



PAY POLICY

Review Due:	December 2026
Last Review	December 2025
Applicable to:	All Trust Schools
Reviewed By:	LC
Approved By:	Board of Trustees

The Partnership Trust – Pay Policy Summary (Dec 2025)

Purpose & Principles

- Supports the statutory duty to promote high standards of education.
- Ensures pay decisions are fair, transparent, and consistent, aligned with:
 - School Teachers' Pay and Conditions Document (STPCD 2025)
 - Equality Act 2010 and other employment legislation.
- Links appraisal outcomes to pay progression for teaching staff.

Governance & Responsibilities

- **Trust Board:** Approves policy, ensures funds for pay decisions, reviews CEO, Headteacher, and Executive pay.
- **CEO:** Implements appraisal/pay arrangements, moderates recommendations, ensures compliance.
- **Headteachers:** Conduct appraisals, recommend pay for teachers and for support staff.
- **Employees:** Engage in appraisal process and provide evidence for objectives.

Key Features

- **Annual Pay Review:**
 - Teachers' pay reviewed annually (effective 1 September).
 - Support staff pay follows NJC/Green Book; not performance-linked.
- **Pay Progression:**
 - Based on appraisal evidence; exceptional performance may lead to accelerated progression.
 - Poor performance can result in withheld progression for teaching staff.
- **Leadership Pay:**
 - 43-point scale; pay set using DfE guidance and STPCD criteria.
- **Classroom Teachers:**
 - Main Pay Range (MPR) and Upper Pay Range (UPR) with clear criteria for movement.
- **Allowances:**
 - TLR (Teaching & Learning Responsibility), SEN, Acting Allowances.
- **Support Staff:**
 - Pay based on local authority scales; honorarium and overtime rules included.

Equality & Safeguarding

- Adjustments for maternity/sickness absence.
- Compliance with equalities legislation and safeguarding provisions.

Appeals

- Formal process for staff to challenge pay decisions, heard by an independent committee.

Additional Provisions

- Recruitment & retention incentives.
- Salary sacrifice schemes.
- Clear rules for overpayments and casual/overtime payments.

Appendices:

- Appeals Procedure
- Teacher Pay Scales (MPR: £32,916–£45,350; UPR: £47,472–£51,047)
- Leadership Pay Scale (L1: £51,772 – L43: £143,796)
- Support Staff Pay Scales

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1.	RATIONALE
1.1	The prime statutory duty of governing bodies in England, as set out in section 122 of the Education Act 2002 is to “...conduct the school with a view to promoting high standards of educational achievement at the school.” The pay policy is intended to support that statutory duty.
1.2	The Partnership Trust’s procedures for determining pay will be consistent with the principles of public life: objectivity, openness and accountability. Through their Pay Committees, the Trust Board and Local Governing Committees (LGCs) of the academies within The Partnership Trust will act with integrity, confidentiality, objectivity and honesty in the best interests of the school; will be open about decisions made and actions taken and will be prepared to explain decision and actions in writing to interested persons.
1.3	This policy should be read in conjunction with the School Teachers Pay and Conditions Document 2025 (‘The Document’) guidance on school teachers pay and conditions (September 2024) and the Trust’s Appraisal Policy which can be accessed on the Trust website or from the HR department.
2	EQUALITIES LEGISLATION
2.1	The Trust will comply with relevant equalities legislation: Employment Relations Act 1999 Equality Act 2010 Employment Rights Act 1996 The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002 The Agency Workers Regulations 2010
2.2	The Trust will promote equality in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.
2.3	<i>See ‘Trusts obligations’ in relation to monitoring the impact of this policy. See sections 8 and 9 for further detail.</i>
3	EQUALITIES AND PERFORMANCE RELATED PAY
3.1	The Trust will ensure that its processes are open, transparent and fair. All decisions will be objectively justified. Adjustments will be made to take account of special circumstances, e.g. an absence on maternity or long-term sick leave. The exact adjustments will be made on a case-by-case basis, depending on the individual employee’s circumstances and the school’s circumstances.
4	JOB DESCRIPTIONS
4.1	The Headteacher will ensure that each member of staff is provided with a job description in accordance with the staffing structure recommended by the LGB and approved by the Trust Board. Job descriptions may be reviewed from time to time, in consultation with the individual employee concerned and Trust HR, in order to make reasonable changes in the light of the changing needs of the school. Job descriptions will identify key areas of responsibility. All job descriptions will be reviewed annually as part of the appraisal process.
4.2	The title ‘Headteacher’ is interchangeable with ‘Principal’, ‘Executive Principal’ and ‘Executive Headteacher’ for the purposes of this document.
5	ACCESS TO RECORDS

	The Headteacher will ensure access for individual members of staff to their own employment records.
6	APPRAISAL
6.1	The Trust will comply with The Education (School Teachers' Appraisal) (England) Regulations 2012 and the School Teachers Pay and Conditions Document 2025 concerning the appraisal of teachers. Assessment will be based on evidence from a range of sources (<i>see the Trust's Appraisal Policy</i>). Although the school will establish a firm evidence base in relation to the performance of all staff, there is a responsibility on employees and appraisers to work together. Employees should also gather any evidence that they deem is appropriate in relation to meeting their objectives, the Teachers' Standards and any other criteria (i.e. application to be paid on Upper Pay Range) so that such evidence can be taken into account at the review.
6.2	The Headteacher will moderate objectives to ensure consistency and fairness. The Headteacher will also moderate performance assessment and initial pay recommendations to ensure consistency and fairness.
7	LOCAL GOVERNING BODY (LGB) OBLIGATIONS
7.1	LGBs will be mindful of the obligations for: • Teachers: as set out in the School Teachers' Pay and Conditions Document (the Document) and the Conditions of Service for School Teachers in England and Wales (commonly known as the 'Burgundy Book'). • Support Staff: Terms and conditions for support staff are based on the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (the Green Book) and the Trust's local pay and grading arrangements. Employees commencing employment with the Trust on or after 1 September 2026 will not be entitled to the occupational sick pay provisions contained within the Green Book and will instead receive sickness payments in accordance with the entitlement specified in their contract of employment.
7.2	LGCs will be informed on the appraisal and pay recommendation processes, reassured that they have been completed completion and high-level outcome/overview.
8.	TRUST BOARD OBLIGATIONS
8.1	The Trust Board will ensure that the Trust has clear arrangements and policies that link appraisal to pay progression and that staff and school union representatives are consulted on any changes to the Trust's Appraisal and Pay policies. In developing the Trust's approach to pay and appraisal, due consideration is given to the following: • Teachers: as set out in the School Teachers' Pay and Conditions Document (the Document) and the Conditions of Service for School Teachers in England and Wales (commonly known as the 'Burgundy Book'). • Support staff: The National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book) or local authority pay/grading system. Employees commencing employment with the Trust on or after 1 September 2026 will not be entitled to the occupational sick pay provisions contained within the Green Book and will instead receive sickness payments in accordance with the entitlement specified in their contract of employment.
8.2	The Trust Board will consider and approve any updates to the Trust Pay and Appraisal policies and assure themselves that any arrangements for linking appraisal to pay related decision are appropriate and objective.
8.3	The Trust Board will ensure that it makes funds available to support pay decisions, in accordance with this pay policy (<i>see section 15: 'Procedures'</i>) and the school's spending plan.

8.4	The Trust Board will review and approve pay for the CEO, Headteachers and the Trust's Executive Team.
9	CEO OBLIGATIONS
9.1	The CEO will develop and implement clear arrangements and policies for appraisal and pay progression that take into account the following: • Teachers: as set out in the School Teachers' Pay and Conditions Document (the Document) and the Conditions of Service for School Teachers in England and Wales (commonly known as the 'Burgundy Book'). • Support staff: The National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book) or local authority pay/grading system. Employees commencing employment with the Trust on or after 1 September 2026 will not be entitled to the occupational sick pay provisions contained within the Green Book and will instead receive sickness payments in accordance with the entitlement specified in their contract of employment.
9.2	The CEO will ensure that effective appraisal arrangements are in place at all schools for all staff.
9.3	The CEO will ensure that employees are informed about decisions reached; and that records are kept of recommendations and decisions made.
9.4	The CEO will review and approve HT pay recommendations for all teaching and leadership staff ensuring these are in line with the STPCD and the Trust's Appraisal and Diversity, Equity and Inclusion Policies.
9.5	The CEO will consider and approve pay recommendations for the non Executive Trust central services Team members ensuring that all appraisals are carried out in line with the Trust's Appraisal Policy.
	The CEO will submit pay recommendations for Headteachers and the Trust Executive Team to the Trust Board Pay Committee ensuring that the Trust Board has sufficient information upon which to make pay decisions.
9.6	The CEO will ensure that staff pay decisions comply with equalities legislation.
9.7	The CEO will report to the Trust Board on high level outcomes of the appraisal process.
10	HEADTEACHER OBLIGATIONS
10.1	The Headteacher will: • ensure that effective appraisal arrangements as set out in the Trust's Appraisal Policy are in place and that any appraisers have the knowledge and skills to apply procedures fairly; • submit pay recommendations for all teachers and leaders to the CEO and ensure the CEO has sufficient information upon which to make pay decisions; • ensure that employees are informed about decisions reached; and that records are kept of recommendations and decisions made. • Ensure that decisions comply with equalities legislation.
10.2	The Headteacher will consider and approve pay recommendations for all school support staff ensuring that the appraisal process and pay recommendations are in line with the Trust's policies.
11	EMPLOYEE OBLIGATIONS
	An employee will:

	- engage with the appraisal process; this includes working with their appraiser to ensure that there is a secure evidence base in order for an annual pay determination to be made; - keep records of their objectives and review them throughout the appraisal process; - share any evidence they consider relevant with their appraiser; - ensure they participate in an annual review of their performance.
12	DIFFERENTIALS
	Appropriate differentials will be created and maintained between posts within the school, recognising accountability and job weight, and the Trust's need to recruit, retain and motivate sufficient employees of the required calibre at all levels.
13	DISCRETIONARY PAY AWARDS
	Criteria for the use of pay discretions are set out in this policy and discretionary awards of additional pay will only be made in accordance with these criteria.
14	SAFEGUARDING
	Where a pay determination leads or may lead to the start of a period of safeguarding, the Trust will comply with the relevant provisions of the document and will give the required notification as soon as possible, and no later than one month, after the determination.
15	PROCEDURES
15.1	The Trust Board will approve the annual budget to include staff pay, taking into account the contents of this policy.
15.2	The CEO or delegated representative thereof, will conduct the appraisal for the Headteacher. The appraiser will engage with the Chair of the LGC to ensure that the views and observations of the LGC are incorporated into the process. The LGC contribute to the processes of Headteacher performance management through the Chair and being informed of the completion of the process by the Trust. The CEO is responsible for recommending Headteacher Pay to the Trust Board Pay Committee.
15.3	The Trust Board pay committee may invite an external adviser to attend and offer advice on the determination of the CEO's pay, that person will withdraw at the same time as the CEO while the committee reaches its decision. Any member of the committee required to withdraw will do so.
15.4	The terms of reference for the pay committee will be determined from time to time by the Trust Board and contained in the Trust's Governance Plan.
15.5	The report of the pay committee will be placed in the confidential section of the Trust Board's file and will either be received or referred back. Reference back may occur only if the pay committee has exceeded its powers under the policy.
16	ANNUAL DETERMINATION OF PAY
	All teaching staff salaries, including those of the Headteacher / deputy head(s) and assistant head(s) will be reviewed annually to take effect from 1 September. The review of pay and decision to move up the salary scale (if applicable) will be linked to performance. Headteachers will endeavour to complete teachers' annual pay reviews by 31 October and the CEO will complete the Headteacher's annual pay review by 31 December. They will, however, complete the process without undue delay. Support staff pay is not linked to performance. The appraisal process for support staff is outlined in the Trust's Appraisal Policy.
17	NOTIFICATION OF PAY DETERMINATION

	Decisions will be communicated to each member of staff by the Headteacher through the completed appraisal report and through the central Trust in writing in accordance with paragraph 3.4 of the Document and will set out the reasons why decisions have been taken. The decision will be communicated at the earliest opportunity and not later than one month after the determination. Decisions on the pay of the Headteacher will be communicated by the CEO on behalf of the Trust Board, in writing, in accordance with paragraph 3.4 of the Document. An instruction to amend pay from the relevant date will be issued immediately after the time limit for the lodging of an appeal has passed, or immediately after an appeal has been concluded.
18	APPEALS PROCEDURE
	The Partnership Trust has an appeals procedure in relation to pay in accordance with the provisions of paragraph 2.1(b) of the Document. It is set out as an appendix to this pay policy.
19	LEADERSHIP PAY
	The Trust will maintain a 43-point leadership pay scale as set out in the joint union advice on teacher pay scales in England for 2022-23. <i>See Appendix 2 for pay scale.</i> The pay ranges for the Headteacher, deputy Headteacher(s) and assistant Headteacher(s) will be determined in accordance with the criteria specified in the STPCD and ensuring fair pay relativities. The Trust will normally appoint new leadership teachers at the bottom point of the relevant pay range.
19.1	HEADTEACHER PAY
19.1.1	Pay on appointment For all new appointments, the CEO in consultation with the Trust Board will use the three stage process when setting pay, in line with paragraphs 4.1 to 10.4 of the Document and the DfE Departmental Advice on setting Headteacher Pay. Stage One is defining the role and determining the Headteacher group, Stage Two is setting the indicative pay range, and; Stage Three is deciding the starting salary and individual pay range.
19.1.2	In exceptional cases, the CEO in consultation with Trust Board may consider the Headteachers pay range may exceed the maximum where the circumstances specific to the role or candidate warrant a higher than normal payment. Any additional payments made under paragraph 10 of the School Teachers Pay and Conditions Document 2025, does not exceed the maximum of the Headteacher group by more than 25% other than in exceptional circumstances. In such circumstances, the CEO will seek independent advice from the Trust's HR consultant before providing such agreement and support its decision with a business case. The Board of Trustees will approve any final decision.
19.1.3	Pay progression for serving leadership group members The CEO will determine the salary of all staff on leadership pay grades. The CEO will have regard to the results of the most recent appraisal carried out in accordance with the Trust's Appraisal Policy and Appraisal Regulations 2012 and any recommendation on pay progression in the member of leadership group's most recent appraisal report and then determine whether or not the member of the leadership group's salary should be increased or not.
19.2	DEPUTY/ASSISTANT HEADTEACHERS/VICE PRINCIPALS

	Pay on appointment The Headteacher, in consultation with Trust HR will make recommendations to the CEO. The CEO will determine the pay range to be advertised and agree pay on appointment in line with paragraphs 9.2 and 9.4 of the Document. The maximum of the deputy or assistant Headteacher's pay range must not exceed the maximum of the Headteacher group for the School and should only overlap it in exceptional circumstances.
21	ACTING ALLOWANCES
21.1	Acting allowances are payable to teachers who are assigned and carry out the duties of Headteacher, deputy Headteacher or assistant Headteacher in accordance with paragraph 23 of the Document. The Headteacher will, within a four week period of the commencement of acting duties, determine whether or not the acting postholder will be paid an allowance.
21.2	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.
21.3	Any teacher who has been assigned and carries out the duties of Headteacher, deputy Headteacher, or assistant Headteacher for a period of four weeks or more, will be paid on an appropriate point on the Headteacher's pay range, deputy Head/principal range or assistant Head/principal range, as determined by the pay committee. Payment will be backdated to the commencement of the duties.
22.	CLASSROOM TEACHERS
22.1	Pay on appointment
22.1.1	The Headteacher will determine the starting salary of a vacant classroom teacher post on the main pay range or upper pay range in line with the school's agreed staffing structure, having regard to: • the requirements of the post; • any specialist knowledge required for the post; • the experience required to undertake the specific duties of the post; • the wider school context.
22.1.2	The Headteacher in consultation with Trust HR may use their discretion to award a recruitment incentive benefit to secure the candidate of its choice. This will be reviewed and approved by the CEO.
22.1.3	There is no assumption that a teacher will be paid at the same rate as they were being paid in their previous school. The Headteacher should negotiate and confirm the starting salary upon offering the position.
22.2	Pay determinations for existing main pay range teachers
22.2.1	The Headteacher will use reference points for the main pay scale. <i>See Appendix 2.</i>
22.2.2	Teachers on the main pay scale will progress one annual point at a time.
22.2.3	Pay progression may be withheld due to poor performance. In these circumstances, poor performance must be evidenced in a formal capability plan as set out in the Trust Capability Policy.

22.2.4	If the evidence shows that a teacher has exceptional performance, the Headteacher will consider the use of its flexibilities to award enhanced pay progression, up to the maximum of 2 points. In order to be considered for a 2 points progression, a teacher will need to demonstrate that the quality of their teaching has significantly exceeded expectations as set out in Teachers' Standards and recorded within the school setting.
22.2.7	Any increase (i.e. no movement, one point, more than one point) will be clearly attributable to the performance of the teacher in question. The Headteacher will be able to justify their decisions.
22.2.8	Where possible, for those going on maternity / adoption / shared parental leave, the appraisal will be conducted prior to the employee departing on maternity / adoption / shared parental leave even if this is early in the academic year, this way appraisal and pay determination can be based on evidence sought within that process. If no appraisal is able to be conducted, the Trust commits to ensuring that the employee will not be disadvantaged.
23	APPLICATIONS TO BE PAID ON THE UPPER PAY RANGE
23.1	Any qualified teacher can apply to be paid on the Upper Pay Range (UPR). 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(s). This school will not be bound by any pay decision made by another school inside or outside of the Trust.
23.2	All applications should include the results of the two most recent appraisals, under the Appraisal Regulations 2012, in this school, including any recommendation on pay. Where such information is not applicable or available, e.g. those returning from maternity or sickness absence, a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant. Where possible for those going on maternity leave, the appraisal will be conducted prior to the employee departing on maternity leave even if this is early in the academic year, this way appraisal and pay determination can be based on evidence sought within that process.
23.3	In order for the assessment to be robust and transparent, it will be an evidence-based process only utilising information from the teacher's two most recent appraisal reports.
23.4	Process One application may be submitted annually. The closing date for applications is normally 31 st October each year; however, exceptions will be made in particular circumstances, e.g. those teachers who are on maternity leave or who are currently on sick leave. <u>The process for applications is:</u> • Submit a request for consideration via email or letter stating the teacher's wishes to be considered for the threshold, to the Headteacher by the cut-off date of 31st October. • You will receive notification of receipt of your application within 5 working days; • The appraiser will assess the application and evidence in common with all teacher appraisal/plans/statements which will include a recommendation to the Headteacher; • The application, evidence and recommendation will be passed to the Headteacher for moderation purposes, who will make a recommendation to the CEO. • Teachers will receive written notification of the outcome of their application by 31st December. Where the application is unsuccessful, the written notification will include the areas where it was felt that the teacher's performance did not satisfy the relevant criteria set out in this policy (see 'Assessment' below).

	• If requested, oral feedback which will be provided by the Headteacher. Oral feedback will be given within 10 school working days of the date of notification of the outcome of the application. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement in order to meet the relevant criteria. • Successful applicants will move retrospectively to the minimum of the UPR on 1 September of the academic school year. • Unsuccessful applicants can appeal the decision. The appeals process is set out at the back of this pay policy.
23.5	Assessment
23.5.1	The teacher will be required to meet the criteria set out in paragraph 15.2 of the Document, namely that: • the teacher is highly competent in all elements of the relevant standards; and • the teacher's achievements and contribution to the school are substantial and sustained.
23.5.2	Within The Partnership Trust, this means: “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. “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, but also in making a significant wider contribution to school improvement, which impacts on pupil progress and the effectiveness of staff and colleagues. “sustained”: the teacher must have had two consecutive successful appraisal reports in this school and have made good progress towards their objectives during this period. They will have been expected to have shown that their teaching expertise has grown over the relevant period and is consistently good to outstanding.
23.5.3	Further information, including information on sources of evidence is contained within the Trust's staff appraisal policy.
24	UPPER PAY RANGE
24.1	Pay determinations
24.1.1	The pay committee will use reference points for the upper pay scale. <i>See Appendix 2.</i>
24.1.2	Headteachers will determine whether there should be any movement on the Upper Pay Range. Pay progression may be withheld due to poor performance. In these circumstances, poor performance must be evidenced in a formal capability plan as set out in the Trust Capability Policy.
24.1.3	Where it is clear from the annual appraisal that a Teacher in the Upper Pay Range has successfully performed their role, the teacher will move to the Upper Pay Range; or if already on the mid-point, will move to the next point of the Upper Pay Range. This move up the Upper Pay Range will be automatic, unless a teacher expresses a preference not to move up the scale.
24.1.4	Where it is clear from the evidence that the teacher's performance is exceptional, in relation to the criteria set out above (<i>see 'Applications to be Paid on the Upper Pay Range'</i>), and where the teacher has met or exceeded their objectives, Headteachers will use their flexibility to decide on enhanced progression from the minimum to the maximum of UPR.

24.1.5	Further information, including sources of evidence is contained within the Trust's staff appraisal policy.
24.1.6	Headteachers will be supported by the CEO and HR Team in making all such decisions.
25	UNQUALIFIED TEACHERS
25.1	Pay on appointment The Headteacher will pay any unqualified teacher in accordance with paragraph 17.1 of the Document. The Headteacher will determine where a newly appointed unqualified teacher will enter the scale, having regard to any qualifications or experience they may have, which they consider to be of value. The Headteacher will consider whether they wish to pay an additional allowance, in accordance with paragraph 22.1.
25.2	Pay determinations effective from 1 September 2025
25.2.1	In order to progress up the unqualified teacher range, unqualified teachers will need to show that they have successfully performed within their role. Pay progression may be withheld due to poor performance. In these circumstances, poor performance must be evidenced in a formal capability plan as set out in the Trust Capability Policy.
25.2.2	If the evidence shows that a teacher has exceptional performance, the Headteacher may award enhanced pay progression of 2 points.
26	TEACHING AND LEARNING RESPONSIBILITY (TLR) PAYMENTS
26.1	Headteachers may award a TLR to a classroom teacher in accordance with paragraphs 20.1 – 20.5 of the Document and paragraphs 47 - 54 of the section 3 guidance. TLR 1 or 2 will be for clearly defined and sustained additional responsibility in the context of the schools staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning. All job descriptions will be regularly reviewed in consultation with Trust HR and will make clear, if applicable, the responsibility or package of responsibilities for which a TLR is awarded, taking into account the criterion and factors set out at paragraphs 20.1 – 20.5.
26.2	See <i>Appendix 2</i> for TLR ranges
26.3	Headteachers may award a TLR3 of between £706 to £3,477 for clearly time-limited school improvement projects, or one-off externally driven responsibilities as set out in paragraph 20.3. The Trust Payroll Team will set out in writing to the teacher the duration of the fixed term, and the amount of the award will be paid in monthly instalments. No safeguarding will apply in relation to an award of a TLR3. A teacher in receipt of either a TLR1 or TLR2 may also hold a concurrent TLR3.
27	SPECIAL EDUCATIONAL NEEDS ALLOWANCE
27.1	Headteachers will award a SEN allowance within the range specified in School Teachers' Pay and Conditions Document to any classroom teacher who meets the criteria as set out in paragraphs 21.1 - 21.3 of the Document.
27.2	See <i>Appendix 2</i> for SEN allowances.
27.3	When deciding on the amount of the allowance to be paid, the Headteacher will take into account the structure of the school's SEN provision, whether any mandatory qualifications are required for the post, the qualifications or expertise of the teacher relevant to the post; and the relative demands of the post (paragraph 21.2 of the Document). The Headteacher will also establish differential values in relation to SEN roles in the school in order to reflect significant differences in the nature and challenge of the work entailed so that the different payment levels can be objectively justified. The Headteacher will take account of paragraphs 55 to 59 of the section 3 guidance of the Document.

28	SUPPORT STAFF
28.1	The Trust Board notes its powers to determine the pay of support staff in accordance with paragraph 17 and 29 of the School Staffing (England) Regulations 2009 and Chapter 7 of the associated guidance. The Headteacher, in consultation with Trust HR, will consider on appointment in accordance with the scale of grades, currently applicable in relation to employment with each individual school, the pay appropriate for the post referring any changes to the staffing structure and budget to the CEO for approval. The appeals process is set out in the appendix to this policy. <i>See Appendix 3 for salary range and allowances.</i>
28.2	Accelerated increments The Trust believes that all staff should progress by normal incremental credit (i.e. successful completion of service). Accelerated incremental progression based on exceptional performance can also be awarded in exceptional circumstances at the Headteacher's discretion, advice should be sought from HR in all cases to ensure parity across the MAT.
28.3	Honorarium Support Staff employees may receive an honorarium payment if by they perform additional duties or responsibilities which are outside of the scope of their current job description, this may include leading areas of school development. The amount of payment will reflect the proportion of graded duties for the additional duties and the period of time this is undertaken, however this will usually be between £500 and £1,500. Honorariums are at the discretion of the Headteacher (or CEO in the case of central Trust staff) in consultation with Trust HR and must be agreed in advance of the work taking place. Honorarium payments are not award for an increase in volume of workload within the employee's job description. The Trust will confirm in writing to the employee the period for which the honorarium payment will apply and will give details of the additional duties for which the payment is being made. An honorarium is time limited, usually three to six months, and will be reviewed regularly.
28.4	Casual payment – A casual contract is issued when an individual is employed to cover the absence of a member of staff, this is not deemed as overtime.
28.5	Overtime – Overtime within the Trust is considered non-guaranteed overtime as individuals have a choice whether to work or not and is not on a regular basis. All overtime must be agreed in advance with the employee's line manager. Where additional hours are worked, the employee may request time off in lieu instead of claiming overtime. This will need to be agreed and authorised by the Headteacher.
28.5.1	All overtime claims should be made, ideally the month it's performed, but no later than three months after the overtime was performed. Late overtime claims will only be processed in extenuating circumstances.
29	PART-TIME EMPLOYEES
29.1	Teachers: The Trust Board will ensure that the provisions of the Document in relation to part-time teachers' pay and working time, in accordance with paragraphs 40.1 – 41.1 and 39 - 46 of section 3 guidance of the Document are applied.

29.2	All staff: The Trust Board, CEO and Headteacher will use their best endeavours to ensure that all part-time employees are treated no less favourably than a full-time comparator.
30	TEACHERS EMPLOYED ON A SHORT NOTICE BASIS (FIXED TERM CONTRACT)
	Such teachers will be paid in accordance with paragraph 42 of the Document.
31	
32	ADDITIONAL PAYMENTS – TEACHERS
32.1	In accordance with paragraph 26.1 of the Document, Headteacher may make payments as they see fit to a teacher, not including a Headteacher, in respect of: • continuing professional development undertaken outside the school day; • activities relating to the provision of initial teacher training as part of the ordinary conduct of the school; • participation in out-of-school hours learning activity agreed between the teacher and the Headteacher; • additional responsibilities and activities due to, or in respect of, the provisions of services relating to the raising of educational standards to one or more additional schools.
32.2	The CEO will approve any additional payments to teachers in accordance with the provisions of paragraph 26.1 of the Document where advised by the Headteacher.
32.3	Payment will be calculated on a daily basis at 1/194 th of the teacher's actual salary.
33	RECRUITMENT AND RETENTION INCENTIVES AND BENEFITS
33.1	The CEO and Trust Board can, on the recommendation of the Headteacher in consultation with Trust HR, award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive (paragraphs 27.1 – 27.3 of the Document and paragraphs 70 - 72 of the section 3 guidance).
33.2	The CEO and Trust Board will consider exercising its powers under paragraphs 27.1 – 27.3 of the Document where they consider it is appropriate to do so in order to recruit or retain relevant staff. The Headteacher will make 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.
33.3	The approach for setting pay for Headteachers will make additional payments by means of allowances largely unnecessary.
34	SALARY SACRIFICE ARRANGEMENTS
	Where the employer operates a salary sacrifice arrangement, a teacher may participate in any arrangement and his or her gross salary shall be reduced accordingly, in accordance with the provisions of paragraph 28.1 – 28.3 of the Document.
35	OVERPAYMENT
	Overpayments of any sum related to salary (including sick pay, overtime, basic salary or any allowances) will be deducted from salary as soon as practical following the discovery of such an overpayment, including upon termination of employment where appropriate. The recovery of significant sums will normally be made over an agreed reasonable repayment period rather than in one deduction, except where this is the last salary payment from which a recovery of an overpayment may be made before a termination date.
36	ADDITIONAL RELEVANT DOCUMENTS

	i. The Partnership Trust Equal Opportunity (Recruitment) Policy ii. The Partnership Trust Staff Appraisal Policy iii. The Partnership Trust's Equalities Policy
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Appendices

1. Appendix 1 - Appeals Procedure
2. Appendix 2 – Teacher Pay Scales
3. Appendix 3 - Support Staff Pay Scales

THE PARTNERSHIP TRUST PAY POLICY – APPENDIX 1

APPEALS PROCEDURE – FOR TEACHERS

As part of the overall appraisal process, a pay recommendation is made by the appraiser/reviewer (normally the line manager) and discussed with the teacher at the appraisal meeting prior to being submitted by the Headteacher to the relevant decision-making body.

At this particular stage of the pay determination process, if the teacher wishes to better understand the rationale for the pay recommendation or bring any further evidence to the attention of the appraiser, they should be given the opportunity to do so before the final pay recommendation is drafted in the appraisal report. At the conclusion of any further discussion, the pay recommendation may be adjusted or it may remain the same; the appraisal report will be updated to reflect the discussion.

If a teacher believes that the final pay recommendation falls short of their expectations and they wish to seek a further review of the information that affects their pay, they may wish to formally appeal against the decision, utilising the formal Trust Teacher's Pay Appeal Hearing Procedure.

APPEAL HEARING PROCEDURE

It is the intention that the Appeals Procedure will be dealt with promptly, thoroughly and impartially.

Guidance

- 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 / Headteachers should put their appeal in writing to the Trusts Governance Manager; 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.

Appeal Procedure

If a member of teaching staff wishes to appeal a pay decision, they must do so in writing to the Trust's Governance Manager, normally within 10 school working days of the pay date in which the new pay decision has been implemented, or within a mutually agreed alternative timescale. The appeal must include a statement, in sufficient detail, of the grounds of the appeal.

The following list is not exhaustive but details some of the reasons for seeking a review of the pay determination. The decision maker:

- Incorrectly applied the school's pay policy;
- Incorrectly applied a provision of the School Teachers' Pay and Conditions Document;
- Failed to have proper regard for statutory guidance;
- Failed to take proper account of relevant evidence;
- Took account of irrelevant or inaccurate evidence;
- Was biased in their decision making;
- Unlawfully discriminated against the teacher.

On receipt of the written appeal, the Trust's Governance Manager will establish an Appeal Committee that should consist of three members made up of Trustees, Trust School Improvement Partners and Trust Executive; none of whom are employees in the school or have been previously involved in the relevant pay determination process. The Appeal Committee will arrange an appeal hearing at the earliest opportunity and no later than 20 working days of the date on which the written appeal was received. The Headteacher should also be invited to the meeting to clarify the basis for the original recommendation.

Teachers may be accompanied at the appeal hearing by a work colleague or trade union representative.

The Appeal Committee, will reconsider the decision in private and write to the teacher where possible within 10 working days to notify them of the outcome of the review.

The decision of the Appeal Committee is final.

THE PARTNERSHIP TRUST PAY POLICY – APPENDIX 2

TEACHER PAY SCALES

Teacher Pay Scale

Salary Scale	Spinal Col Point	Annual Salary
MPR	1	£32,916
MPR	2	£34,822
MPR	3	£37,101
MPR	4	£39,555
MPR	5	£42,056
MPR	6	£45,350
UPR	1	£47,472
UPR	2	£49,232
UPR	3	£51,047

Unqualified Teacher Pay Scale

Point 1	£22,601
Point 2	£25,193
Point 3	£27,785
Point 4	£30,071
Point 5	£32,667
Point 6	£35,259

Allowance	Min	Max
TLR1	£10,173	£17,215
TLR2	£3,527	£8,610
TLR3	£706	£3,477
SEN	£2,786	£5,496

SEN Allowance (FWS & Mendip)	Min	Max
Teacher	£2786	£5496
Support (Only TAs)	£1589.49	N/A

Leadership Pay Scale

L1	51,772
L2	53,068
L3	54,393
L4	55,746
L5	57,137
L6	58,569
L7	60,144
L8	61,534
L9	63,070
L10	64,690
L11	66,368
L12	67,897
L13	69,596
L14	71,329
L15	73,105
L16	75,048
L17	76,772
L18	78,702
L19	80,654
L20	82,654
L21	84,699
L22	86,803
L23	88,950
L24	91,157
L25	93,423
L26	95,734
L27	98,105
L28	100,540
L29	103,030
L30	105,594
L31	108,202
L32	110,891
L33	113,646
L34	116,455
L35	119,349
L36	122,305
L37	125,345
L38	128,446
L39	131,578
L40	134,860
L41	138,230
L42	141,693
L43	143,796

SOMERSET RATES

Grade	SCP	Apr-25	Apr-26
17	1	24,224	25,024
16	2	24,413	25,219
15	3	24,796	25,614
15	4	25,185	26,016
14	4	25,185	26,016
14	5	25,583	26,428
14	6	25,989	26,846
13	6	25,989	26,846
13	7	26,403	27,274
13	8	26,824	27,709
13	9	27,254	28,153
13	10	27,694	28,608
13	11	28,142	29,070
12	12	28,598	29,541
12	13	29,064	30,023
12	14	29,540	30,515
12	15	30,024	31,015
12	16	30,518	31,525
12	17	31,022	32,046
12	18	31,537	32,578
12	19	32,061	33,119
11	20	32,597	33,672
11	21	33,143	34,236
11	22	33,699	34,811
11	23	34,434	35,570
11	24	35,412	36,581
11	25	36,363	37,562
10	26	37,280	38,510
10	27	38,220	39,481
10	28	39,152	40,444
10	29	39,862	41,177
10	30	40,777	42,123
10	31	41,771	43,150
9	31	41,771	43,150
9	32	42,839	44,253
9	33	44,075	45,529
9	34	45,091	46,579
9	35	46,142	47,664
8	35	46,142	47,664
8	36	47,181	48,738
8	37	48,226	49,818
8	38	49,282	50,908
8	39	50,269	51,928
7	39	50,269	51,928
7	40	51,356	53,051
7	41	52,413	54,143
7	42	53,460	55,224
7	43	54,495	56,293
7	44	54,946	56,759

BANES RATES

Grade/SCP	Apr-25	Apr-26
1-3	24,796	£25,614
2-4	25,185	£26,016
3-5	25,583	£26,428
3-6	25,989	£26,846
4-7	26,403	£27,274
4-8	26,824	£27,709
5-11	28,142	£29,070
5-12	28,598	£29,541
5-14	29,540	£30,515
5-15	30,024	£31,015
6-18	31,537	£32,578
6-19	32,061	£33,119
6-21	33,143	£34,236
6-22	33,699	£34,811
7-23	34,434	£35,570
7-24	35,412	£36,581
7-25	36,363	£37,562
7-26	37,280	£38,510
8-27	38,220	£39,481
8-28	39,152	£40,444
8-29	39,862	£41,177
8-30	40,777	£42,123
9-32	42,839	£44,253
9-33	44,075	£45,529
9-34	45,091	£46,579
9-35	46,142	£47,664
10-36	47,181	£48,738
10-37	48,226	£49,818
10-38	49,282	£50,908
10-39	50,269	£51,928
11-41	52,413	£54,143
11-42	53,460	£55,224
11-43	54,495	£56,293
11-44	55,675	£57,513
12-45	56,870	£58,747
12-47	59,380	£61,340
12-49	61,992	£64,038
13-50	63,341	£65,431
13-52	66,164	£68,347
13-54	69,099	£71,379
14-65	90,294	£93,274
14-66	93,605	£96,694
14-67	96,921	£100,120

Fosse Way School and Mendip School - After one year's satisfactory service and training a SEN allowance.

Support Staff Overtime

- Hours between 22:00 hours & 06:00 hours Monday to Friday: time & one third
- Hours between 06:00 & 22:00 on weekdays: plain time
- Hours between 06:00 & 22:00 on Saturdays: Time & 27%
- Hours between 22:00 & 24:00 on Saturdays: time & a third
- Hours between 00:00 & 24:00 on Sundays and Bank Holidays: time and a half

Speech and Language Therapists – Paid on NHS Pay Ranges

NHS Banding	Years' Experience	April 2026
Band 5	0-2	£ 32,073
Band 5	2-4	£34,592
Band 5	4+	£39,043
Band 6	0-2	£39,959
Band 6	2-5	£42,170
Band 6	5+	£48,117
Band 7	0-2	£49,387
Band 7	2-5	£51,932
Band 7	5+	£56,515

Apprentice Pay

The rates of pay for apprentices as from 1st April 2025 are as follows:

Category	Hourly rate
Apprentices aged under 19	£8.00
Apprentices aged 19 and over, but in the first year of their apprenticeship	£8.00
Apprentices after the first year of their apprenticeship, but still within the apprenticeship programme, will be entitled to either the National Living Wage (for those aged 23 and over) or the National Minimum Wage (for those of at least school leaving age). The Partnership Trust are aware that the rates change on 1 April every year.	
Under 18 years	£8.00

18 – 20 years	£10.85
21 years and over	£12.71