE

Payscale	Outer London	Inner London
1	£37,870	£40,317
2	£39,851	£42,234
3	£41,935	£44,238
4	£44,128	£46,339
5	£46,800	£48,952
6	£50,474	£52,300

UPPER PAY RANGE

Payscale	Outer London	Inner London
1	£52,219	£57,632
2	£54,151	£60,464
3	£56,154	£62,496

LEADERSHIP

Payscale	Outer London	Inner London
1	£55,881	£61,554
2	£57,180	£62,857

3	£58,497	£64,187
4	£59,859	£65,538
5	£61,249	£66,935
6	£62,677	£68,361
7	£64,259	£69,942
8	£65,642	£71,327
9	£67,177	£72,858
10	£68,799	£74,479
11	£70,473	£76,154
12	£72,009	£77,691
13	£73,708	£79,385
14	£75,433	£81,120
15	£77,209	£82,888
16	£79,157	£84,841
17	£80,884	£86,566
18	£82,816	£88,496
19	£84,769	£90,446

20	£86,764	£92,447
21	£88,812	£94,491
22	£90,906	£96,594
23	£93,057	£98,737
24	£95,267	£100,951
25	£97,531	£103,211
26	£99,840	£105,521
27	£102,213	£107,891
28	£104,648	£110,327
29	£107,134	£112,823
30	£109,699	£115,382
31	£112,315	£117,995
32	£114,996	£120,678
33	£117,758	£123,438
34	£120,566	£126,247
35	£123,457	£129,141
36	£126,409	£132,092

37	£129,457	£135,141
38	£132,557	£138,235
39	£135,683	£141,365
40	£138,974	£144,656
41	£142,340	£148,028
42	£145,798	£151,483
43	£147,866	£153,490

TLR 3	1840
TLR 2A	3526
TLR 2B	5513
TLR 2C	8424