NEW HEIGHTS SCHOOL
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Pay Policy

Status	**Statutory**
Responsible Governors' Committee	**Full Governing Body**
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Liverpool City Council

SCHOOL PAY POLICY 2025/26

Produced by School's HR

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This policy has been consulted centrally and agreed by teaching trade unions. To change <u>any</u> aspect of this policy at a school level, the relevant body must consult appropriately with school teaching staff and their recognised trade union representatives.

DOCUMENT STATUS

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Version 1	2014	
Revision 10	30/09/25	Policy Agreed by Trade Unions

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The Governing Body of _____ School adopted this policy on_____

This policy will be reviewed annually by the Pay Committee and approved by The Governing Body and a record of the review maintained and undertakes to share with all teachers annually.

1. INTRODUCTION

1.1 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 (STPCD - "the Document") and has been consulted on with the recognised trade unions. A copy of this policy will be sent to all staff and a copy of all relevant documents on pay and conditions will be made available to staff by the school.

1.2 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 accountability, transparency, objectivity and equality of opportunity Including compliance with equalities legislation ie 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.

1.3 Pay decisions at this school are made by the Governing Body which has delegated certain responsibilities and decision making powers to the Pay Committee as set out in Appendix One. The Pay Committee shall be responsible for the establishment and review of the pay policy, subject to the approval of the Governing Body, and shall have full authority to take pay decisions on behalf of the Governing Body in accordance with this policy. The head teacher/principal shall be responsible for advising the Pay Committee on its decisions.

1.4 In line with the recommendations in the STRB's 34th report, from 1st September 2025 a 4% increase will be applied to all pay and allowance ranges and advisory points. All pay points are set out in Appendix 2.

1.5 All teachers will be paid on a pay point detailed in Appendix 2.

1.6 The relevant uplifts will be back dated to 1 September 2025.

2. EQUALITIES

2.1 The governing body is aware of its duties under the Equality Act 2010 and will do all it can to ensure that its processes are open, transparent and fair and all pay decisions will be objectively justified. The Department for Education's advice as to Equalities considerations will be followed at this school.

2.2 Adjustments will be made to take account of special circumstances, eg an absence on long-term sick leave or agreed secondment. The exact adjustments will be made on a case-by-case basis, depending on the individual teacher's circumstances and the school's circumstances.

2.3 The Governing Body is aware of its duty under Section 18 of the Equality Act 2010 not to discriminate against women taking maternity leave. Any time absent on maternity leave will be counted towards their next pay progression.

3. PAY DECISIONS

3.1 Pay decisions at this school are determined by the Governing Body which can delegate certain responsibilities and decision making powers to a sub-committee as outlined in appendix 1.

3.2 Although referred to as the pay committee in this document, the Governing Body can decide which sub-committee is best able to deal with matters relating to pay. This can be a stand-alone committee or part of the responsibility of another sub-committee with the appropriate terms of reference.

3.3 The Governing Body will ensure the application of both pay and appraisal systems to satisfy Ofsted's key aspect of Section 5 Inspection.

3.4 The school's staffing structure is attached at appendix 4. Any changes to the school's staffing structure (i.e. creation or deletion of post including TLRs or revaluation of TLR values), will be subject to consultation with staff and Trade Unions, with the exception of the introduction of TLR3s.

4. PAY REVIEWS

4.1 The Governing Body will ensure that each teacher's salary is reviewed annually, with effect from 1 September and will ensure that each teacher's annual pay review is completed by 31 October, or 31 December for the head teacher, and that all teachers, including the head teacher, are given a written statement setting out their salary and any other financial benefits to which they are entitled (an example is included at appendix 5).

4.2 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.

4.3 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 the determination.

5. OVERVIEW OF SCHOOL ROLES AND PAY

5.1 Classroom teachers are paid on two main pay spines, the Main Pay Range (MPR) and the Upper Pay Range (UPR) as detailed in Appendix 2. Head teachers, Deputy Head teachers and Assistant Head teachers are paid on a separate pay scale, known as the Leadership Spine. Lead Practitioner posts and Unqualified Teachers posts both have distinct pay scales set by the governing body, between a minimum and maximum amount as set out in STP&C.

5.2 Teachers can also be paid additional allowances for various reasons as set out in this policy, which reflects the School Teachers Pay and Conditions Document (STPCD). The STPCD is the statutory, national conditions of service relating to teachers pay and is negotiated by central government and national trade union representatives.

5.3 Qualified teachers

In order to be classed and paid as a qualified teacher, and individual needs to have either:

a) Qualified teacher status (QTS) or
b) Qualified teacher learning and skills status (QTLS)

5.3.1 Qualified teacher status (QTS)

To achieve QTS, an individual needs to compete a period of initial teacher training which enables individual to meet the professional standards for QTS. The standards are a formal set of skills and qualities required to be an effective teacher. QTS is awarded by the National College for Teaching and Leadership having been provided with the individual's course results by their training provider.

5.3.2 Qualified teacher learning and skills status (QTLS)

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

5.4 Unqualified teachers

An unqualified teacher is an individual who does not have the qualification to be a qualified teacher, who is appointed where a special qualification and/or experience is required to teach a skill or subject e.g. a trade qualification. On the creation of such a post, the Governing Body will refer to the relevant 6-point pay range set out in Appendix 2. Progression through the pay scale is automatic, unless the teacher is on formal capability, and is in line with progression for a teacher paid on the Main Pay Range as set out in paragraph 7.

5.5 Main Pay Range

The Governing Body has agreed a six point Main Pay Range. This is the pay spine that qualified classroom teachers are paid on.

Annual progression through the Main Pay Range is automatic unless the teacher is on formal capability. The standard progression is 1 point.

MPR teachers have the right to request progression to the Upper Pay Range in line with the criteria set out by this document. [See para 8 - Movement to the Upper Pay Range.]

5.6 Upper Pay Range

A teacher paid at the Upper Pay Range is expected to have met and continues to meet the criteria set out at para 8. The Governing Body has agreed a 3-point Upper Pay Range. Annual progression through the UPR is automatic unless the teacher is on formal capability.

There is no progression from the Upper Pay Range to the Leadership Spine unless an individual applies for and is appointed to a leadership post in the school's structure.

5.7 Lead Practitioner

Such posts may be established for teachers whose primary purpose is the modelling and leading of improvement of teaching skills, where those duties fall outside the criteria for the

TLR payment structure. If a teacher holds a Leading Practitioner Post they cannot be allocated a TLR post.

Where the Governing Body has established the need in school for a Leading Practitioner teacher post, the Pay Committee will determine an appropriate pay range for each Lead Practitioner post set between the minimum and maximum detailed in STP&CD and Appendix 2. Different lead practitioner posts may be paid on different individual post ranges within the overall pay range.

When determining the pay scales for such posts, the Governing Body will do this by reference to the weight of the responsibilities of the post and bearing in mind the need to ensure pay equality where posts are equally onerous and fair pay relativities between posts of differing levels of responsibility.

Annual progression through the pay scale will be in line with Paragraph 7 of this document.

5.8 Leadership Spine

Head teachers, Deputy Headteachers and Assistant Headteachers are paid on the Leadership Spine. The Governing Body will calculate the total unit score for the school and assign the school to the headteacher group. The Governing Body will then determine the pay range for any Leadership vacancy prior to advertising it.

In setting the pay range, the Governing Body may take in to account a range of factors including the complexity and challenge of the role in the particular context of the school. Within this Pay Policy, these issues are dealt with under Basic Pay Determinations

Annual progression through the relevant pay range is automatic unless the teacher is on formal capability unless the teacher is on formal capability. The standard progression is 1 point.

5.9 Additional Allowances for Teachers

5.9.1 Teaching & Learning Responsibility payments (TLRs).

TLR 2 is awarded where a teacher is undertaking a sustained additional responsibility in the context of the schools staffing structure.
TLR 1 is awarded where a teacher is undertaking the responsibilities of TLR 2, but also has significant line management responsibility.
TLR 3 may be awarded on a fixed term basis for clearly time limited additional responsibility and is therefore temporary.

See Para 9 - Teaching and Learning Responsibilities.

5.9.2 Special Educational Needs (SEN) Allowance

An SEN allowance can be awarded to a teacher as per the criteria set out in STP&CD. Payments reflect work carried out with pupils / students with special educational needs. See para 13.1.

Other payments can be made to teachers as determined by the STP&CD.

5.10 Support Staff

Support staff are covered by the National Joint Council (NJC) conditions of service and local conditions of service. The Governing Body and Head teacher will determine the number and structure of the support staff within the school.

The Governing Body will ensure that support staff salaries are determined via the agreed Job Evaluation Scheme / PASS Scheme * *(delete as appropriate)* and salary will be paid in accordance with this schemes.

6. BASIC PAY DETERMINATION ON APPOINTMENT

6.1 The Governing Body will determine the pay range for a vacancy prior to advertising it. On appointment the individual's starting salary will be determined using the criteria below within the range to be offered to the successful candidate.

6.2 Pay portability will be used in the first instance to determine a classroom teacher's salary on commencement of employment with the school.

6.3 When determining the starting salary for a teacher who has previously worked in a Local Authority maintained school or Academy in England and Wales, the Governing Body will apply the portability within the advertised pay range. Teachers will be paid at a scale point which at least maintains the teacher's previous pay entitlement (i.e. the nearest scale point that offers no detriment) and any pay progression that is normally due.

6.4 Pay portability will be maintained in accordance with the pay range advertised for the post. Classroom teachers posts will be advertised from M1 – UPS3.

6.5 Main Pay Range

To be paid on this pay range, a teacher must be a qualified teacher – see Overview of teachers pay – qualified teachers for the definition.

The Governing Body will apply the following criteria in making pay determinations for all teachers entering the profession/new appointments who are not subject to pay portability as follows:

- One point for each year of service as a qualified teacher in an Independent school, a City Technology College, Free schools, University Technology Colleges and Studio Schools One point for each year of service as a qualified teacher in higher or further education (including sixth form colleges).
- At the discretion of the Governing Body, one point for each 3 years of non teaching experience spent working in a relevant area determined by the Governing Body/Head teacher, including industrial or commercial training, and other work with children and young people deemed relevant by the Governing Body.
- If the Governing Body considers that a teacher's experience or subject expertise merits additional award, the Governing Body will consider exercising it's discretion in awarding additional points. Justification will be provided in writing and referenced in the annual report on pay.

6.6 Upper Pay Range

To be paid on this pay range, a teacher must be a qualified teacher – see Overview of teachers pay – qualified teachers for the definition.

The Governing Body will maintain the teacher's previous entitlement to be paid on the Upper Pay Range and any pay progression that is normally due.

6.7 Unqualified Teachers

The Governing Body may employ an unqualified teacher in circumstances where:

- No suitable qualified teacher is available
- Special qualifications or experience or both are required

An unqualified teacher employed by the school will be paid on the unqualified pay scale, and salary will be assessed as follows:

- One point for each year of service as a unqualified teacher in an Independent School, a City Technology College, Free schools, University Technology Colleges and Studio Schools.(defined in glossary)
- One point for each year of service as a unqualified teacher in higher or further education (including sixth form colleges),
- At the discretion of the Governing Body/Head teacher, One point for each 3 years of non teaching experience spent working in a relevant area determined by the Governing Body/Head teacher, including industrial or commercial training, and other work with children and young people deemed relevant by the Governing Body.
- If the Head teacher / Governing Body considers that a teacher's experience or subject expertise merits additional award, the Governing Body/Head teacher will consider exercising it's discretion in awarding additional points.

Where an unqualified teacher becomes qualified, the Governing Body will ensure that he/she is transferred onto the main pay range on the next spinal point, if applicable, that is higher than their current salary and allowance paid as an unqualified teacher.

6.8 Lead Practitioners

The Governing Body may create a lead practitioner post within the school, and will also determine a suitable pay range for each post created, which is set between the minimum and maximum set out in STP&CD and in Appendix 2.

When setting the pay range, the governing body will take into account:

- the nature of the work being undertaken including any work with teachers from another school;
- the degree of challenge to the role
- the professional competencies required of the post holder;
- such other criteria that may be appropriate.

Newly appointed Lead Practitioners will be placed on the lowest point of the pay range.

6.9 Leadership posts

6.9.1 Leadership Posts

Pay ranges for headteachers should not normally exceed the maximum of the headteacher group. When setting the pay range for new appointments to Head teacher and other leadership posts, the Governing Body will take into account:

- The group size of the school (as calculated via the School Teachers' Pay and Conditions Document) and the associated pay range;
- The complexity and challenge of the role in the particular context of the school (see below)
- Any additional, permanent responsibilities and accountabilities which make the role more challenging than other posts of a similar grade within the leadership group.
- The need to include scope for performance-related progression over time.

    - 'Complexity' in this context refers to breadth of responsibilities covered within a particular role, and to the level of competence, knowledge and experience required to understand and successfully manage these areas of responsibility. For example, leading a school which provides education across three Key stages is likely to be more complex than leading a school which provides education across one or two Key stages.

    - 'Challenge' in this context refers to the level of difficulty presented by each area of responsibility within a particular role and within the individual context of the school. For example, leading an under-resourced school is likely to be more challenging than leading a well-resourced school.

When setting the leadership pay ranges the governing body or a relevant governor committee is advised to seek external independent advice and a business and benchmarking case should be made and agreed by the full governing body.

7. PAY PROGRESSION

7.1 Early Careers Teachers

Pay progression will be awarded on the successful completion of each year of induction. The Governing Body will award 1 point each year only.

7.2 Main Pay Range

Annual pay progression within the range for this post is automatic and is not linked to performance unless the teacher is on formal capability. Teachers will be awarded 1-point pay progression on the Main Pay Range.

7.3 Upper Pay Range

Annual pay progression within the range for this post is automatic and is not linked to performance unless the teacher is on formal capability.

7.4 Lead Practitioner

Annual pay progression within the range for this post is automatic and is not linked to performance unless the teacher is on formal capability. The pay committee will award 1 point.

7.5 Leadership

7.5.1 Head teacher

Annual pay progression within the set pay range for this post is automatic and is not linked to performance unless the teacher is on formal capability. The pay committee will award 1 point.

The set pay range should only need to be reviewed when there have been significant changes to responsibilities. Any 'significant change' to responsibilities must be considered by the full governing body before agreement is reached to increase the pay range for the head teacher.

Pay ranges for headteachers should not normally exceed the maximum of the headteacher group. However, the headteacher's pay range may exceed the maximum where the governing body determines that circumstances specific to the role or candidate warrant a higher than normal payment. The governing body must ensure that the maximum of the headteacher's pay range and any additional payments made does not exceed the maximum of the headteacher group by more than 25% other than in exceptional circumstances; in such circumstances, the governing body must seek external independent advice before providing such agreement and support its decision with a business case. (Refer to STPCD)

7.5.2 Deputy Head teacher and Assistant Head teachers

Annual pay progression within the set pay range for the post is automatic and is not linked to performance unless the teacher is on formal capability. The pay committee/Head teacher will award 1 point.

The set pay ranges for these posts should only need to be reviewed when there have been significant changes to responsibilities. Any 'significant change' to responsibilities must be considered by the governing body or an appropriate governor committee before agreement is reached to increase the pay range for these posts.

8. MOVEMENT TO THE UPPER PAY RANGE

8.1 Applications

8.1.1 Any qualified teacher, on the main pay scale, may apply to be paid on the upper pay range. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range.

8.1.2 Applications may be submitted once a year. The written application should be submitted by the teacher to the headteacher no later than 31 October. The form in appendix 6 of this policy is all that is required to apply to move to UPS, no further evidence is required.

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

8.2 The Assessment Criteria

8.2.1 An application from a qualified teacher will be successful where the Governing Body is satisfied that:

(a) the teacher is highly competent in all elements of the relevant standards; and
(b) the teacher's achievements and contribution to the school are substantial and sustained.

8.2.2 For the purposes of this pay policy, the school will be satisfied that the teacher has met the expectations for progression to the UPR where the criteria has been satisfied. There is no requirement to provide further evidence.

In making its decision, the school will have regard to the most recent appraisal review(s).

In this school, this means the teacher must satisfy points 1, 2 and 3 below:

1. highly competent - the teacher's performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the Teachers' Standards in the particular role they are fulfilling and the context in which they are working. The teacher can demonstrate 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.

2. substantial: the teacher's achievements and contribution to the school are significant, not just in raising standards of teaching and learning in their own classroom, or with their own groups of children, but also in making a significant wider contribution to school improvement, which impacts on pupil progress and the effectiveness of staff and colleagues. The teacher plays a critical role in the life of the school, providing a role model for teaching and learning and making a distinctive contribution to the raising of pupil standards. The teacher takes advantage of appropriate opportunities for professional development and uses the outcomes effectively to improve pupils' learning.

3. sustained: the teacher will have been expected to have shown that their teaching expertise has grown over the relevant period and is consistently maintained over time at a highly competent level.

8.3 Processes and Procedures

8.3.1 The assessment will be made upon receipt of the application, within *(insert number of days (eg 10/15/20 working days).* If successful, applicants will move to the Upper Pay Range from the previous 1 September and will be placed on the minimum of that pay scale.

8.3.2 If unsuccessful, feedback will be provided by the head teacher and will cover the reasons for the decision and the appeal arrangements available to the teacher.

8.3.3 Any appeal against a decision not to move the teacher to the Upper Pay Range will be heard in line with the procedure at Appendix 3.

8.3.4 Subsequent progression through the Upper Pay Scale will be in line with Paragraph 7.

9. TEACHING & LEARNING RESPONSIBILITY PAYMENTS (TLRs)

9.1 Permanent TLR posts (TLR1 and TLR2)

9.1.1 The Governing Body pays TLR 1 and 2 payments to teachers occupying such posts within the school staffing structure.

9.1.2 Before awarding any TLR 1 or 2 payment, the Governing Body must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and that it:

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.

9.1.3 In addition, before awarding a TLR1 payment, the Governing Body must be satisfied that the significant responsibility referred to above includes line management responsibility for a significant number of people. (It is for the school to define what constitutes a significant number of people within the context of the school).

9.1.4 Teachers will not be required to undertake permanent additional responsibilities without payment of an appropriate permanent TLR1 or TLR2 payments. However, such TLRs may be paid temporarily to a teacher who is acting into either a vacant post, or is covering the absence of the permanent TLR post holder. See section 3, paragraph 48 of STP&CD.

9.2 Time limited (Temporary) TLR posts - TLR3

9.2.1 Before making any TLR3 payment, the Governing Body must be satisfied that the responsibilities meet a, b and d of the above criteria; that they are being awarded for clearly time limited school improvement projects or externally driven responsibilities; and that the responsibilities are not a permanent or structural requirement which should instead be rewarded by means of a permanent TLR payment.

9.2.2 Where the Governing Body wishes to make TLR3 payments, the proposed responsibilities, level of payment and the duration of payment will be set out clearly upon appointment.

9.2.3 The Governing Body will ensure that the use of TLR3 applies only to clearly time-limited school improvement projects or one-off externally driven responsibilities and where there is a genuine development or operational need. TLR3 payments will not be used to replace or otherwise limit teachers' pay progression on the Main, Upper or Leading Practitioner Pay Ranges.

9.2.4 No safeguarding will apply in relation to an award of a TLR3.

9.2.5 TLR3 posts will be reviewed at least annually by the pay committee

9.3 Restrictions

Only a teacher on the main pay scale or upper pay scale can be awarded a TLR post. A teacher may not hold TLR1 and TLR2 concurrently, but may hold a TLR3 in addition to either a TLR1 or TLR2 payment.

TLR1 and TLR2 payments must be based on the proportion of responsibilities undertaken, not the teacher's working hours. For example, a part time teacher undertaking the full TLR will be paid the full TLR payment for the role. Equally, a part-time TLR may be awarded to a full-time teacher where the responsibilities are being shared with another teacher.

TLR3 payments remain exempt from pro-rata rules.

Part-time teachers must still have salary and allowances (excluding TLRs) calculated using the pro-rata principle.

9.4 Appendix 2 sets out the minimum and maximum values for the 3 TLR bandings

On the creation of a TLR post the governing body will establish an appropriate pay range and pay points between the appropriate minimum and maximum values.

10. PART-TIME TEACHERS

10.1 Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part-time. The Governing 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.

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

10.3 The head teacher and governing body will ensure that all part-time employees are treated no less favourably than a full-time comparator.

11. SHORT NOTICE/DAILY RATE TEACHERS

11.1 Teachers employed on a day-to-day or other short notice basis (not via an agency) 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.

11.2 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. 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 to arrive at the hourly rate.

12. PAY INCREASES ARISING FROM CHANGES TO THE DOCUMENT

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

13. ADDITIONAL ALLOWANCES AND PAYMENTS FOR TEACHERS

13.1 Special Educational Needs (SEN) Allowances

The Governing Body will award an SEN allowance to a teacher

- in any SEN post that requires a mandatory SEN qualification
- in a special school
- who teaches pupils in 1 or more designated special classes

In any non-designated setting (including any PRU) that is analogous to a designated special class or unit, where the post:

In any non-designated setting that is similar in some respects to a designated special class/unit, an SEN allowance will be awarded where the post:

- Involves a substantial element of working directly with children with special educational needs
- Requires the exercise of a teacher's professional skills and judgement in the teaching of children with special educational needs,
- Has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of other teachers in the school.

The value of an SEN allowance in this school as defined by the School Teachers' Pay and Conditions Document will be:
[insert the spot value of SEN allowances paid at the school]

In determining the value of the SEN allowance the Governing Body has taken into account:

- The structure of the school's SEN provision
- The relative demands of the post
- Whether any mandatory qualifications are required for the post

NB Unqualified teachers cannot hold SEN allowances.

13.2 Acting Allowances

Where any teacher is required to act as head teacher, deputy head teacher or assistant head teacher for a period in excess of three weeks, s/he will receive an additional allowance in order that the total Remuneration is not lower than the minimum of the pay range of the substantive post holder.
Payments will be backdated to the day on which the teacher assumed those duties. No pressure, direct or indirect, will be placed on teachers to act up where such acting up is voluntary on their part.

13.3 Recruitment and Retention Incentives and Benefits

Where the Governing Body wishes to make recruitment and retention payments to teachers, the level, duration and criteria for such payments will be set out clearly. Such payments will be reviewed annually and will be paid in line with the STPCD recommendations.

Recruitment and Retention payments in this school will be determined as and when required.

It will be made clear at the outset, in writing, the expected duration of any such incentive or benefit, and the review date after which they may be withdrawn.

13.4 Head teachers

For Head teachers appointed prior to 1 September 2014, the Governing Body may determine additional payments to the Head teacher where, the following circumstances have not been taken into consideration when setting the Head teacher's pay range:

- Where the school is causing concern
- The Governing Body consider it would have substantial difficulty filling the post or retaining the current Head teacher,
- The Head teacher is appointed as the temporary Head teacher of more than one school

The Governing body will ensure that the total sum of any such payments does not exceed 25% of the amount that corresponds to the Head teacher's current spinal point.

For Head teacher appointments made after 1 September 2014 additional payments will only usually be made for temporary or irregular responsibilities. Such payments will be clearly time-limited from the outset and cease when the responsibility ceases or circumstances change. Safeguarding will not apply to such payments. The total value of the salary and temporary payments made to a head teacher in any one year will not exceed 25% above the maximum of the Head teacher group for this school.

The Governing Body may re-determine the pay range for a head teacher in post only when there have been significant changes to responsibilities or if the school group changes.

13.5 Residential Duties in Residential Establishments

The Governing Body will make payments in respect of residential duties in accordance with the Joint National Council for Teachers in Residential Establishments national agreement.

This section only applies to schools covered by the Joint Negotiating Committee for Teachers in Residential Establishments national agreement.

14. SAFEGUARDING OF TEACHER SALARIES

Where the Governing Body decide to:

- Reduce the number of leadership posts
- Lower the pay range for members of the leadership team
- Delete a TLR post *
- Reduce the value of a TLR payment
- Delete or reduce an SEN payment

- Change the primary purpose of a teacher paid as a lead practitioner so that it is no longer to model and lead teaching improvement.

The teacher will be entitled to a period of safeguarding as outlined in the School Teachers' Pay and Conditions Document.

Salary safeguarding is not applicable where a teacher has been employed temporarily to cover a higher graded post within the school's staffing structure, and is not deemed permanent in accordance with The Fixed Term Employees (prevention of less favourable treatment) Regulations 2002.

*NB: Safeguarding is not applicable at the end of the fixed term period where TLR 3 has been awarded

NB: Any annual pay award does not apply to that proportion of a teachers salary which comprises a safeguarded sum.

15. SALARY SACRIFICE ARRANGEMENTS

Where the employer operates a salary sacrifice arrangement, a teacher may participate in any arrangement and their gross salary shall be reduced accordingly, in accordance with the provisions of STPCD.

16. APPEALS

The arrangements for considering appeals on pay determination are set out in Appendix three of this policy.

17. MONITORING THE IMPACT OF THE POLICY

The Governing Body will monitor the outcomes and impact of this policy and an annual written report on the operation of the pay policy, recording pay decisions taken and equality impact, will be available including trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with equalities legislation (an example monitoring form is included at appendix 7).

APPENDIX 1
ROLES AND RESPONSIBILITIES

1) Governing Body

The Governing Body is responsible for:

- Formal approval of the policy following relevant consultation.
- Establishing a pay committee and a pay appeals committee with delegated responsibility and authority to implement the pay policy on its behalf
- Appointing 2 / 3 Governors (known as the Appointed Governors) to review the Head teacher's performance on an annual basis
- Setting and agreeing the school's budget including the staffing budget
- Ensuring that all teachers' salaries (including the head teacher are reviewed in line with statutory provision.
- considering an annual report, including statistical information, on decisions taken in accordance with the terms of the policy;

2) Pay Committee

The governing body has delegated its pay powers to the pay committee. Any person employed to work at the school, other than the head, must withdraw from a meeting at which the pay or appraisal ~~of~~ any other employee of the school, is under consideration. The head must withdraw from that part of the meeting where the subject of consideration is his or her own pay. A relevant person must withdraw where there is a conflict of interest or any doubt about his/her ability to act impartially.

No member of the governing body who is employed to work in the school shall be eligible for membership of this committee.

The pay committee will be attended by the head in an advisory capacity. Where the pay committee has invited either a representative of the LA or the external adviser to attend and offer advice on the determination of the head's pay, that person will withdraw at the same time as the head while the committee reaches its decision. Any member of the committee required to withdraw will do so.

The responsibilities of the pay committee will be determined from time to time by the governing body. The current responsibilities are:

- to establish and review annually the school's pay policy and staffing structure and submit it to the Governing Body for approval
- to achieve the aims of the whole school pay policy in a fair and equal manner
- to determine salary on appointment of a teacher
- to apply the criteria set by the whole school pay policy and take decisions regarding the pay of all teachers including the Head teacher
- to ensure that the head teacher is informed of the outcome of any pay decision and the right of appeal.
- to observe all statutory and contractual obligations;
- to minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the full governing body;
- to recommend to the governing body the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of pay discretion;

- to keep abreast of relevant developments and to advise the governing body when the school's pay policy needs to be revised;
- to work with the head in ensuring that the governing body complies with the Appraisal Regulations 2012 (teachers).

The report of the pay committee will be placed in the confidential section of the governing body's agenda and will either be received or referred back. Reference back may occur only if the pay committee has exceeded its powers under the policy.

3) Head teacher

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;
- 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.

4) Appeals Committee

The Appeals Committee of the Governing Body is responsible for:

- taking decisions on appeals against the decisions of the Pay Committee in accordance with the terms of the appeals procedure of the policy.

APPENDIX 2

LIVERPOOL TEACHER PAY RATES 2025-26							
Unqualified Teacher				**Leadership**			
Point 1	£	22,601		L1	£	51,773	
Point 2	£	25,193		L2	£	53,069	
Point 3	£	27,785		L3	£	54,394	
Point 4	£	30,071		L4	£	55,747	
Point 5	£	32,667		L5	£	57,137	
Point 6	£	35,259		L6	£	58,569	
				L7	£	60,145	
Main Pay Range				L8	£	61,534	
Point m1	£	32,916		L9	£	63,070	
Point m2	£	34,823		L10	£	64,691	
Point m3	£	37,101		L11	£	66,368	
Point m4	£	39,556		L12	£	67,898	
Point m5	£	42,057		L13	£	69,596	
Point m6	£	45,352		L14	£	71,330	
				L15	£	73,105	
Upper Pay Range				L16	£	75,049	
Point 1	£	47,472		L17	£	76,772	
Point 2	£	49,232		L18 HT	£	77,924	Head Teacher Range Group 1
Point 3	£	51,048		L18	£	78,702	
				L19	£	80,655	
TLR1				L20	£	82,654	
Minimum	£	10,174		L21 HT	£	83,860	Head Teacher Range Group 2
Maximum	£	17,216		L21	£	84,699	
				L22	£	86,803	
TLR2				L23	£	88,951	
Minimum	£	3,527		L24 HT	£	90,255	Head Teacher Range Group 3
Maximum	£	8,611		L24	£	91,158	
				L25	£	93,424	
TLR3				L26	£	95,735	
Minimum	£	702		L27 HT	£	97,136	Head Teacher Range Group 4
Maximum	£	3,478		L27	£	98,106	
				L28	£	100,540	
SEN Allowance				L29	£	103,030	
Minimum	£	2,787		L30	£	105,595	
Maximum	£	5,497		L31 HT	£	107,131	Head Teacher Range Goup 5
				L31	£	108,202	
Lead Practitioners				L32	£	110,892	
Minimum	£	52,026		L33	£	113,646	
Maximum	£	79,092		L34	£	116,456	
				L35 HT	£	118,169	Head Teacher Range Group 6
				L35	£	119,350	
				L36	£	122,306	
				L37	£	125,345	
				L38	£	128,447	
				L39 HT	£	130,274	Head Teacher Range Group 7
				L39	£	131,578	
				L40	£	134,860	
				L41	£	138,230	
				L42	£	141,693	
				L43 HT	£	143,796	Head Teacher Range Group 8

APPENDIX 3
PAY APPEALS PROCEDURE

It is the intention that the Appeals Procedure will be dealt with promptly, thoroughly and impartially. When a teacher feels that a pay decision is incorrect or unjust, they may appeal against that decision, especially when there is new evidence to consider.

Teachers / Head Teachers should put their appeal in writing to either the Head Teacher or the Governing Body; their appeal should include sufficient details of its basis.

Appeals should be heard without unreasonable delay and at an agreed date, time and place. Employees have a statutory right to be accompanied at any stage of an appeal hearing by a companion who may be either a work colleague or a trade union representative.

The following list, which is not exhaustive, includes examples of reasons for seeking a review of a pay determination:

That the person or committee by whom the decision was made:

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

The order of proceedings is as follows:

A) Review Stage

1. The teacher receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
2. If the teacher is not satisfied, he/she should seek to resolve this by discussing the matter informally with the decision-maker within ten working days of the decision.
3. Where this is not possible, or where the teacher continues to be dissatisfied, he/she may follow a formal appeal process.

B) Formal Appeal Stage

1. The teacher should set down in writing the grounds for questioning the pay decision and send it to the person (or committee) who made the determination, within ten working days of the notification of the decision being appealed against or of the outcome of the discussion referred to above.
2. The committee or person who made the determination should provide a hearing, within ten working days of receipt of the written appeal, to consider the appeal and give the teacher an opportunity to make representations in person. Following the hearing the employee should be informed in writing of the decision and the right to appeal.
3. Any appeal should be heard by a panel of three governors who were not involved in the original determination, normally within 20 working days of the receipt of the written appeal notification. The teacher will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing within 10 working days, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.

The procedure for the conduct of formal meetings shall be in line with the general school appeals procedure

The Modified Procedure

There will be no entitlement to invoke the appeal procedure in relation to a pay decision if the teacher has left the employment of the school.

Where a teacher has, whilst employed at the school, lodged an appeal against a pay decision but has then subsequently left the school's employment before any appeal hearing is held, the following steps will be observed:

1. The teacher must have set out details of their appeal in writing;

2. The teacher must have sent a copy of their appeal to the Chair of the Governing Body;

3. The Chair of the Governing Body will consult with relevant school personnel and provide the teacher with an appropriate written response on behalf of the school.

APPENDIX 4

SCHOOL STAFFING STRUCTURE: -

APPENDIX 5 – Example Pay Statement

_____School
Annual Pay Statement

Name:_____ Job title: _____

Effective Date: 1 September ____

Point on pay scale from 1 September *Unqualified Teacher Scale Main Pay Range Upper Pay Range Lead Practitioner Pay Range (as determined) Leadership Pay Range *delete as appropriate	
Value	**£**

Allowance (delete as appropriate)	
SEN allowance	**Value: £**
Permanent TLR Payment (TLR1, TLR2) (Job Description Attached)	**Value: £**
If Permanent TLR is awarded while the teacher occupies a different post in the temporary absence of the post- holder, the dates or circumstances in which the TLR will come to an end.	**Value: £** **End Date:** **Circumstance:**
Temporary TLR (TLR3) (Job Description Attached)	**Value: £** **End Date:** **Circumstance:**
Recruitment or Retention payment	**Value: £** **Review Date:**
Safeguarding payment	**Value for current year: £** **End Date:**
Other Allowance (with reference to STPCD)	**Value: £**

Total salary	**Value: £**

Signed on behalf of the Governing Body: ……..

Received: Name in capitals: …….. Date: ……

(copy to be held on personnel file)

APPENDIX 6

UPPER PAY RANGE APPLICATION

Teacher's Details:

Name_____

Post_____

PM/Appraisal Details:

Years covered by planning/review statements

Schools covered by planning/review statements

Declaration:

I confirm that at the date of this request for assessment to cross the threshold I meet the eligibility criteria.

Applicant's signature_____

Date_____

APPENDIX 7

MONITORING INFORMATION

……School (September ……)

Please indicate the numbers in each Ethnic Group		Total Number of Staff **eligible for pay progression**				Total Number of staff **Successful**				Total Number of staff **Unsuccessful**			
		MPR	*UPR App	UPR	L/Ship	MPR	*UPR App	UPR	L/Ship	MPR	*UPR App	UPR	L/Ship
White	**British**												
	Irish												
	Any other white background												
Black or Black British	**Caribbean**												
	African												
	Any other black background												
Mixed	**White and Black Caribbean**												
	White and Black African												
	White and Asian												
	Any other mixed background												
Asian or Asian British	**Indian**												
	Pakistani												
	Bangladeshi												
	Any other Asian background												
Chinese or other ethnic group	**Chinese**												
	Other												

Please indicate the numbers in each Age band												
16 – 24												
25 – 34												
35 – 44												
45 – 54												
55 –64												
65 +												
Please indicate the numbers in each Gender												
Male												
Female												
Other												
Prefer Not to Say												
Please indicate the numbers by full time / part time staff												
Full Time												
Part Time												
Are any of the staff classed as disabled												
Yes												
No												

* UPR Threshold Applications