



Connect  
Alliance  
Trust

Excellence - Collaboration - Respect

# Pay Policy

**Date approved: 23rd September 2025**

**Date of next review: September 2026**

## **Statement of intent**

The Connect Alliance Trust understands that a fair and transparent policy is needed to establish the pay structure of all staff employed by the Trust.

As a result, the Trust has developed this policy to ensure that all members of staff are aware of the basis on which the Trust determines pay, the process for annual pay reviews and progression, and the process for addressing any grievances staff may have concerning their pay.

This policy aims to:

- Provide transparency and clarity on pay for all staff.
- Ensure that all staff are suitably rewarded for their contributions.
- Ensure that all staff are highly motivated and well supported.
- Assure the quality of teaching and learning.
- Support recruitment and retention, and reward staff appropriately.
- Ensure accountability, transparency, objectivity and equality of opportunity.

### **Version Control Table**

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Rationale/Summary of changes</b>	<b>Ratified</b>
Sept 25	Sept 25	JMP	Update in line with STPCD document Sept 2025	23/09/25

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# 1. Legal framework

- 1.1 This policy has due regard to all relevant legislation, statutory and advisory guidance including, but not limited to, the following:
- The Working Time Regulations 1998
  - The Employment Relations Act 1999 (As amended)
  - The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 (As amended)
  - The Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 (As amended)
  - The Flexible Working Regulations 2014
  - The Equality Act 2010
  - The Education (School Teachers' Appraisal) (England) Regulations 2012 (As amended)
  - DfE (2025) 'School teachers' pay and conditions document 2025 and guidance on school teachers' pay and conditions'
  - DfE (2019) 'Implementing your school's approach to pay'
  - ACAS (2015) 'Code of practice on disciplinary and grievance procedures'
- 1.2 For Support Staff this policy is in accordance with the 'National Agreement on Pay and Conditions of Service for local authority staff', also known as 'The Green Book'.
- 1.3 For Teaching Staff this policy is in accordance with 'School teachers' pay and conditions document 2025 and guidance on school teachers' pay and conditions' (STPCD).
- 1.4 This policy operated in conjunction with the following policies:
- Teacher Appraisal Policy
  - Disciplinary Policy and Procedures
  - Staff Leave of Absence Policy
  - Grievance Policy
  - Capability Policy
- 1.5 The Trust Board will consider advice on staff pay offered by the following bodies:
- Recognised trade unions
  - External HR consultancy
  - Local Authority

## 2. Definitions

- 2.1 For the purpose of this policy, “highly competent” means an individual whose performance is not only good but is also good enough to provide coaching and mentoring to other teachers. An individual who is highly competent will be able to give advice to other teachers, demonstrate effective teaching practice and know how to make a wider contribution to the work of the school.
- 2.2 For the purpose of this policy, a “substantial” contribution means an individual who plays a critical role in the life of the school and continuously offers significant value. An individual who makes a substantial contribution to raising pupil standards, takes advantage of opportunities for professional development and uses the outcomes of such to effectively improve pupils’ learning.
- 2.3 For the purpose of this policy, “sustained,” means maintained continuously over a long period of time, e.g. over two school years.

## 3. Roles and responsibilities

- 3.1 The Trust board is responsible for:
- Making any pay decisions for the Trust.
  - Setting the Executive pay.
  - Ensuring that sufficient funds are available in order to support pay decisions.
  - Monitoring the outcomes of this policy and reviewing any changes as necessary.
- 3.2 The Chief Executive Officer is responsible for:
- Consulting with union representatives on this pay policy.
  - Submitting an annual benchmarking exercise on Executive pay.
- 3.4 The Chief Financial Operating Officer is responsible for:
- Ensuring that all staff are paid in full on the agreed date each month.
  - Ensuring that automatic pay scale increases are communicated to payroll.
  - Ensuring that all other changes to salaries are agreed and are communicated to payroll.
- 3.5 The headteacher/head of school is responsible for:
- Ensuring that effective appraisal systems are in place, and that members of staff have the knowledge and skills necessary to apply these procedures fairly.
  - Submitting any pay recommendations to the trust board for approval.
  - Ensuring that the trust board has sufficient evidence upon which to make decisions regarding pay.
  - Keeping teachers well-informed of any decisions made regarding pay progression, as well as ensuring that written records are held.
  - Maintaining records of decisions and recommendations made and evidencing that all decisions have been made fairly.
  - Submitting updates to this policy to the trust board for approval.
  - Communicating any approved changes to this policy to all teaching staff.

- Carrying out their professional responsibilities, as outlined in [Appendix A](#).

#### 3.6 Teachers are responsible for:

- Engaging with their appraisal; this includes working alongside their appraiser to ensure that there is a suitable amount of evidence available in order for an annual pay review determination to be made.
- Keeping records of their objectives and reviewing them throughout the appraisal process.
- Ensuring that they share any evidence for their appraisal that they consider relevant with their appraiser.
- Appraising the performance of other teachers, if delegated to do so by the headteacher.
- Deciding whether they wish to apply for progression to the upper pay range.
- Carrying out their professional duties, as outlined in [Appendix B](#).

#### 3.7 Support staff are responsible for:

- Engaging with their appraisal, this includes working alongside their appraiser to ensure that, where applicable, there is a suitable amount of evidence available in order for an annual pay review determination to be made.
- Keeping records of their objectives and reviewing them throughout the appraisal process.

## 4. Executive Pay

- 4.1 The Trust Board will establish a remuneration committee to set the pay level for the Chief Executive Officer, the Chief Financial & Operating Officer, the Director of Education and the Director of HR, Governance and Compliance.
- 4.2 The board of trustees must ensure its decisions about levels of executive pay follow a robust evidence-based process and are reflective of the individual's role and responsibilities.
- 4.3 No member of the executive team can be involved in deciding his or her own remuneration.
- 4.4 Pay awards do not need to follow the STPCD for the Executive Team.

# Teachers pay (5 to 25)

## 5. Working time and cover

- 5.1 Teachers employed full-time will be available to work 195 days a year, of which:
  - 190 days will be spent teaching pupils and performing other duties.
  - 5 days will be spent performing other duties only.
- 5.2 The 195 days in which teachers at the school are required to work will be specified by the headteacher/head of school.

- 5.3 Teachers employed full-time will be available to perform their duties at such times and places as specified by the headteacher/head of school for 1265 hours, which will be allocated reasonably throughout the specified 195 days of the school year.
- 5.4 Part-time teachers are bound by the same conditions of employment as full-time teachers, except that the number of hours the teacher must be available for work will be that proportion of 1265 hours which corresponds to the proportion of total remuneration the teacher is entitled to be paid.
- 5.5 The amount of time a teacher spends taking their daily break or travelling to and from the school does not count towards their 1265 hours or the pro rata equivalent.
- 5.6 Part-time teachers will not be required to work or attend non-pupil days, or parts of days, on days which they would not normally be expected to work.
- 5.7 Part-time teachers may be required to carry out duties, other than teaching pupils, outside school sessions on any day on which the teacher is normally required to be available to work (whether the teacher is normally required to be available to work for the whole of that day or for only part of that day).
- 5.8 The total amount of time that a part-time teacher may be required to be available for duties under 5.6, when expressed as a proportion of the total amount of time that the teacher would be required to be available for such work if employed in the same post on a full-time basis, will not exceed the equivalent of that proportion of total remuneration that the teacher is entitled to be paid.
- 5.9 Members of the leadership group, employees on the leading practitioner pay range and unattached teachers will not operate on a time-bound contract; therefore, the working time provisions stipulated within the STPCD will not apply to these employees.
- 5.10 All members of teaching staff will be required to work additional hours, within reason, to enable the effective discharge of their professional duties.
- 5.11 All members of part-time teaching staff at the school will be provided with a written agreed statement which sets out the expectations of the school and the employee in relation to the deployment of working time.
- 5.12 In line with their professional duties, teachers are required to supervise, and so far as practicable teach, any pupils where the person timetabled to take the class is not available to do so.
- 5.13 Subject to the STPCD, teachers will only be required to carry out their responsibility outlined in paragraph 5.12 rarely, and only in circumstances that are not foreseeable, for example, a teacher is absent without notice.
- 5.14 In line with 5.13, the school defines “rarely” as no more than twice per term.

## 6. Pay Ranges Reference Points

6.1 In line with the recommendations in the STRB's 34th 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.

Pay ranges are attached at Appendix C and D.

6.2 Main Pay Range (£32,916 – £45,352)

The trust has adopted six points within this range.

6.3 Upper Pay Range (£47,472 - £51,048)

The trust has adopted three points within this range.

6.4 Unqualified Teacher Pay Range (£22,601 -£35,259)

The trust has adopted six points within this range.

6.5 Leadership pay ranges (£51,773 - £143,796)

The trust has adopted forty-three points within this range.

6.6 Leadership Pay Range Reference Points

Individual pay ranges, and the number of points per range, will be determined according to the totality of responsibilities of each post. The trust board will ensure that leadership pay ranges do not normally exceed the maximum permitted other than in exceptional circumstances as specified in the STPCD 2025.

6.7 There is no requirement for a specific number of pay reference points. The minimum statutory pay for members of the leadership group is £51,773.

6.8 Where there is more than one post of head of school or deputy head of school in the school structure it is possible for different pay ranges/salaries to be applicable to the individual posts.

## 7. Teaching and Learning Responsibility Payments

7.1 The headteacher/head of school will consider awarding qualified classroom teachers with a TLR payment if they undertake sustained additional responsibility for ensuring high-quality teaching and learning.

7.2 The Trust Board has established the following pay points for TLR1, TLR2 and TLR3 payments within the minimum and maximum ranges:

TLR1a (min)	£10,174
TLR1b	£12,517
TLR1c	£14,864
TLR1d (max)	£17,216

TLR2a (min)	£3,527
TLR2b	£5,870
TLR2c (max)	£8,611
TLR 3 Range	Minima £702 – Maxima £3,478

7.3 The headteacher/head of school will determine the appropriate level TLR payment and any differential requirements taking into account the relevant weight of each TLR post.

7.4 TLR1 or TLR2 responsibilities may be shared by **part time** teachers on a job share basis or will be paid on a pro-rata basis equivalent to the teacher's FTE working hours. If a part time teacher takes full responsibility for a subject or an area then the TLR is paid in full and not on a pro rata principle.

7.5 Where the headteacher determines that a **TLR3** is required, for time limited school improvement projects or one-off externally driven responsibilities, the annual value will be between £702 and £3,478 per annum for the duration of the fixed-term. The full rate of a TLR3 applies equally to both full and part time teachers. The duties undertaken must:-

- be focused on teaching and learning;
- require the exercise of a teachers professional skills and judgement;
- have an impact on the educational progress of pupils other than the teacher's assigned classes or group of pupils

7.6 Teachers awarded a TLR3 will be informed at the outset that this is a fixed term temporary change to their contract, the duration of the project and when payment will cease.

7.7 TLR3 payments can only be made to qualified classroom teachers. A teacher in receipt of an existing TLR1 or TLR2 may also hold a concurrent TLR3 allowance.

## 8. Recruitment and Retention incentives and benefits

8.1 In exceptional circumstances the trust board may consider payments or other benefits as an incentive for recruitment or the retention of existing teachers.

Where the trust board determine to apply such benefits they will be subject to formal review by the pay committee.

8.2 Such benefits will **not** be considered for members of the leadership team with the exception of reimbursement of relocation costs for new appointees.

## **9. Special Educational Needs (SEN) Allowances**

9.1 SEN allowances will only be considered where the relevant requirements of the STPCD are met in full.

9.2 Any SEN allowance awarded will be at an annual rate between £2,787 and £5,497 as determined by the headteacher/head of school.

## **10. Leadership Groups**

- 10.1 The Trust Board will determine the size, remuneration and composition of all school leadership groups, (i.e. the number of deputy / assistant headteachers). All members of the leadership group will have substantial strategic responsibilities for school leadership.
- 10.2 The Trust Board will exercise judgement on the appropriate levels of pay for the wider leadership teams according to the challenges and needs of each school.
- 10.3 The Trust Board will ensure that there are appropriate salary differentials within the leadership group's membership to take account of differing levels of responsibility.
- 10.4 The Trust Board will also ensure that, except in exceptional circumstances, the pay range of the headteacher does not overlap with any other leadership pay ranges and; that the pay range of any deputy starts at a higher point than the lowest point on the pay range of any Head of Year or Key Stage.

## **11. Pay Reviews & Timings**

- 11.1 The trust board will ensure that every teacher's salary is reviewed with effect from 1<sup>st</sup> September and no later than the 31<sup>st</sup> October (31<sup>st</sup> December for the headteacher/head of school) each calendar year.
- 11.2 Reviews may take place at other times of the year to reflect significant changes in circumstances or job description that may lead to a change in the basis for calculating an individual's pay.
- 11.3 Following any review a written statement, detailing the teacher's salary and any other financial benefits to which they are entitled, will be issued to them. This written statement will also, where applicable, provide information as to basis of any decisions made.

## **12. Basic pay determinations on appointment**

- 12.1 The Headteacher /head of school will determine the relevant pay range for a vacant teaching post prior to advertising it. On appointment it will determine the starting salary within that range to be offered to the successful candidate. There is no guarantee that existing or previous salary will be matched.
- 12.2 In making such determinations, the Headteacher/head of school may take into account a range of factors, including:
- The nature and requirements of the post
  - The level of qualification, skills and experience required to undertake the specific duties of the post
  - The wider school context
  - Market conditions
- 12.3 The Headteacher/head of school will, if necessary, use its discretion to award a recruitment incentive benefit to secure the candidate of its choice, which may include portability of existing pay level.
- 12.4 Newly Qualified Teachers will normally start on the minimum point of the pay range.

## **13. Appointment of Leading Practitioners**

- 13.1 A leading practitioner position may be introduced into the staffing structure at the discretion of the trust board. Such a post will only be considered where the trust board first determine that the primary purpose of such a post is to model and lead improvement of teaching skills. A relevant pay range and salary point between £52,026 and £79,092 will be determined for each such post in accordance with the minimum/maximum specified within the STPCD.

## **14. Assessing performance – evidence and measures**

- 14.1 The Trust Board expects all teachers, including the headteacher/head of school to perform at the highest possible level and to continue to improve their professional practice year on year. Appraisal objectives will be progressive and developmental.
- 14.2 All teachers can expect to receive regular, constructive feedback on their performance and are subject to an annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the appraisal policy.

- 14.3 To be fair and transparent, assessments of performance will be rooted in evidence. We will ensure fairness and consistency of approach by an assessment of objectives set, quality of evidence collated and levels of pay progression recommended.
- 14.4 The evidence that the trust will use to assess performance against objectives set will clearly demonstrate impact on pupil progress and may include but not be limited to the following:
- Self-assessment
  - Peer review
  - Tracking pupil progress/pupil progress data
  - Lesson observations
  - Quality of teaching against the Teachers' Standards, including observed practice
  - Continuing professional development records
  - Received feedback
- 14.5 Assessments of performance will be made against the extent to which teachers have met their individual objectives and the relevant standards and how they have contributed to:
- The impact on progress of pupils
  - The attainment of wider outcomes for pupils
  - Personal improvements in specific elements of practice, e.g. behaviour management, lesson planning
  - The impact on effectiveness of other teachers and staff
  - The life of the school community
- 14.6 In the case of Upper Pay Range teachers and lead practitioners, evidence of their significant and sustained contribution beyond their own classroom and their impact on the wider school will also be required.

## **15. Pay Progression**

- 15.1 Following an individual teacher's annual appraisal and, subject to the provisions of the published pay policy, they should expect to receive pay progression within the maximum of their pay range unless they are subject to capability procedures.

## **16. Establishment of a Pay Committee**

- 16.1 The trust board will establish a pay committee with fully delegated powers to deal with decisions on pay progressions. The pay committee will comprise three trustees elected at the first meeting of the trust board in September each year.
- 16.2 Membership of the committee (and its terms of reference) will be reviewed annually but with due regard to continuity in what is a technical area. The CEO will act as

adviser (non-voting) to the committee. The pay committee will meet in accordance with the trust's published timetable for assessment.

## **17. Reviewing the Recommendations for Pay Progression**

- 17.1 The headteacher/head of school will submit the list of proposed pay progressions to the pay committee for review. Each submission must contain a clear recommendation and justification for pay progression that includes reference to the teacher meeting or not meeting the standards and objectives required.
- 17.2 Exceptional performance will be highlighted in the submission.
- 17.3 Final decisions by the pay committee, about whether or not to accept a pay recommendation will be communicated by the school to staff members in writing, together with, where appropriate, notification of the right to appeal against the decision.

## **18. Establishment of a Pay Appeal Committee**

- 18.1 The trust board will establish a pay appeal committee with fully delegated powers to which all pay appeals will be directed. The pay appeal committee will comprise three trustees. No member of the pay appeal committee will work at the school. No member of the pay appeal committee will have been a member of the original pay committee.

## **19. The Appeal Process**

- 19.1 Teachers wishing to appeal must inform their headteacher/head of school within working days of the formal notification of the original decision. The teacher must set out their reasons in writing and provide them to the headteacher/head of school within 10 working days of the notification of intention to appeal.
- 19.2 The grounds for appeal will be that the person(s) by whom the decision was made:
- Incorrectly applied a provision of the STPCD
  - Incorrectly applied a provision within the school's pay policy
  - Failed to have proper regard to statutory guidance
  - Failed to take account of relevant evidence
  - Took account of irrelevant or inaccurate evidence
  - Exercised bias
  - Otherwise unlawfully discriminated against the teacher
- 19.3 The headteacher/head of school will not act as advisor to the pay appeal committee, although they may be called upon to provide information.

- 19.4 The trust may request additional independent advice for the pay appeal committee.
- 19.5 The pay appeal committee will normally meet within 20 working days of the receipt of the appeal, review all the available evidence, reach a decision and communicate this decision in writing to the teacher.
- 19.6 The pay committee will follow the DfE guidance on the conduct of the appeal process
- 19.7 All decisions of the pay appeals committee will be final.

## **20. Movement to the Upper Pay Range**

### **20.1 Applications and Evidence**

Any qualified teacher may apply to be paid on the UPR and any such application will 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 UPR. Evidence to support an application will normally include:

- Reviews or appraisals of the previous 2 years performance.
- Supporting evidence that covers the two year period leading up to and ending at the date of application.
- In certain circumstances, (such as those outlined above), teachers may supply supporting evidence from the year prior to the absence period.
- Applications may be submitted from 1<sup>st</sup> September and no later than the 31<sup>st</sup> October each calendar year except where paragraph 20.3 applies.
- Applications may be made 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.
- 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 UPR in that school or schools. This school will not be bound by any pay decision made by another school.
- Any qualified teacher who has been absent on maternity, paternity, adoption or parental leave is still eligible to apply to be paid on the UPR.
- Any qualified teacher who has been absent for a period on long term ill health is still eligible to apply to be paid on the UPR.
- All applications for entry onto the UPR must be submitted to the headteacher/head of school for assessment.

### **20.2 The Assessment**

An application from a qualified teacher will be successful where the headteacher/head of school is satisfied that, in accordance with paragraph 15.2 of the STPCD 2025:-

- The teacher is highly competent in all elements of the relevant standards; and
- The teacher's achievements and contributions to the school are substantial and sustained.

### **20.3 Procedure**

- It is the responsibility of the eligible teacher to notify the headteacher/head of school of their wish to apply and to complete the School's application form/apply by letter to the headteacher/head of school
- All applications should be submitted by the 31<sup>st</sup> October.
- The application will normally be assessed by the headteacher/head of school and a recommendation will be made to the pay committee.
- Final decisions about whether or not to approve a teacher's application to the UPR will be made by the pay committee, having regard to the appraisal report and taking into account advice from the headteacher/head of school or other appropriate member of the senior leadership team.
- The applicant will be informed of the decision no later than 20 working days following the pay committee's receipt of the headteacher's/head of school's initial recommendation.
- If successful the applicant will move to the UPR with effect from the start of the school year in which the application is approved.
- If unsuccessful, feedback will be given by the headteacher/head of school to the teacher no later than 10 working days following communication of the original decision.
- The feedback will make specific reference to any areas for further development, supported by tangible evidence wherever possible.

20.4 Teachers applying for UPR will normally start on the minimum point of the pay range.

## **21. Part Time Teachers**

- 21.1 Teachers employed on an on-going basis at the school but who work less than a full working week are deemed to be part time.
- 21.2 When the pay committee is required to review pay progression recommendations for a part time teacher they will do so with due regard to those hours that a part-time teacher usually works under the contract of employment.
- 21.3 In approving a pay progression recommendation for a part time teacher the pay committee will do so in accordance with the "pro rata principle." This means that the proportion of the total pay progression awarded will correspond directly to the number of hours that the teacher is employed in that capacity during the course of the school's timetabled teaching week, ("total pay progression" means the pay progression that would be awarded to that person in the same post on a full time basis and "the schools' timetabled teaching week" means the aggregate period of time in school timetable during which pupils are normally taught.)

## **22. Supply Teachers**

- 22.1 Teachers employed by the school on a day to day or other short notice basis (not via a third party or 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.

## **23. Acting Allowances**

- 23.1 The pay committee will, within a four week period of the commencement of acting duties, determine whether or not the acting post-holder will be paid an allowance in accordance with the STPCD. 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.
- 23.2 Any teacher who carries out the duties of headteacher, deputy headteacher, or Head of Year, for a period of four weeks or more will be paid at an appropriate point of the relevant pay range, as determined by the pay committee. Payment will be backdated to the commencement of the duties.

## **24. Safeguarding Pay**

- 24.1 Where organisational changes result in salary safeguarding the trust board will comply with the relevant provisions of the STPCD.

## **25. Discretionary or additional payments**

- 25.1 Discretionary payments will only be made in accordance with the relevant provisions of the STPCD. The duration of any such payments will be determined and notified at the outset and will be subject to formal review by the trust board.

# Support Staff Pay (26 to 38)

## 26. Pay decisions

26.1 The trust board determines the pay range for all new roles introduced into the staffing structure prior to advertising the role.

26.2 When a new support staff member is appointed they will usually start on the minimum starting scale point on the advertised pay range for the role unless agreed with the headteacher/head of school.

## 27. Job descriptions and person specifications

27.1 The CFOO will ensure job descriptions and person specifications for all staff members, on behalf of the governing boards and the Board of Trustees.

27.2 Job descriptions contain the following information:

- The role and responsibilities
- Key areas of responsibility and reporting structures
- The pay range and any additional payments or allowances pertaining to the role
- The reason for any additional allowances or payments, and whether the payments/allowances are permanent or temporary

27.3 Job descriptions and person specifications are in place prior to appointing the staff member in question.

27.4 Job descriptions for new posts are evaluated prior to advertisement to determine the correct pay grade and scale point.

27.5 Whenever a job description is amended or a new job description is created, the pay grade for the role in question is reviewed in consultation with the staff member.

27.6 Job descriptions are reviewed regularly as part of the performance management process.

27.7 Any changes to job descriptions are made in consultation with the staff member.

27.8 Where significant changes are made to a role, a new job description is created.

27.9 Where large-scale changes to staffing structures are required, resulting in significant changes to roles and responsibilities, all changes are made in consultation with staff and recognised trade unions, with a view to seeking an agreement before job descriptions are issued.

## **28. Pay structures**

- 28.1 The school has adopted the National Joint Council (NJC) terms and conditions for support staff and pays support staff in line Manchester City Council's pay grading structure detailed in appendix E.
- 28.2 Where authorised by the trust board, a spot salary may be offered instead of the agreed pay grading structure.
- 28.3 Incremental pay progression is awarded annually on 1 April each year until the highest scale within the grade is reached.
- 28.4 If a staff member has less than six months' service in the grade by 1 April, they will receive their first incremental increase six months after their appointment, promotion or regrading.
- 28.5 Automatic progression does not apply once the highest scale point of the grade has been reached. Movement to a higher grade will only be granted in the following circumstances:
- The staff member's roles and responsibilities have changed significantly, and the role is regraded following a job evaluation.
  - The staff member is appointed to a new post within a higher grade.
  - Newly appointed employees are appointed at the minimum scale point within the relevant grade, except where deviation is authorised by the headteacher/head of school in consultation with the CFOO.
  - Following the completion of 5- and 10-years' continuous service, term time only employees' salaries are adjusted to take account of their entitlement to additional leave.

## **29. Working hours**

- 29.1 Standard working hours for full-time support staff roles are 35 hours per week. Exact working hours are determined on appointment.
- 29.2 Term time only weeks are 38 per annum.
- 29.3 Additional weeks may be worked where agreed by the headteacher/head of school and the relevant line manager.

## **30. Leave**

- 30.1 All year round employees with less than 5 years' service are entitled to 26 days' annual leave.
- 30.2 All year round employees with greater than 5 years' service are entitled to 31 days' annual leave.

- 30.3 For term time only employees, a pro rata annual leave entitlement is included within the pay calculation as set out in the contract of employment. The statutory entitlement to annual leave coincides with periods of school closures and is, therefore, considered to be taken during this time.
- 30.4 Irrespective of length of service, employees are entitled to a holiday with a normal day's pay for each of the statutory, general and public holidays – this amounts to 8 days per year pro rata for part time and term time employees.
- 30.5 Year-round employees should request to take leave two weeks in advance of the requested start date.
- 30.6 Annual leave is expected to be taken during school holidays unless agreed in advance with the headteacher/head of school or line manager.
- 30.7 Annual leave allocation runs from 1 April to 31 March. Year-round employees are expected to use their leave within these dates.
- 30.8 In exceptional circumstances, where leave could not be used in full for legitimate reasons, the headteacher/head of school may agree to carry over a maximum of 5 days leave.
- 30.9 There is no entitlement to take leave during term time.
- 30.10 Full policy and procedures for leave are outlined in the school's Staff Leave of Absence Policy.

## **31. Pay on leaving the role**

- 31.1 Term time only employees are paid until the end of their last working week. For example, if the staff member leaves on a Friday, they will be paid up to and including the Sunday. The staff member may be asked to confirm the new establishment, post and start date.
- 31.2 If the staff member works until the end of a term, having worked the whole term, to preserve their continuity of employment, they will be paid until the notional end of the following holiday period.
- 31.3 If a term time only staff member is starting a new role before the notional end of the holiday period, or if they are leaving education, normal notice provisions and pay will apply as outlined in the staff member's contract of employment.
- 31.4 If a year-round staff member is due to leave employment on a Friday, they will be paid up to and including the Sunday but will not be paid until the notional holiday end date unless they have requested their hours to be annualised over term time.

## **32. Probationary periods**

32.1 A pay increment may be withheld if an extension to the probationary period is required at the end of the three-month probationary period.

## **33. Working additional hours**

33.1 Additional hours worked must be previously agreed by the headteacher/head of school or line manager before they take place.

33.2 Additional payment or time off in lieu is provided for all agreed additional hours worked.

33.3 Additional hours must be submitted to HR using a form that details the additional hours worked.

33.4 Payments are made in accordance with the terms and conditions of 'The Green Book'.

33.5 Time off in lieu must be used within 12 months from when it was granted.

## **34. Temporary responsibilities**

34.1 From time to time, employees may be asked to take on the duties of a higher grade role – this is sometimes known as 'acting up'.

34.2 If a staff member takes on the full duties of a higher grade role, a temporary responsibility payment is payable after the role has been undertaken for four weeks, backdated to the date the duties were first undertaken.

34.3 Temporary responsibility payments represent the difference between the staff member's current salary and the lowest grade of the higher grade role, or one increment if the salary falls within the range of the grade for the role they are covering.

34.4 If the additional duties are undertaken for a full term, the temporary responsibility payment will continue to be paid during the holiday period immediately following the term.

34.5 Employees are not paid temporary responsibility payments during periods of sick leave.

34.6 Payments for temporary responsibilities do not apply to teaching assistants undertaking cover supervision.

34.7 Agreed temporary responsibility payments are recorded on the staff member's file, including the date of agreement, the amount and the reasons for the payment, and the school's payroll provider is notified to arrange the payment.

## **35. Honarium payments**

- 35.1 Where employees take on some of the duties of a higher grade role, but not all the duties, a temporary responsibilities payment is not applicable.
- 35.2 For employees taking on some of the duties of a higher grade role, or taking on a substantial body of work in addition to their main role, an honorarium may be paid.
- 35.3 Honorarium values are determined in the same manner as temporary responsibility payments, but only a percentage of the amount is payable, dependent on the proportion of the duties undertaken.
- 35.4 Honorarium payments must be agreed in advance with the headteacher/head of school.
- 35.5 Agreed honorarium payments are recorded on the staff member's file, including the date of agreement, the amount and the reasons for the payment, and the school's payroll provider is notified to arrange the payment.

## **36. Job evaluation**

- 36.1. Newly created or vacant posts, or posts which change significantly during a restructuring exercise, may be subject to job evaluation.
- 36.2 Job evaluations are used to determine the appropriate level of remuneration for a role – they help to ensure a fair and transparent pay structure across the school.
- 36.3 Job evaluations are assessments of the role, not the individual, and take into account the following:
- The school's/Trust's needs
  - The knowledge required to undertake the role
  - The level of problem solving required
  - The level of decision making required
  - The level of responsibility
  - The potential impact and control afforded
  - The operational environment
  - The effort required to undertake the role
  - The managerial responsibilities of the role
- 36.4 The job description, person specification and structure chart are all taken into consideration when undertaking job evaluations. These documents must reflect the full responsibilities and duties of the post and the skills, knowledge and experience required. If the post-holder is in place during the job evaluation, the appropriate documents are created/amended in consultation with the staff member and agreed prior to implementation.
- 36.5 Job evaluation must not be used to recognise temporary additional duties or honorarium payments.

## **37. Appeals against job evaluations**

37.1 The Trust strives to resolve all potential grievance issues informally.

37.2 Employees can appeal against job evaluations on the following grounds:

- The staff member believes that the pay scheme has been wrongly applied, and can provide evidence and examples.
- The staff member believes that an equivalent role within the school is graded higher, and can provide evidence and examples.
- The staff member believes that the job description and/or person specification has been misinterpreted, and can provide evidence and examples.

37.3 Staff who are dissatisfied with their pay recommendation will first have an informal meeting with their appraiser or headteacher/head of school to discuss the reasons for their dissatisfaction.

37.4 If a school staff member believes the pay determination to be incorrect following their informal meeting, they may make a representation to the pay committee by submitting a formal written statement.

37.5 The staff member will be given the opportunity to make representations, provide evidence, ask questions and bring witnesses forward during their meeting with the pay committee or in the case of a central executive team member the remuneration committee.

37.6 The pay committee/remuneration committee will make a final decision and will notify the support staff member in writing of the final pay determination.

## **38. Pay protection**

38.1 Where a pay determination resulting from job evaluation or redeployment leads to a period of safeguarding, notice will be given no later than one month after the date of the determination.

38.2 Pay protection periods, where applicable, last for 1 year.

## **Appendix A**

### **Professional Responsibilities and Rights of Those on the Leadership Pay Range**

The **headteacher/head of school** is responsible for undertaking the following duties, unless otherwise delegated to an appropriate member of staff:

- Providing overall strategic leadership; leading, developing and supporting the strategic direction, vision, values and priorities of the school
- Developing, implementing and evaluating the school's policies, practices and procedures
- Leading and managing teaching and learning throughout the school
- Ensuring that teaching staff are effectively assigned in the school timetable to appropriate classes and groups of pupils
- Teaching a proportion of timetabled lessons
- Promoting the safety and wellbeing of pupils and staff
- Ensuring good order and discipline amongst pupils and staff
- Leading, managing and developing staff members, including appraising and managing performance
- Organising and deploying resources within the school
- Promoting harmonious working relationships within the school
- Maintaining relationships with organisations representing staff members, i.e. union representatives
- Leading and managing staff with proper regard to their wellbeing and expectations
- Promoting the participation of staff in relevant CPD
- Participating in arrangements for the appraisal and review of their own performance, as well as that of other staff members where appropriate
- Ensuring arrangements are in place for the induction and any required training of staff members
- Participating in arrangements for their own further training and professional development
- Consulting and communicating with the governing board, staff members, pupils and parents
- Collaborating and working with colleagues and other relevant professionals within and beyond the school, including external agencies

The **headteacher/head of school** is responsible for, and cannot delegate, the following duties:

- Developing clear arrangements for linking appraisal to pay progression
- Advising the relevant body on pay recommendations for teachers, including in relation to teachers who have applied to be paid on the upper pay range

The **headteacher/head of school** is entitled to:

- A reasonable amount of time during school sessions, having regard to their teaching responsibilities, for discharging their leadership and management responsibilities.
- A break of reasonable length during each school day, ensuring that suitable arrangements are in place for a person to assume their responsibilities during this time.

The **deputy headteacher** is responsible for the following duties:

- Carrying out the professional duties of all teaching staff, as well as those duties particularly assigned by the headteacher
- Playing a major role under the direction of the headteacher in:
  - Formulating the aims and objectives of the school.
  - Establishing the policies through which the school's aims and objectives are to be achieved.
  - Managing staff and resources.
  - Monitoring progress towards achieving the school's aims and objectives.
- Undertaking any professional duties of the headteacher reasonably delegated by the headteacher
- Undertaking the professional duties of the headteacher in their absence

**Teachers on the leading practitioner pay range** are responsible for the following duties:

- Carrying out the professional duties of all teaching staff, other than the headteacher
- Undertaking any additional duties relevant to their role in modelling and leading the improvement of teaching skills, as specified in their individual job descriptions

The **deputy headteacher or Head of Year** and any **teachers on the pay range for leading practitioners** are entitled to:

- A break of reasonable length as near to the middle of each school day as is reasonably practicable.

The same as all members of teaching staff, as outlined in [Appendix B](#).

## Appendix B

### Professional Responsibilities and Rights of Teachers

All members of **teaching staff** are responsible for undertaking the following duties:

- Planning and teaching lessons within the context of the school's plans, curriculum and schemes of work to their assigned classes
- Assessing, monitoring, recording and reporting on the learning needs, progress and achievements of assigned pupils
- Preparing pupils for external examinations
- Contributing to the development, implementation and evaluation of the school's policies and procedures, ensuring that the school's values and vision are supported
- Working with other members of staff and contributing towards curriculum and/or pupil development to secure co-ordinated outcomes
- Providing cover, as appropriate, where the person assigned to teach the class is not available to do so
- Promoting the safety and wellbeing of pupils
- Maintaining good order and discipline among pupils
- Directing and supervising support staff that are assigned to them
- Contributing to the recruitment process and professional development of other staff members
- Deploying resources delegated to them
- Participating in arrangements for the appraisal and review of their own performance, and where appropriate, that of other staff members
- Participating in arrangements for their own further training and professional development and, where appropriate, that of other staff members, including induction training
- Communicating with pupils and parents
- Collaborating and working with colleagues and other relevant professionals within and beyond the school

Members of **teaching staff** are entitled to:

- One break of reasonable length, either between lessons or between the hours of 12 noon and 2.00pm, if they are required to work for more than one lesson during any school day.
- Access to advice, training and developmental opportunities which are appropriate to their needs, including those identified in appraisal objectives.
- A reasonable amount of time during school sessions for discharging their duties, where the teacher has leadership or management responsibilities.
- Not being expected to provide cover for absent staff members, except on rare occasions and where the circumstances are not foreseeable.
- A reasonable amount of management time, where appropriate.
- Teaching no more than 90 percent of the time expected of a teacher at the school. This only applies if the teacher is serving an induction period under the Education (Induction Arrangements for School Teachers) (England) Regulations 2012 (as amended).
- Consideration being given to their need for a balance between the time required to discharge their professional duties and the time required to pursue their personal interests outside work.
- Reasonable periods of PPA time which amount to no less than 10 percent of their timetabled teaching time.

- Be paid, by the LA, any remuneration they may be eligible for by virtue of the STPCD, where the teacher is employed in a school which has a delegated budget.

Members of teaching staff **will not**:

- Be required to undertake work on any Saturday, Sunday or public holiday, unless specified in their employment contract.
- Routinely participate in any administrative or clerical tasks which do not call for a teacher's professional skills or judgement, including exam invigilation.
- Be required to undertake midday supervision under their contract.

## Appendix C

- Main Pay Range**

6 point reference range (increased by 4% on all

reference points)

Reference Point	1.9.2025	Previous (1.9.2024)
	£	£
1	32916	31650
2	34823	33483
3	37101	35674
4	39556	38034
5	42057	40439
6	45352	43607

- Upper Pay Range**

3 point range (increased by 4% on all reference

points)

UPR	1.9.2025	Previous (1.9.2024)
		£
1	47472	45646
2	49232	47338
3	51048	49084

- Unqualified Teacher Pay Range**

6 point range (increased by 4% on all reference points)

Reference Point	1.9.2025	Previous (1.9.2024)
	£	
1	22601	21731
2	25193	24224
3	27785	26716
4	30071	28914
5	32667	31410
6	35259	33902

## Appendix D

### Leadership Pay Ranges

The following table indicates reference points as at 1.9.2024 (increased by 5.5% on all reference points)

Leadership reference point	1.9.2025	1.9.2024
1	51773	49,781
2	53069	51,027
3	54394	52,301
4	55747	53,602
5	57137	54,939
6	58569	56,316
7	60145	57,831
8	61534	59,167
9	63070	60,644
10	64691	62,202
11	66368	63,815
12	67898	65286
13	69596	66,919
14	71330	68,586
15	73105	70,293
16	75049	72,162
17	76772	73,819
18	78702	75,675
19	80655	77,552
20	82654	79,475
21	84699	81,441
22	86803	83,464
23	88951	85,529
24	91158	87,651
25	93424	89,830
26	95735	92,052
27	98106	94,332
28	100540	96,673
29	103030	99,067
30	105595	101,533
31	108202	104,040

32	110892	106,626
33	113646	109,275
34	116456	111,976
35	119350	114,759
36	122306	117,601
37	125345	120,524
38	128447	123,506
39	131578	126,517
40	134860	129,673
41	138230	132,913
42	141693	136,243
43	143796	138,265

## Appendix E

Pay and Grading Structure - **Post** Pay Agreement (applicable from 1 April 2025 to 31 March 2026)

2025/26						
Grade	SCP/ Point	Salary	Monthly	Weekly	First Hourly Rate	Second Hourly Rate
		£	£	£	£	£
Grade 1	2	£24,413	£2,034.42	£468	£13.38	£12.65
Grade 2	3	£24,796	£2,066.33	£476	£13.59	£12.85
Grade 3	4	£25,185	£2,098.75	£483	£13.80	£13.05
	5	£25,583	£2,131.92	£491	£14.02	£13.26
	6*	£25,989	£2,165.75	£498	£14.24	£13.47
Grade 4	7	£26,403	£2,200.25	£506	£14.47	£13.69
	8	£26,824	£2,235.33	£514	£14.70	£13.90
	9	£27,254	£2,271.17	£523	£14.93	£14.13
	10	£27,694	£2,307.83	£531	£15.18	£14.36
	11*	£28,142	£2,345.17	£540	£15.42	£14.59
Grade 5	12	£29,064	£2,422.00	£557	£15.93	£15.07
	13	£29,540	£2,461.67	£567	£16.19	£15.31
	14	£30,024	£2,502.00	£576	£16.45	£15.56
	15	£30,516	£2,543.00	£585	£16.71	£15.81
	16	£31,022	£2,585.17	£595	£17.00	£16.08
	17	£31,534	£2,628.00	£605	£17.29	£16.35
	18	£32,061	£2,671.75	£615	£17.57	£16.62
Grade 6	19*	£32,601	£2,717.50	£625	£17.87	£16.90
	20	£33,143	£2,766.92	£636	£18.16	£17.18
	21	£33,699	£2,818.25	£646	£18.47	£17.47
	22	£34,264	£2,872.50	£657	£18.77	£17.76
	23	£34,834	£2,928.67	£667	£19.07	£18.05
	24	£35,412	£2,986.83	£679	£19.39	£18.36
Grade 7	25*	£36,000	£3,030.00	£690	£19.71	£18.67
	26	£37,280	£3,106.67	£715	£20.43	£19.32
	27	£38,220	£3,185.00	£733	£20.94	£19.81
	28	£39,152	£3,262.67	£751	£21.45	£20.29
	29	£39,862	£3,321.83	£765	£21.84	£20.66
Grade 8	30*	£40,777	£3,398.08	£782	£22.34	£21.14
	31	£41,771	£3,480.92	£801	£22.89	£21.65
	32	£42,839	£3,569.92	£822	£23.47	£22.21
	33	£44,075	£3,672.92	£845	£24.15	£22.85
Grade 9	34	£45,091	£3,757.58	£865	£24.71	£23.37
	35*	£46,142	£3,845.17	£885	£25.28	£23.92
	36	£47,181	£3,931.75	£905	£25.85	£24.46
Grade 10	37	£48,226	£4,018.83	£925	£26.43	£25.00
	38	£49,282	£4,106.83	£945	£27.01	£25.55
	39	£50,269	£4,189.08	£964	£27.55	£26.06
	40*	£51,356	£4,279.67	£985	£28.14	£26.62
Grade 11	41	£52,413	£4,367.75	£1,005	£28.72	£27.17
	42	£53,460	£4,455.00	£1,025	£29.29	£27.71
	43*	£54,495	£4,541.25	£1,045	£29.86	£28.25
Grade 12	44	£55,940	£4,661.67	£1,073	£30.65	£29.00
	45	£57,097	£4,758.08	£1,095	£31.29	£29.60
	46	£58,498	£4,874.83	£1,122	£32.06	£30.32
	47*	£59,715	£4,976.25	£1,145	£32.72	£30.95
SS1**	48	£61,056	£5,088.00	£1,171	£33.46	£31.65
	49	£62,325	£5,193.75	£1,195	£34.15	£32.31
	50	£63,619	£5,301.58	£1,220	£34.86	£32.98
	51*	£64,927	£5,410.58	£1,245	£35.58	£33.66
SS2**	11	£72,031	£6,002.58	£1,381	£39.47	£37.34
	12	£73,420	£6,118.33	£1,408	£40.23	£38.06
	13	£74,844	£6,237.00	£1,435	£41.01	£38.80
	14	£77,783	£6,481.92	£1,492	£42.62	£40.32
SS3**	21	£80,840	£6,736.67	£1,550	£44.30	£41.90
	22	£82,417	£6,868.08	£1,581	£45.16	£42.72
	23	£84,021	£7,001.75	£1,611	£46.04	£43.55
SS4**	24	£87,330	£7,277.50	£1,675	£47.85	£45.27
	31	£91,985	£7,665.42	£1,764	£50.41	£47.68
	32	£93,783	£7,815.25	£1,799	£51.39	£48.61
SS5**	33	£95,616	£7,968.00	£1,834	£52.40	£49.56
	34	£101,692	£8,474.33	£1,950	£55.72	£52.71
	41	£111,669	£9,305.75	£2,142	£61.19	£57.88
DCX	42	£113,857	£9,488.08	£2,184	£62.39	£59.02
	43	£116,094	£9,674.50	£2,227	£63.62	£60.18
	44	£118,375	£9,864.58	£2,270	£64.87	£61.36
CEX	45	£123,071	£10,255.92	£2,360	£67.44	£63.79
	51	£143,836	£11,986.33	£2,759	£78.82	£74.56
	52	£147,525	£12,293.75	£2,829	£80.84	£76.47
CEX	53	£153,584	£12,798.67	£2,946	£84.16	£79.61
	54	£164,909	£13,742.42	£3,163	£90.37	£85.48
DCX		£176,805	£14,733.75	£3,391	£96.88	£91.65
CEX		£233,755	£19,479.58	£4,483	£128.09	£121.17

\* Progression subject to competency review

\*\* Progression dependent on individuals demonstrating overall annual improvements in performance