

ALDERMAN RICHARD HALLAM PRIMARY SCHOOL

Teacher Pay Policy



Teacher Pay Policy

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1. Introductory statement

- 1.1. This policy sets out the framework for making decisions on teachers’ pay. It has been developed to comply with the current legislation and requirements of the Schools Teachers’ Pay and Conditions Document, in consultation with recognised trade unions.

- 1.2. The governance board will exercise the discretion available under any nationally and locally agreed pay and conditions, according to the aims and objectives outlined below.
- 1.3. The governance board adopted this policy on 06.10.2025

2. Aims and objectives

- 2.1. This policy aims 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;
 - Help to ensure that decisions on pay are managed in a fair, just and transparent way whilst eliminating unnecessary bureaucracy for all concerned.
- 2.2. The governance board will endeavour to ensure that teachers receive proper recognition for their work and contribution to the education of the pupils, to the life of the school and in aspiring to achieve the aims and objectives of the school improvement plan.
- 2.3. The governance board supports equality of opportunity in employment, will follow the school's own equal opportunity policy and will not discriminate on the grounds of gender, gender reassignment, marriage/civil partnership status, pregnancy/ maternity status, ethnic origin, disability, religion*, beliefs, sexual orientation or age.

*Voluntary aided schools should qualify this by reference to section 6 of [Staffing and employment advice for schools](#).
- 2.4. Any use of discretion will be in accordance with the aims of the school improvement plan and in accordance with criteria agreed within the pay policy.

3. Pay committee

- 3.1. The governance board will delegate to a pay committee its powers relating to pay. The current terms of reference are:
 - Apply fairly all areas of pay as identified in the policy, including the discretionary elements.
 - Make decisions regarding pay progression having regard to recommendations in appraisal reports.
 - Determine the pay range for a vacancy prior to advertising it and the starting salary on appointment.
 - Ensure all statutory and contractual requirements are complied with.
 - Ensure full and accurate records of decisions are kept.
 - Ensure the headteacher advises staff in writing about the outcome of their pay review.
- 3.2. The quorum for all meetings is at least three members of the governance board and a clerk will be appointed to the committee.
- 3.3. The governance board agrees the school budget and will ensure that appropriate funding is allocated for pay progression on all levels. The governance board recognises that funding cannot be used as a criterion to determine progression.

4. Pay reviews

- 4.1. The governance board will ensure that the salary of every teacher and leadership group member, who has completed a year of employment since appointment or their previous progression, and who is not at the maximum of the scale, is reviewed annually, with effect from 1 September.
- 4.2. Decisions regarding pay progression will be made with reference to the recommendations to the pay committee contained in appraisal reports.
- 4.3. The recommendation will be for a teacher to progress to the next point within the range unless they are in capability proceedings in which case the recommendation may be that progression is withheld. In such circumstances progression will take place if and when the teacher ceases to be in capability proceedings, from the date that decision is made.
- 4.4. A teacher on maternity/adoption/shared parental leave or long-term sickness absence will not be denied pay progression due to the absence. Their appraisal will be carried out before leave commences, or deferred until their return to work, and they will receive any pay increase that they would have received had they not been absent.
- 4.5. Pay progression recommendations for early careers teachers will be in accordance with the statutory induction process. The extension of the induction period from one to two years will not prevent the award of pay progression at the end of the first year.
- 4.6. Appraisal reports will be completed by no later than 31 October and by no later than 31 December for the headteacher.
- 4.7. Teachers will be given a written pay statement, setting out their salary and any financial benefits, within one month of the pay committee determination and, other than in the case of the headteacher, by 30 November at the latest. Those who have not been awarded pay progression will be informed, in writing, of the reasons for the decision and will have a right of appeal.

5. Leadership group pay

5.1. Setting pay for school leaders

- 5.1.1. The governance board will apply the requirements of part 2 of the STPCD when determining the pay range for new leadership posts. In doing so the governance board will take account of the full range of permanent responsibilities, any challenges that are specific to the role and other relevant issues e.g. recruitment difficulties.
- 5.1.2. The governance board will use the reference points within the pay range at appendix 2 to determine the indicative pay range.

5.2. Headteacher pay

- 5.2.1. This school is currently headteacher group 5.
- 5.2.2. The governance board will review the headteacher pay range:
 - when it proposes to appoint a new headteacher;
 - if it becomes necessary to change the headteacher group (including if and when the headteacher becomes responsible for, and accountable for, more than one school in a federation on a permanent basis);
 - at any time if they consider it necessary to reflect a significant change in responsibilities of the post.
- 5.2.3. The governance board will document any review of the headteacher group.

5.2.4. The headteacher pay range will not normally exceed the maximum pay for the headteacher group. However, it may exceed the maximum where it is determined that circumstances specific to the role or candidate warrant a higher than normal payment. The maximum of the headteacher pay range, and any additional payments, will not exceed the maximum of the headteacher group by more than 25% other than in exceptional circumstances. If such a circumstance occurs the pay committee will prepare a business case for paying a higher amount to the full governance board. The governance board must seek external, independent advice from an appropriate person/body on this matter. There will be a clear audit trail of any advice provided and of the decisions taken by the governance board, including the reasoning behind them. Any payment exceeding the maximum of the group pay range will be reviewed on an annual basis.

5.2.5. The current pay range for the headteacher is leadership group points 25 to 31.

5.2.6. Payments for temporary responsibilities or duties that are in addition to the determined salary will be in accordance with paragraph 10 of the STPCD.

5.3. Deputy and assistant headteacher pay

5.3.1. The governance board will determine the pay range for the deputy and/or assistant headteacher posts when it proposes to appoint or where there is significant change in the responsibilities of current postholders. The governance board will take account of the permanent responsibilities together with the challenges of the role and whether it is difficult to fill.

5.3.2. The governance board will use reference points within the pay range at appendix 2 to determine the pay range which will include at least 7 reference points to enable progression over time. The maximum of the deputy headteacher/assistant headteacher range will not exceed the maximum of the headteacher group for the school and the range will only overlap the headteacher's pay range in exceptional circumstances.

5.4. Acting allowance

5.4.1. If the headteacher is absent from the school a deputy headteacher must undertake their professional duties to the extent required by the headteacher or the governance board. This responsibility does not apply to assistant headteachers unless agreed otherwise.

5.4.2. Where a deputy headteacher, assistant headteacher or teacher is assigned, and carries out, duties of a headteacher, deputy headteacher or assistant headteacher for more than four weeks, but has not been appointed as an acting headteacher, deputy headteacher or assistant headteacher, they will be paid an acting allowance, backdated to the first day on which they carried out the duties. The acting allowance will be an amount which ensures that their total remuneration is at least the minimum of the pay range for the post concerned.

5.4.3. If a teacher is temporarily seconded to a headteacher post in a school causing concern, and the governance board of that school considers that the teacher merits additional payment to reflect sustained high quality of performance throughout the secondment, the governance board may pay the teacher a lump sum in accordance with the provisions of STPCD paragraph 24.

5.4.4. Where a teacher is paid an acting allowance, for as long as that allowance is paid Part 7 of STPCD applies as if the teacher had been appointed to that post permanently.

6. Teachers' pay

6.1. In addition to the leadership group pay range there are four other pay ranges for teachers which are set out in appendix 2:

- Leading practitioner pay range
- Upper pay range
- Main pay range
- Unqualified pay range

6.2. Leading practitioners

6.2.1. The governance board has decided to not create leading practitioner posts. The school will determine a pay scale, within the minimum and maximum of the leading practitioner range, taking account of the demands of the individual post and internal pay relativities.

6.3. Upper pay range (UPR)

6.3.1. Teachers on the UPR are not required to undertake any additional defined responsibilities other than those defined within the teachers' standards.

6.4. Progression to the UPR

6.4.1. A qualified teacher may apply to be paid on the UPR. For the application to succeed the teacher must demonstrate, and evidence that:

- they are highly competent in all elements of the relevant standards; and
- their achievements and contribution are substantial and sustained.

6.4.2. This means:

- **Highly competent:** practice which is not only good but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice.
- **Substantial:** of real importance, validity, or value to the school; plays a critical role in the life of the school; is a role model for teaching and learning; makes a distinctive contribution to the raising of pupil standards; takes advantage of appropriate opportunities for professional development and uses the outcomes effectively to improve pupils' learning.
- **Sustained:** maintained continuously over a period of two school years.

6.4.3. Progression to the UPR will not be adversely affected by a period of absence due to illness or maternity leave.

6.4.4. Assessment against the above criteria will take place as part of the appraisal process for any teacher who intends to apply to progress to UPR. The appraisal report will contain sufficient evidence for a recommendation on progression to be made.

6.4.5. A teacher wishing to progress is to write to the headteacher (deputy/acting headteacher in the absence of the headteacher) stating their intent to progress to UPR and forward the appraisal report containing the supporting evidence by 31st October, or within 15 working days of receipt of the appraisal report whichever is later. The headteacher will decide whether to recommend progression. If so the application will go to the pay committee for determination. At ARH, we incorporate this request within the performance management documentation rather than asking teachers to submit a separate letter. Teachers may, however, choose either approach depending on their preference and circumstances.

- 6.4.6. The headteacher will inform applicants, verbally or by email, whether or not their application is successful, of the outcome as soon as possible after the decision is made. All applicants will be notified on the same day if possible.
- 6.4.7. Written confirmation will be sent to successful applicants no later than one month after the decision is made. Successful applicants will move to the first point of the UPR from the start of the current academic year. Progression to the UPR will be permanent.
- 6.4.8. Written feedback will be provided to unsuccessful applicants no later than 10 working days after the decision is made. A teacher may appeal against the decision. The appeal process is detailed below.
- 6.5. **Main pay range (MPR)**
- 6.5.1. Non-teaching experience may be recognised when first placing a teacher on the MPR.
- 6.6. **Unqualified teachers pay**
- 6.6.1. The school will only consider appointing an unqualified teacher where attempts to recruit a qualified teacher have failed. Any appointments of unqualified teachers will be on a temporary basis, whilst appointment of a qualified teacher continues to be sought.
- 6.6.2. The governance board may determine additional allowances be paid where it considers, in the context of its staffing structure, that the unqualified teacher has:
 - a. taken on a sustained additional responsibility which is focused on teaching and learning and requires the exercise of a teacher's professional skills and judgment;
 - or
 - b. qualifications or experience which bring added value to the role.
- 6.7. **Part-time teachers**
- 6.7.1. A teacher employed full-time is required to work 1265 hours (less those for any additional bank holidays). Salary and any allowances, except for TLRs, of a part-time teacher will be in accordance with the pro rata principle for a percentage of the school's timetabled teaching week.
The value of TLR1 and TLR2 payments will be determined based on the proportion of the TLR a teacher undertakes (the proportion of the full-time equivalent responsibility not the contracted hours).
- 6.7.2. The governance board will calculate days to be worked across the whole academic year and instruct additional remuneration for a part-time teacher where it is found they will work beyond the percentage they are remunerated for.
- 6.8. **Supply teachers**
- 6.8.1. Rates of pay for directly engaged supply teachers will be in accordance with the pay ranges at appendix 2 and the rate for an individual will be established through the normal process of assessing the appropriate point on the main or upper pay range. The principle of pay portability – see below – will also be applied.
- 6.8.2. Teachers employed on a day-to-day, or other short notice, basis will be paid a daily rate calculated on the basis that a full working year consists of 195 days (adjusted for any additional bank holidays); periods of employment for less than a day will be calculated pro-rata.
- 7. **Pay appeals procedure**
- 7.1. A teacher has the right to appeal against a pay recommendation/pay determination if, for example, they believe that the person or committee making the recommendation/decision:
 - a. incorrectly applied the pay policy

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

7.2. There are three appeal stages; the pay recommendation/determination may be changed at any of these stages.

Stage one: Informal discussion with the headteacher prior to confirmation of pay recommendation.

Stage two: Formal representation to the pay committee.

The teacher can submit a written statement to the pay committee stating the grounds of their disagreement with the pay recommendation. The teacher will be given the opportunity to make representations, including presenting evidence, calling witnesses, and asking questions, at a formal meeting with the pay committee. Following this meeting the pay committee will make a pay determination that will be communicated to the teacher in writing.

Stage three: Formal appeal hearing.

If the teacher does not agree with the pay determination, they may appeal the decision at an appeal hearing before an appeal panel. A written notice of appeal, including the grounds for appeal, should be submitted within five working days of receipt of the written notification of the stage 2 decision.

7.3. The appeal will be heard normally within 20 working days of receipt of the written appeal notification. The appeal panel will consist of three members of the governance board, none of whom are employees of the school or have been previously involved in making pay decisions. Appendix 1 details the hearing format.

8. Portability

8.1. Teachers moving between Leicester schools, or moving to Leicester from a school elsewhere, will assimilate onto the point in the relevant pay range equivalent or nearest to their current salary. Teachers transferring at the start of the Autumn term will progress to the next point unless they were in capability proceedings at the previous school.

9. Teaching and learning responsibility (TLR) payments

9.1. The award of a TLR1/TLR2 to a teacher will be for undertaking sustained additional responsibility, in the context of the staffing structure, for the purpose of ensuring the continued delivery of high quality teaching and learning. TLR1 and TLR2 payments will be awarded to various posts according to the agreed school structure - see appendix 3. The structure may be reviewed as appropriate to meet the organisational needs of the school and the learning needs of the pupils/students. Any review of the staffing structure will involve full consultation with the recognised teacher trade unions/professional associations.

9.2. TLR1 and TLR2 payments will be allocated on a permanent basis unless to cover an absence of a permanent post holder, or a vacancy pending permanent appointment, in which case they may be awarded on a temporary basis. Unqualified teachers may not be awarded TLRs.

9.3. The TLR range will be within the ranges set out in appendix 2. See 6.6.1 for how TLR1 and TLR2 are calculated.

- 9.4. Any teacher who loses their TLR1/TLR2 as a result of a staffing review will have their salary safeguarded for a period of three years where the TLR was permanent, or until the notified end date of a temporary award.
- 9.5. TLR3 fixed term allowances may be offered for clearly limited school improvement projects, or one-off externally driven responsibilities, or where a teacher is undertaking planning, preparation, coordination of, or delivery of tutoring to provide catch-up support to pupils on learning lost to the covid 19 pandemic, and where that tutoring work is taking place outside of normal directed hours but during the school day.
- 9.6. Consecutive TLR3s will not be awarded for the same responsibility unless that responsibility relates to tutoring, as set out above.
- 9.7. The governance board will pay fixed term awards, within the range set out in appendix 2, for time-limited school improvement work, short-term leadership responsibilities or specific projects that sit outside a teacher's substantive role. All awards must be linked to defined outcomes and a clear end date.
- 9.8. TLR3 awards do not form part of the permanent staffing structure and, therefore, will not form part of any staffing review or be subject to safeguarding and will cease on the notified end date.

10. Special educational needs (SEN) allowances

- 10.1. Payment of mandatory allowances
 - 10.1.1. The governance board will determine the spot value of a SEN allowance, within the range set out in appendix 2, in accordance with the criteria in the STPCD.
- 10.2. **Assessment of appropriate allowance values**
 - 10.2.1. This policy sets out the basis for rational, transparent, and fair decisions on levels of payment for SEN allowances. This will reflect the school's organisation of, or provision for SEN.
 - 10.2.2. The value of allowances will be based on whether any mandatory qualifications are required, other qualifications and expertise relevant for the post and the relative demands of the post. This will require a judgement about the nature and challenge of a teacher's work with pupils with SEN compared and related to that of other teachers in the school.
 - 10.2.3. In establishing appropriate values for SEN allowances, the school will ensure that it has considered the full range of payments available and that the values chosen are properly positioned between the minimum and maximum.
 - 10.2.4. A teacher who works 51% or more of their working week solely and alone with a pupil with an education, health and care plan will receive an allowance.
 - 10.2.5. A teacher who teaches small group of pupils where most, but not all, of the pupils have an education, health and care plan will receive an allowance.

11. Recruitment/retention incentives and benefits

- 11.1. The governance board will determine, and keep under review, any recruitment and retention awards. Awards may, for example, include a cash sum or benefits e.g. childcare costs.
- 11.2. Headteachers, deputy and assistant headteachers are not eligible for recruitment/retention awards other than for housing or relocation costs.

11.3. The governance board will review any awards annually.

12. Additional payments

12.1. Out-of-school hours learning activities

12.1.1. Payments to classroom teachers will only be made in respect of those activities undertaken outside the 1265 hours of directed time (pro rata for part-time teachers). All agreements and payments to be made will be documented. All such activities will require the exercise of the teacher's professional skills or judgement. The level of payment will be as follows:

The Governance Body have agreed to award out of school learning activity payments for Academic Coaching at their hourly rate and Intervention Teaching at £25.56 per hour.

12.2. Continuing professional development (CPD)

12.2.1. The governance board will recompense teachers (including school leaders) who undertake CPD activities outside of normal school hours. Participation in CPD outside of directed time is voluntary and will not be directed. The level of payment will be as follows:

Payment of paid hours will be in line with Pay Scale hourly rate.

12.3. Initial teacher training activities (ITT)

12.3.1. The governance board will pay for any voluntary ITT activities at the school. These activities will be outside of the teacher's normal teaching contract. The level of payment will be as follows:

ITT activities will be held during school hours.

12.4. Service provision

12.4.1. If the headteacher should provide a service to another school, for example as a National Leader of Education, they would not ultimately be accountable for the outcomes in the school, but for the quality of the service being provided. The governance board would determine how much, if any, additional payment is due to the headteacher in line with the provisions of the STPCD and this policy, for example where the contract requires work outside school sessions.

12.4.2. Consideration would be given to the remuneration of other teachers who, as a result of the headteacher's additional role, take on additional responsibilities and activities. This would be based on any additional responsibilities attached to the post (not the teacher), which will be recorded.

12.4.3. If the arrangement for the headteacher was temporary, any adjustment to pay of other teachers would also be temporary, and safeguarding provisions would not apply when the arrangements cease.

13. Safeguarding

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

14. Monitoring the impact of the policy

- 14.1. The governance board is committed to ensuring that pay related processes are fair, non-discriminatory, and comply with duties and responsibilities under equalities legislation.
- 14.2. The governance board will review and monitor the outcomes and impact of this policy on an annual basis, by way of an annual report prepared by the pay committee or headteacher. This will include trends in progression analysed by protected characteristics and the basis on which decisions have been made.

APPENDIX 1: TEACHER PAY POLICY – APPEAL HEARING FORMAT

Introduction

Employee case

Questions by employer

Questions by panel

Management response

Questions by employee

Questions by panel

Brief summary by employee (no new issues)

Brief summary by management (no new issues)

Employee/management sides leave while panel consider the case

Panel decision provided in writing within 10 working days

APPENDIX 2: PAY RANGES

Leadership group pay range

Points in **bold** are the prescribed minimum and maximum of headteacher group ranges as per the STPCD. Points with an * only apply to headteachers at the maximum of their range.

Point	£PA	Headteacher group							
1	51,773								
2	53,069								
3	54,394								
4	55,747								
5	57,137								
6	58,569	1							
7	60,145								
8	61,534		2						
9	63,070								
10	64,691								
11	66,368								
12	67,898								
13	69,596		3						
14	71,330								
15	73,105								
16	75,049								
17	76,772	4							
18*	77,924								
18	78,702								
19	80,655	5							
20	82,654								
21*	83,860								
21	84,699								
22	86,803	6							
23	88,951								
24*	90,255								
24	91,158	7							
25	93,424								
26	95,735								
27*	97,136								
27	98,106	8							
28	100,540								
29	103,030								
30	105,595								
31*	107,131								
31	108,202								
32	110,892								

33	113,646								
34	116,456								
35*	118,169								
35	119,350								
36	122,306								
37	125,345								
38	128,447								
39*	130,274								
39	131,578								
40	134,860								
41	138,230								
42	141,693								
43	143,796								

Leading practitioner pay range

The points below are the prescribed minimum and maximum as per the STPCD. Local discretionary points between these two points may be used to form a pay range for a leading practitioner post.

minimum	52,026
maximum	79,092

Upper pay range

UPR 1 minimum	47,472
UPR 2	49,232
UPR 3 maximum	51,048

Main pay range

M1 minimum	32,916
M2	34,823
M3	37,101
M4	39,556
M5	42,057
M6 maximum	45,352

Unqualified teacher pay range

U1 minimum	22,601
U2	25,193
U3	27,785
U4	30,071
U5	32,667

U6 maximum	35,259
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Allowances – annual values

Teaching and learning responsibility (TLR) payments

Points in bold are the prescribed minimum and maximum as per the STPCD. The other points are local discretionary reference points.

TLR1		TLR2		TLR3	
1A	£10,174	2A	£3,527	min	£702
1B	£12,516	2B	£5,868	max	£3,478
1C	£14,864	2C	£8,611		
1D	£17,216				

Special educational needs allowance

minimum	Maximum
£2,787	£5,497

APPENDIX 3: SCHOOL TEACHING STAFFING STRUCTURE

Alderman Richard Hallam Primary School – Staffing Structure 2025–2026

