

Pay Policy

2025-2026



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A. GENERAL STATEMENT

The Trust Board of Romero CAT has adopted this whole Trust Pay Policy to provide a clear framework to exercise its powers in relation to the pay of individual members of staff. The Trust has chosen to continue to follow and comply with current legislation and requirements pertaining to National Pay and Conditions documents. This policy covers two classifications of staff employed by the Trust; Teachers and Support Staff. The term Support Staff refers to all staff employed by the Trust working in any of its Schools or within the Central Team who are not employed as Teachers. This policy has been developed to comply with current legislation and the requirements of both the School Teachers' Pay and Conditions Document (STPCD) for Teaching Staff and the decisions of the National Joint Council (NJC) in respect of Support Staff.

The Trust Board of Romero CAT has adopted the Living Wage.

B. AIMS

The Trust Board will seek:

- to maintain and improve the quality of education provided for pupils in the school by having a staffing structure and whole school pay policy which supports the aims/mission statement of the school and the School Improvement Plan;
- to ensure that all members of staff receive proper recognition for their work and responsibilities;
- to ensure fair and open treatment of staff within the school and to enhance and maintain staff morale through the management of the pay policy and through an awareness of the impact of decisions on all members of staff and on other schools;
- to recruit, appoint and retain a well-motivated, high quality staff;
- to use the flexibilities inherent in the national and local conditions of service for staff in a positive and constructive fashion within the resources available;

In seeking to apply these aims the Trust Board will take account of advice issued by the School Teachers Pay and Conditions Body, Local Government Associations, Diocesan Authorities and the recognised Trade Unions.

C. EQUAL OPPORTUNITIES

Romero CAT is an equal opportunity employer, and intends that no job applicant or employee will receive less favourable treatment because of their age, disability, gender identity, marriage or civil partnership status, pregnancy or maternity, sex, sexual orientation, race, religion or belief, or part-time status unless this can be objectively justified.

The Trust Board will comply with relevant equalities legislation e.g. Equality Act 2010, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002 and the Agency Workers Regulations 2010 in relation to pay matters.

The Trust Board will promote equality in all aspects of school life, particularly with regard to all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.

The Trust Board will monitor the outcomes of pay decisions, including the extent to which different groups of teachers or support staff may progress at different rates, ensuring individual school's continued compliance with equalities legislation. This information may be shared with staff and trade unions upon request.

D. FINANCIAL BASE

The Trust Board, through the individual Local Governing Boards will allocate monies annually for staff salaries which will cover all planned commitments for the coming year, together with a contingency for unforeseen elements. In considering its financial base, the Trust Board will seek to strike a balance between their aims as expressed in an individual School Improvement Plan, and the resources available to the school. The Trust Board will also wish to take close note of its current and long-term budgetary situation to assist in its decision making on flexibility for staff salaries. All decisions have long term financial implications.

E. PAY COMMITTEE

The Trust Board has delegated responsibility for pay progression of posts below that of Headteacher to the pay committee of the individual Local Governing Board.

The Committee has delegated responsibility to exercise all discretions in respect of pay.

The responsibility for the pay progression for individual school headteachers is delegated to the CSEL and named representatives of the Local Governing Board.

The Trust Board delegates decisions regarding pay for the CSEL and central team to the Finance and Resources Committee (including pay).

F. PRACTICAL CONSIDERATIONS

1. Job descriptions

Each member of staff will be consulted by the individual school senior management over the content of their job description and over any subsequent modifications.

2. Appraisal

The system of appraisal will no longer be used to inform decisions on pay. Only staff who are considered to be in a formal performance management process may be considered for non-progression to the next pay scale.

3. Vacant Posts

Details and further particulars relating to vacant posts, allowances, enhancements, temporary and acting posts available will be made known to all staff.

Vacancies for Headteacher and Deputy Headteacher will normally be advertised, having regard to the provisions of the 2009 School Staffing Regulations.

4. Formal recording of decisions

Decisions on pay will be formally minuted, together with the criteria used for awards. Pay matters are confidential items.

5. Records

Records will be maintained of all matters relating to salaries and staff will have the right of access to their personal salary record.

6. Review

The Romero CAT Pay Policy and its application will be reviewed annually.

7. Staffing establishment/salary structure

Each school will have a statement of the current staff establishment and structure published internally.

APPLICATION OF PAY POLICY – FRAMEWORK FOR TEACHERS

1. GROUPING OF THE SCHOOL

The Group to which an ordinary school is assigned is determined by its Unit Total. This has an effect on the Pay Range available for each Headteacher.

A change in Headteacher Group does not automatically result in a change in the Headteacher's Pay Range, particularly where the existing Pay Range already falls within the new Group size.

Mandatory

The calculation of the unit total shall be carried out: -

- where there is a significant rise or fall in pupil numbers. This includes when the Headteacher becomes responsible for more than one school on a permanent basis;
- whenever it is proposed to appoint a new Headteacher at the school;

Trust Board policy

To review the Unit Total, Headteacher grouping and Pay Range of each Headteacher in accordance with the provisions of the School Teachers Pay and Conditions Document, as outlined above.

2. DETERMINATION OF LEADERSHIP PAY RANGES

- a) The Trust Board will determine a Pay Range for each Headteacher and any Deputy/Assistant Headteacher(s).

- b) When determining any Leadership Pay Range, the Trust Board will take into account and record all of the permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations. In the case of a new appointment, the Trust Board may wish to consider adjusting the starting salary within the agreed pay range to take account of how closely their preferred candidate meets the requirements of the post.
- c) The Pay Range for the Headteacher should not normally exceed the maximum of the Headteacher Group. However, the Headteacher's pay range (where determined after 1 September 2014) may exceed the maximum where the Trust Board determines that circumstances specific to the role warrant a higher than normal payment. The Trust Board will ensure that the maximum of the Headteacher's pay range and any additional payments do not exceed 25% of the top of the Headteacher Group.
- d) In calculating the 25% limit, the Trust Board need to ensure that this is 25% of the maximum of the Headteacher Group. There has been no change in the method by which the Unit Total/Headteacher Group is calculated, which is outlined in the School Teachers Pay and Conditions Document 2025.
- e) For a new appointment to the post of Headteacher, the Trust Board will review the salary range taking account of the responsibilities of the post, the social, economic and cultural background of pupils attending the school, whether the post is difficult to fill and the appropriate positions of other leadership group pay ranges.
- f) For a new appointment to the post of Deputy/Assistant Headteacher, the Trust Board will review the salary range taking account of the responsibilities and challenges of the post and whether the post is difficult to fill.
- g) The Trust Board may determine that a Temporary Payment should be paid to a Headteacher for a clearly temporary responsibility or duty that is in addition to the post for which their salary has been determined. In each case, the Trust Board must not have previously take such reason or circumstance into account when determining the Headteacher's pay range. If a Trust Board determines that it would be appropriate to award a Temporary Payment, the total sum of salary and other payments made to the Headteacher must not exceed 25% above the maximum of the Headteacher Group. When a Temporary Payment is made, the value of and the reasons for the payment should be recorded within the minutes of the full Trust Board or a Committee thereof.
- h) Retention payments are no longer payable for members of the Leadership Group.
- i) Where, in accordance with the provisions of an earlier Document, the Trust Board has determined a Pay Range, the maximum of which exceeds the highest salary payable under this Document, it must continue to pay any salary determined by reference to that pay range until

such time as it reassesses the pay range for its leadership posts under the provisions of the most recent Document.

A full set of Romero pay grades including leadership pay points can be found in Appendix 1

The Leadership Pay Range:

- a) applies where the reference point is the top of the Headteacher's Pay Range
 - b) applies where the reference point is within the Headteacher's Pay Range but not at the top
- The Trust Board has applied the pay award to all reference points within the Leadership Pay Range.
 - To have 8 point pay ranges within the Leadership Range for new Headteacher posts or re-determined Headteacher pay ranges, and 6 point pay ranges within the Leadership Range for other members of the Leadership Group, for both new posts or re-determined salary ranges.
 - Up to two points movement up the pay range is possible, providing that there is sufficient headroom within the Headteacher/Deputy or Assistant Headteacher's existing pay range
 - Any change in Headteacher Pay Range does not automatically result in a change in the salary point of the Headteacher, Deputy or Assistant Headteacher.
 - In addition, there shall not be any movement up a redetermined pay range until the academic year following the date that the redetermination was made, unless the minimum point of the redetermined pay range is higher than the maximum point of the previous pay range.

3. DIFFERENTIALS /RELATIVITIES

The School Teachers' Pay and Conditions Document no longer sets out mandatory minimum differentials between headteachers, deputy headteachers and assistant headteachers.

The pay range for a deputy or assistant headteacher should only overlap the headteacher's pay range in exceptional circumstances.

Trust Board policy

- There shall be no overlap between the pay ranges of the Headteacher and any Deputy or Assistant Headteacher, unless exceptional circumstances apply.
- The pay ranges of Deputy and Assistant Headteachers can overlap, dependent upon the level of responsibilities of the postholders.
- Any differentials will be based on substantive and protected salaries.

4. MAIN PAY RANGE/UPPER PAY RANGE

A FULL SET OF ROMERO PAY GRADES INCLUDING MAIN PAY RANGE AND UPPER PAY RANGE CAN BE FOUND IN APPENDIX 1

Pay on appointment

The Trust Board via the delegated powers of an individual school LGB will determine the starting salary for any vacant classroom teacher post from the minimum of the Main Pay Range to the maximum of the Upper Pay Range. The range should be stated within the advert/appointment documentation, and the starting salary must be expressly stated when any offer of employment is made.

The Trust Board via the delegated powers of an individual school LGB will take into account the existing salary of the teacher when determining the starting salary to offer the successful candidate. However, there should be no assumption that a teacher will be paid at the same salary as they were being paid in a previous School.

In determining the starting salary to offer the successful candidate, the Headteacher/ Local Governing /Trust Board may take into account a range of factors, including:

- the requirements of the post (i.e. the level of relevant qualifications, skills and experience of the successful candidate, including the extent to which they meet the desirable criteria for the post);
- any relevant specialist knowledge that the candidate possesses;
- the currency of any relevant experience;
- the wider school context;
- any market conditions that may apply;
- internal pay relativities of other teaching staff within School;

Pay progression within the Main Pay Range

The Trust Board via the delegated powers of an individual school LGB have determined pay reference points within the Main Pay Range, which outline the salary structure within the Main Pay Range. Teachers who have completed a year of employment since the previous annual pay determination will automatically progress 1 point through the Main Pay Range until they reach the top of the range.

If evidence can be provided to demonstrate a teacher has exceptional performance, the Pay Committee may consider the use of its flexibilities to award enhanced pay progression, up to the maximum of the Range. The Pay Committee will be advised by the Headteacher in making all such decisions.

Any pay increase awarded to a teacher on the Main Pay Range, the Upper Pay Range, or the Unqualified Teacher Pay Range, or any movement between those pay ranges, must be permanent for as long as the teacher remains employed within the same school.

In terms of the pay award, the government has accepted the recommendations of the School Teachers' Review Body and the increases for the 2025/2026 academic year will 4%.

Applications to be paid on the Upper Pay Range

Any qualified teacher can request that they are considered to be paid on the Upper Pay Range by providing a written statement and summary of evidence designed to demonstrate that the applicant has met the criteria (e.g. [Teacher Standards](#) or other school-based criteria), may be submitted by the applicant. Responsibility for building and maintaining a portfolio of evidence lies with the teacher.

One request can be submitted annually. The closing date for requests is 31 October, unless exceptional circumstances apply.

The teacher should submit their request and supporting evidence to the Headteacher. The Headteacher/Reviewer should assess the request, which will include a recommendation to the Pay Committee of the Local Governing Board. If the Headteacher is not the reviewer, the request, evidence and recommendation will be passed to them for moderation purposes. It is the responsibility of the Pay Committee to make the final decision, advised by the Headteacher.

Successful applicants will move to the minimum of the UPR on 1 September of the year in which the application was successful.

For an application to be successful, the teacher will be required to demonstrate that:

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

In this Trust, these may be defined as:

“highly competent” - the teacher’s performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the Teacher 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, or with their own groups of children, but also in making a significant wider contribution to school improvement, which impacts on pupil progress and the effectiveness of staff and colleagues.

“sustained” - the teacher must 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 a relevant period and is consistently good to outstanding.

If a teacher is simultaneously employed at another school(s), the UPR application within each school is considered separately, and neither school will be bound by any pay decision made by the other school.

Progression within the Upper Pay Range

The Trust Board has determined the pay reference points within the Upper Pay Range.

The Trust Board via the individual school pay committee will consider whether there should be any movement on the Upper Pay Range. The evidence should demonstrate that the teacher has maintained the criteria (e.g. Teacher Standards [see link above]) and continued to meet the definitions of highly competent, substantial and sustained, described above.

If the evidence shows that a teacher has exceptional performance, the Pay Committee may consider the use of its flexibilities to award enhanced pay progression, up to the maximum of the Upper Pay Range. In such cases, teaching over the period of review should be ‘outstanding’.

The Pay Committee will be advised by the Headteacher in making all such decisions. Pay progression decisions will be justifiable and clearly attributable to the performance of the teacher in question.

Any pay increase awarded to a teacher on the Upper Pay Range must be permanent for as long as the teacher remains employed within the same school.

In terms of the pay award, the government has accepted the recommendations of the School Teachers’ Review Body and the increases for the 2025/2026 academic year will be 4%.

Trust Board Policy

- The Trust Board, via the delegated powers of an individual school LGB will determine starting salaries for vacant teacher posts in line with the factors outlined above.

Teachers will move up the Main Pay Range one point at a time, to the top of the range.

- Teachers will move up the Upper Pay Range one point at a time, every two years, to the top of the range, subject to teachers demonstrating competence in all elements of the Teacher/Post-threshold standards.
- If the assessment of the evidence demonstrates exceptional performance over the period of the review, the Governing Board will consider the use of its flexibilities to award enhanced pay progression, up to a maximum of two points, to the top of the UPR.
- The Local Governing Board requires a teacher to be at the top of the Main Pay Range in order to apply for UPR, unless exceptional circumstances apply.

In the Autumn term following the successful completion of the ECT induction period, a teacher will be given one point salary progression when the Pay Committee meet to consider the pay progression of all other teachers, backdated to 1 September in the same way as for other teachers **eligible for salary progression**.

5. LEADING PRACTITIONERS

Schools can create posts whose primary purpose is modelling and leading the improvement of teaching skills, paid above the maximum of the Upper Pay Range, known as Leading Practitioners.

The pay range for Leading Practitioners covers a significant salary range. The Local Governing Board will determine a salary range for each post within the minimum and maximum of the overall range.

The Local Governing Board are not required to create a post(s) of Leading Practitioner, nor are they required to match a teacher's existing salary range upon appointment.

When determining the salary range of a Leading Practitioner, the Local Governing Board will take into account the challenges and demands of an individual post and be mindful of internal pay relativities. If more than one such post is established, the salary ranges will be determined separately for each post and need not be identical. Salaries will be for specific posts and will not be portable between different schools or different posts within the same school.

Teachers on the pay range for Leading Practitioners must be an exemplar of teaching skills, lead the improvement of teaching skills in their school and carry out the professional responsibilities of a teacher other than a Headteacher, including those responsibilities delegated by the Headteacher.

A Teacher on the pay range for Leading Practitioners must take a leadership role in developing, implementing, and evaluating policies and practice in their workplace that contribute to school improvement. This might include:

- a) coaching, mentoring and induction of teachers, including trainees and ECTs
- b) disseminating materials and advising on practice, research and continuing professional development provision
- c) assessment and impact evaluation, including through demonstration lessons and classroom observation
- d) helping teachers who are experiencing difficulties within their role.

They may also take on this role in other schools or in relation to teachers from other schools within the Trust, in consultation with the headteacher.

To be eligible for appointment to these posts, the individual must have QTS. A successful candidate will normally be expected to have a sustained track record of successful performance as a teacher on the Upper Pay Range, to demonstrate excellence in teaching and to have contributed to leading the improvement of teaching skills.

Pay progression within the Leading Practitioner Pay Range

The Headteacher will agree appraisal objectives for the Leading Practitioner. If no agreement can be reached, the Headteacher can set the objectives.

The Pay Committee will have regard to the results of the Leading Practitioner including any pay recommendation. The Pay Committee will also take account of other evidence. The evidence should show the Leading Practitioner:

- has made good progress towards their objectives;
- is an exemplar of outstanding teaching skills, which impact significantly on pupil progress, within school and within the wider school community;
- has made a substantial impact on the effectiveness of staff and colleagues, including any specific elements of practice that have been highlighted as in need of improvement;
- is highly competent in all aspects of the Teacher Standards;

- has shown strong leadership in developing, implementing and evaluating policies and practice in their workplace that contribute to school improvement.

The Pay Committee will be advised by the Headteacher in making all such decisions. Pay progression decisions will be justifiable and clearly attributable to the performance of the teacher in question.

If the evidence shows that a teacher has exceptional performance, the Pay Committee may consider the use of its flexibilities to award enhanced pay progression, up to the maximum of the Range.

In terms of the pay award, the School Teacher Pay and Conditions Document 2025 includes a 4% uplift to the minimum and maximum of the Leading Practitioner Pay Range.

Trust Board policy

- To establish posts of Leading Practitioner as required, with a 5 point pay range.
- A teacher appointed as a Leading Practitioner for the first time will be placed on the lowest point on their 5-point salary range.

A FULL SET OF ROMERO PAY GRADES INCLUDING THE LEADING PRACTITIONER PAY RANGE CAN BE FOUND IN APPENDIX 1

- The Local Governing Board will apply the pay award to all reference points, and not just the statutory minimum and maximum of the LPPR.
- Progression on the Leading Practitioner Pay Range will normally be one point on an annual basis, providing the teacher has met the criteria. In exceptional circumstances, a maximum of two points' progression may be applied.

6. TEACHING AND LEARNING RESPONSIBILITY PAYMENTS (TLR'S)

A Local Governing Board may award a teaching and learning responsibility (TLR) payment. However, the Local Governing Board must be satisfied that the teacher's duties include a sustained additional responsibility that is not required of all classroom teachers and that:-

- a) is focused on teaching and learning;
- b) requires the exercise of a teacher's professional skills and judgement;
- c) requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
- d) has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils;
- e) involves leading, developing and enhancing the teaching practice of other staff.

NB. Sub-paragraphs (c) and (e) do not have to apply to the award of TLR3s.

Having decided to award a teaching and learning responsibility payment the Governing Board will determine whether to award a TLR1, TLR2, or fixed-term TLR3 and its value in accordance with the pay policy.

A FULL SET OF ROMERO PAY GRADES INCLUDING THE TLR RATES CAN BE FOUND IN APPENDIX 1

- i) A TLR3 may be awarded to a classroom-teacher for clearly time-limited school improvement projects, or one-off externally driven responsibilities. The duties and duration of the fixed-term will be clearly established at the outset and payment should be made on a monthly basis for the duration of the fixed-term.

Although a teacher cannot hold a TLR1 and a TLR2 concurrently, a teacher in receipt of either a TLR1 or a TLR2 may also hold a concurrent TLR3.

The process for awarding any TLR payment should be open and transparent.

The Local Governing Board can determine whether to apply a differential between TLR values.

Before awarding a TLR1, the Local Governing Board will be satisfied that the significant responsibility referred to above includes line management responsibility for a significant number of people.

Any TLR1 or TLR2 awarded to a part-time teacher may be paid on a pro-rata basis, as defined in School Teacher Pay and Conditions Document.

If the Local Governing Board determines that either the duties for which a TLR1 or TLR2 were awarded are no longer to include the significant responsibility for which it was awarded, or the responsibility for which the teacher was awarded a TLR1 or TLR2 merits a lower annual value of TLR, it must pay the teacher a safeguarded sum in accordance with the School Teachers Pay and Conditions Document 2025. TLR3s are not subject to salary safeguarding.

TLRs awarded under a fixed term contract or whilst a teacher occupies another post in the absence of the substantive post-holder are not safeguarded after the fixed-term contract expires or after the date or the circumstance (if occurring earlier than that date) notified to the teacher that it will come to an end.

Trust Board policy

To award Teaching and Learning Responsibility payments as necessary to reflect defined teaching and learning responsibilities.

7. SPECIAL EDUCATIONAL NEEDS (SEN)

A SEN allowance of no less than £2,787 and no more than £5,497 per annum is payable to a classroom teacher.

The Local Governing Board will award a SEN allowance to a classroom teacher, unless that responsibility is already being remunerated via a TLR or a Leadership responsibility, in the following circumstances:

- a) in any SEN post that requires a mandatory SEN qualification and involves teaching pupils with SEN;
- b) in a special school;
- c) who teaches pupils in one or more designated special classes or units in a school or, in the case of an unattached teacher, in a local authority unit or service;
- d) in any non-designated setting (including any PRU) that is analogous to a designated special class or unit, where the post
 - (i) involves a substantial element of working directly with children with special educational needs;
 - (ii) requires the exercise of a teacher's professional skills and judgement in the teaching of children with special educational needs; and
 - (iii) has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the school or unit within the school or, in the case of an unattached teacher, the unit or service.

Where a SEN allowance is to be paid, the Local Governing Board will determine the spot value of the allowance, taking into account the structure of the school's SEN provision and the following factors-

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

Where the Trust Board/Local Governing Board make changes in the way that SEN provision is organised, or to the Pay Policy, such that the criteria and factors cease to be met, or merit the payment of a lower allowance, this could result in the value of the allowance being reduced or withdrawn. In these cases, three-years' salary safeguarding will apply.

Trust Board policy

To pay an allowance in the range of £2,787 to £5,497 having regard to the criteria set out in the School Teacher Pay and Conditions Document 2025 (and reproduced above).

8. UNQUALIFIED TEACHERS/INSTRUCTORS

An individual can be paid as an unqualified teacher if they provide primary or secondary education under a contract of employment with a local authority or a Governing Board requiring them to carry out specified work in a school, including:

- overseas trained teachers;
- student teachers, teacher trainees who have yet to pass the skills test and those undertaking employment based teacher training leading to QTS;
- persons giving instruction in any art, skill, subject or group of subjects (including any form of vocational training) who have special qualifications and/or experience;

Unqualified teachers may not hold TLRs or SEN allowances, but may hold additional allowances as the Governing Board determines appropriate. Such allowances are awarded where the Governing Board determines that the unqualified teacher has:

- i. taken on a sustained additional responsibility which is focused on teaching and learning, and requires the exercise of a teachers' professional skills and judgement, or
- ii. qualifications or experience which bring added value to the role being undertaken.

Pay on appointment

The Local Governing Board will determine pay reference points within the Unqualified Teacher Pay Range (UTR).

The Local Governing Board will determine where a newly appointed unqualified teacher will enter the Pay Range, having regard to any qualifications or experience s/he may have, which they consider to be of value.

Pay progression within the Unqualified Teacher Pay Range (UTR)

The Local Governing Board will consider annually whether or not to increase the salary of unqualified teachers who have completed a year of employment since the previous annual pay determination and, if so, to what salary within the Pay Range.

To move up the Pay Range, unqualified teachers must have made good progress towards their objectives and must demonstrate competence in their role.

Continued effective performance as defined in i) - iv) below, should give an unqualified teacher an expectation of progression to the top of the Pay Range.

Judgements must be properly rooted in evidence. As a teacher progresses through the Unqualified Teacher Pay Range, this evidence should show:

- i). an increasing positive impact on pupil progress
- ii). an increasing impact on wider outcomes for pupils

- iii). improvements in specific elements of practice e.g. teaching skills, behaviour management or lesson planning
- iv). an increasing contribution to the work of the school

A decision may be made not to award progression, whether or not the Unqualified Teacher is subject to formal capability proceedings.

If the evidence shows that an Unqualified Teacher has exceptional performance, the Pay Committee may consider the use of its flexibilities to award enhanced pay progression, up to the maximum of the Range.

The Pay Committee will be advised by the Headteacher in making all such decisions. Pay progression decisions will be justifiable and clearly attributable to the performance of the unqualified teacher in question.

Any pay increase awarded to an Unqualified Teacher will be permanent for as long as the Unqualified Teacher remains employed on the UTR within the same school.

An Unqualified teacher who becomes qualified

Upon obtaining QTS, an unqualified teacher must be transferred to a salary within the Main Pay Range. Where the teacher continues to be employed by the same school within which they were employed before they obtained QTS, the teacher must be paid a salary that is the same as or higher than their total unqualified teacher salary, including allowances.

Trust Board policy

A FULL SET OF ROMERO PAY GRADES INCLUDING THE UNQUALIFIED TEACHER PAY RANGE CAN BE FOUND IN APPENDIX 1

- Teachers will move up the UTR one point at a time, to the top of the range, subject to teachers making good progress towards their objectives and demonstrating competence in their role. Teaching over the period of review should be at least 'good'. If the assessment of the evidence demonstrates exceptional performance over the period of the review, the Governing Board will consider the use of its flexibilities to award enhanced pay progression, to a maximum of two points, up to the top of the UTR. In such circumstances, teaching and performance during the period of the review should be 'outstanding'.
- Allowances are only awarded for defined additional responsibilities.

9. RECRUITMENT AND RETENTION INCENTIVES

A Governing Board may make such payments or provide other financial assistance, support or benefits to teachers as it considers to be necessary as an incentive for the recruitment of new teachers and the retention in their service of existing teachers.

Payments to other classroom teachers may only be made for recruitment and retention purposes, and not for carrying out specific responsibilities or to supplement pay for some other reason. Such payments may only be given for a fixed period. The Local Governing Board must make clear at the outset the expected duration of such incentives and benefits, and the review date after which they may be withdrawn.

Where such an award is given to a classroom teacher (other than a member of the Leadership Group), written notification given at the time of the award should state:

- i) Whether the award is for recruitment or retention;
- ii) the nature of the award (cash sum, travel or housing costs etc);
- iii) when/how it will be paid;
- iv) unless it is a 'one-off' award, the start date and expected duration of the incentive;
- v) the review date after which it may be withdrawn; and
- vi) the basis for any uplifts that will be applied

The Governing Board are free to determine the value of such an award.

10. ACTING AND TEMPORARY POSTS OF RESPONSIBILITY

Mandatory

The Governing Board will consider, within four weeks of the first date of absence, the payment of an appropriate acting allowance to teachers temporarily carrying out the duties of headteachers, deputy headteachers or assistant headteachers. Where an allowance is paid, the corresponding conditions of employment will apply.

In accordance with the School Teachers' Pay and Conditions Document, the teacher must be assigned and carry out the duties of a Head, Deputy, Assistant Head or higher paid teacher for a prolonged period in order to receive an acting allowance.

Trust Board policy

To pay acting allowances after a teacher has been acting up for 2 consecutive months, backdated to the date when additional responsibilities were assumed. In the case of a teacher acting as Headteacher, Deputy Headteacher or Assistant Headteacher, the acting allowance is paid after 4 weeks.

If the Local Governing Board determines, in consultation with the CSEL that a teacher who, for any prolonged period, is assigned and carries out the duties of a Headteacher, Deputy Headteacher, or Assistant Headteacher should be paid an acting allowance, it will be of such amount as is necessary to ensure that the teacher receives remuneration equivalent to such point on the leadership pay spine as the Governing Board consider to be appropriate. The remuneration of a teacher who is assigned and carries out the duties of a Headteacher must not be lower than the minimum of the Headteacher's pay range, and in the case of an acting Deputy/Assistant Headteacher, it must not be lower than the minimum of the relevant pay range.

The Local Governing Board may determine that a TLR shall be paid to a teacher other than a Headteacher, Deputy Headteacher, or Assistant Headteacher during any prolonged period for which that teacher is temporarily assigned responsibilities arising out of the absence of a permanent post holder.

TLRs awarded under a fixed term contract or whilst a teacher occupies another post in the absence of the substantive post-holder will not be safeguarded after the fixed-term contract expires or after the date or the circumstance (if occurring earlier than that date) notified to the teacher that it will come to an end.

One acting allowance per absence only is normally paid and is at the substantive grade for the post, rather than any protected salary.

11. ADDITIONAL PAYMENTS

The Governing Board may make such payments as they determine to a teacher including a Headteacher in respect of: -

Out of School Hours Learning Activities

Service Provision

Such payments may only be made to reward Headteachers for temporary or time-limited activity, and any such temporary payment made to a Headteacher is subject to the overall limit of 25% of the Headteacher Group outlined in the School Teachers' Pay and Conditions Document 2024.

OUT OF SCHOOL HOURS LEARNING ACTIVITIES

Payments to teachers who participate in out-of-school hours learning activity may be made by the Governing Board. Such activity must be on a voluntary basis outside directed time and must be authorised by the Headteacher. The commitment must be substantial and, where appropriate, regular.

Each Governing Board will consider establishing a policy in respect of payments for out-of-school learning activities, and will review this policy regularly.

If such a policy is established, the rate for such payments may be one of the following:

- Hourly rate based on Teachers' Additional Duties Allowance
- Rate linked to Teachers' Pay Range points;
- 'Flat rate' payment.

Note: Any payments must be made under the provisions of the Document, will be liable to NI and tax and are superannuable.

Trust Board policy

That payment for activities such as out-of-school/homework clubs and holiday schemes/summer schools should be based on separate contracts (i.e. outside the 1265 hours) over a regular structured period and that the rate should be based on one of the rates above.

SERVICE PROVISION

Trust Board policy

To make a payment to a Headteacher or member of the school's senior leadership team, subject to the 25% limit, in respect of additional responsibilities and activities due to, or in respect of, the provision of services by the Headteacher relating to the raising of educational standards to one or more additional schools.

APPLICATION OF PAY POLICY – FRAMEWORK FOR SUPPORT STAFF

1. GENERAL PROVISIONS

- 1.1. The provisions outlined within this Support Staff Pay Policy reflect the entitlements contained within the National Joint Council for Local Government Services' National Agreement on Pay and Conditions of Service (known as the 'Green Book'), except where variations have been determined, including as a result of the County Council's Equal Pay Review (EPR).
- 1.2. The provisions outlined within this Support Staff Pay Policy reflect the entitlements contained within the National Joint Council for Local Government Services' National Agreement on Pay and Conditions of Service (known as the 'Green Book'), except where variations have been determined, including as a result of the County Council's Equal Pay Review (EPR).
- 1.3. The provisions outlined within this Support Staff Pay Policy reflect the entitlements contained within the National Joint Council for Local Government Services' National Agreement on Pay and Conditions of Service (known as the 'Green Book'), except where variations have been determined, including as a result of the County Council's Equal Pay Review (EPR).
- 1.4. The provisions outlined within this Support Staff Pay Policy reflect the entitlements contained within the National Joint Council for Local Government Services' National Agreement on Pay and Conditions of Service (known as the 'Green Book'), except where variations have been determined, including as a result of the County Council's Equal Pay Review (EPR).
- 1.5. The Trust Board of Directors and Local Governing Board will periodically review roles and grades of all staff, and will amend job descriptions in consultation with members of staff and their trade union representatives to reflect these changes as appropriate, taking into consideration the effect that the change in duties may have on the grade of each post.

2. PLACEMENT WITHIN THE GRADE

2.1. Appointments

New employees are appointed to the minimum of the grade, other than in exceptional circumstances, whereby the Local Governing Board is able to consider a starting salary at any point within the grade.

2.2. Promotion to a higher Grade

Upon appointment from another post within the Trust to a post carrying a higher maximum salary, the Local Governing Board must apply a starting salary which is at least one spinal column point in excess of the salary that the candidate would have received on their old grade on the day of appointment.

2.3. Re-grading

Upon the re-grading of a post to a grade carrying a higher maximum salary than the existing grade, the member of staff is placed on the minimum of the new grade or will receive at least one additional increment within the grade, whichever is the greater.

3. INCREMENTAL PROGRESSION

3.1. Annual incremental progression

Staff will progress by annual increments awarded on the 1 April each year, subject to having six months service in the grade and subject to the maximum of the scale not being exceeded. A member of staff appointed/promoted during the period 2 October-31 March will, for that first year, normally receive an increment on the 6 months' anniversary of their appointment, in place of the increment on the 1 April.

In respect of promotions within the Trust, where the salary on the following 1 April would be less than 1 spinal column point in excess of the salary they would have received in the previous grade, staff are entitled to their first increment on 1 April.

3.2. Withholding of increments

In exceptional circumstances, the Local Governing Board may withhold payment of an annual increment, subject to a report from the Headteacher being considered by the Pay Committee. Such action would only be considered following detailed discussions with the member of staff, and where that member of staff has had the opportunity (accompanied by a representative) to make representations through the appropriate Committee and is given the opportunity to appeal against such a decision. Any increment withheld may be paid subsequently if the employee's services become satisfactory.

Withholding of increments must not be used as a disciplinary sanction.

3.3. Advancement of increments

In exceptional circumstances, the Local Governing Board is able to award the advancement of up to 2 increments per annum on the grounds of special merit or ability, to assist in the retention of able staff, subject to the maximum of the grade not being exceeded.

4. ADDITIONAL PAYMENTS

4.1. National and Local Conditions of Service provide for additional payments in the circumstances listed i)-vi) below. All other allowances, other than those listed below, ceased as a result of the Equal Pay Review, including additional increments paid for weekend working, letting allowance; bonus payments; dirt money; bank duty; boiler duty; till duty; switch on allowance; skills supplement; retainer payments and free meals.

- i). Overtime (contractual and non-contractual)
- ii). Weekend working
- iii). Night working
- iv). Sleep in payments

- v). Additional hours payments
- vi). Emergency call-out payments

4.2. A holiday pay plusage will be applied to the above qualifying claimable payments.

4.3. Overtime

Employees graded at or below SCP 19 who are required to work additional hours beyond 37 hours, are paid time plus 25%. Additional hours up to 37 are paid at the plain time rate. Employees graded above SCP 19 are not eligible for an enhanced payment for additional hours. Instead they are granted time off in lieu (TOIL) equal to the hours worked.

4.4. Weekend Working

Monday to Friday are normal working days with no enhancements. Working on Saturday and/or Sunday attracts an enhancement of 25%.

4.5. Night working

Night work between the hours of 11pm and 8am is payable at time plus 25%.

4.6. Emergency call-out payments

As per overtime rates above. Minimum of 2 hours' payment will apply.

4.7. Shift work

Rotating shift and alternating shift work is payable at time plus 10%. Split daily shifts (split duty) attracts an additional payment of 5p per hour.

4.8. Work on public/extra statutory holiday

Hours worked on a bank holiday or fixed extra-statutory day attract a payment of time plus 50%.

5. ACTING-UP ALLOWANCE/HONORARIUM PAYMENTS

5.1. Honorarium

An honorarium is a payment agreed by the Local Governing Board, given for undertaking higher level duties or responsibilities. These may be a proportion of a higher level post, or may be a piece of work that falls outside an established post, such as a new project or initiative.

5.2. Acting-up Payments

Acting up is where an employee undertakes the full duties and responsibilities of an established higher-level post and is paid the rate for that post. An acting-up payment is a form of honorarium payment

Such honoraria are only permitted where the acting-up payment is to compensate for taking on higher level duties/responsibilities and where it is expected that the increased duties and responsibilities will continue for a period of four weeks or more. The only exception permitting an acting-up payment for a period of less than four weeks is where immediate cover of the post is critical to service delivery.

Where only part of the duties of the higher graded post are carried out for a minimum period of 4 weeks a member of staff will be entitled to receive an allowance on the basis of a proportion of the full difference, calculated based on an assessment of the percentage of overall responsibilities of the higher graded post carried out.

Where an employee has been undertaking higher level duties of an established post, the honorarium payment is calculated by quantifying the amount of time assigned to undertaking

the higher level duties as a percentage of the employee's time, and paying the equivalent percentage of the difference between the employee's current scale point and the bottom scale point of the grade for the post.

All honorarium arrangements require a review at 6 months.

6. REGRADING REQUESTS

- 6.1. Where a member of staff feels that the duties and responsibilities carried out have increased to the extent that s/he considers that work at a higher grading level is being undertaken, the postholder may pursue this matter formally in writing to the Headteacher, or in Central Team posts to the CEO. Any complaints arising from decisions relating to grading matters may be pursued through the Grievance Procedure.
- 6.2. In considering any grading matters the Trust Board / Local Governing Board will have regard to the position of other staff within the structure. The Governing Board will also have regard to the grading decisions of other schools in the Trust in respect of posts carrying similar responsibility levels and will seek advice on this from the Trust's HR Team.

TEACHER PAY SCALES – LCC AND BWD GRADES

Teachers Salaries		2025 Value
MAIN PAY RANGE		
MPR1		£32,916
MPR2		£34,823
MPR3		£37,101
MPR4		£39,556
MPR5		£42,057
MPR6		£45,352

UPPER PAY RANGE	
UPR1	£47,472
UPR2	£49,232
UPR3	£51,048

LEADING PRACTITIONER	
LDPR1	£52,026
LDPR2	£53,332
LDPR3	£54,663
LDPR4	£56,022
LDPR5	£57,418
LDPR6	£58,857
LDPR7	£60,443
LDPR8	£61,836
LDPR9	£63,381
LDPR10	£65,010
LDPR11	£66,695
LDPR12	£68,233
LDPR13	£69,937
LDPR14	£71,682

LDPR15	£73,465
LDPR16	£75,419
LDPR17	£77,150
LDPR18	£79,092

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

TLRs		
TLR 1	Min £10,174 Max £17,216	
TLR1.1 (BwD 1a)		£10,174
TLR1.2 (BwD 1b)		£12,519
TLR1.3 (BwD 1c)		£14,868
TLR1.4 (BwD 1d)		£17,216
TLR 2	Min £3,527 Max £8,611	
TLR2.1 (BwD 2a)		£3,527
TLR2.2 (BwD 2b)		£5,870
TLR2.3		£8,218
TLR2 MAX (BwD 2c)		£8,611
TLR 3 (Fixed Term)	Min £702 Max £3,478	
TLR3.1 (BwD 3 min)		£702
TLR3.2		£1,395
TLR3.3		£2,088
TLR3.4		£2,782
TLR3.5 (BwD 3 max)		£3,478

LEADERSHIP PAY SPINE		Headteacher
L1	top of group	£51,773
L2		£53,069
L3		£54,395
L4		£55,747
L5		£57,137
L6		£58,569
L7		£60,145
L8		£61,534
L9		£63,070
L10		£64,691
L11		£66,368
L12		£67,898
L13		£69,596
L14		£71,330
L15		£73,105
L16		£75,049
L17		£76,772
L18	£69,351	£78,702
L19		£80,655
L20		£82,654
L21	£74,635	£84,699
L22		£86,803
L23		£88,951
L24	£77,237	£91,158
L25		£93,424
L26		£95,735
L27		£98,106
L28		£100,540
L29		£103,030
L30		£105,595
L31		£108,202
L32		£110,892
L33		£113,646
L34		£116,456
L35		£119,350

L36		£122,306
L37		£125,345
L38		£128,447
L39		£131,578
L40		£134,860
L41		£138,230
L42		£141,693
L43		£143,796

NB: There are no longer split values for the Headteachers at the top of groups 4,5,6,7 and 8

Headteacher Groups.		2025	Max for group
Group1	L6 to L18	£58,569	£77,924
Group2	L8 to L21	£61,534	£83,860
Group3	L11 to L24	£66,368	£90,255
Group4	L14 to L27	£71,330	£97,136
Group5	L18 to L31	£78,702	£107,131
Group6	L21 to L35	£84,699	£118,169
Group7	L24 to L39	£91,158	£130,274
Group8	L28 to L43	£100,540	£143,796

SUPPORT STAFF PAY SCALES – LCC

LCC Grades			Annual Salary	Monthly Salary	Hourly Salary
	Foundation Living Wage	FLW	£24,309	£2,025.75	£12.60
Grade 2		SCP2	£24,413	£1,971	£12.65
	Grade 3	SCP 3	£24,796	£2,066	£12.85
Grade 4	255 - 299 NJC points	SCP 4	£25,185	£2,099	£13.05
300 - 359 NJC points		SCP 5	£25,583	£2,132	£13.26
		SCP 6	£25,989	£2,166	£13.47
	Grade 5	SCP 7	£26,403	£2,200	£13.69
	360 - 419 NJC points	SCP 8	£26,824	£2,235	£13.90
	158 - 186 Hay points	SCP 9	£27,254	£2,271	£14.13
		SCP 10	£27,694	£2,308	£14.35
		SCP 11	£28,142	£2,345	£14.59
		SCP 12	£28,598	£2,383	£14.82
Grade 6		Currently Inactive			
420 - 479 NJC points		SCP 14	£29,540	£2,462	£15.31
187 - 222 Hay points		SCP 15	£30,024	£2,502	£15.56
		Currently Inactive			
		SCP 17	£31,022	£2,585	£16.08
		Currently Inactive			
		SCP 19	£32,061	£2,672	£16.62
		SCP 20	£32,597	£2,716	£16.90
	Grade 7	Currently Inactive			
	480 - 539 NJC points	SCP 22	£33,699	£2,808	£17.47
	223 - 264 Hay points	SCP 23	£34,434	£2,870	£17.85
		SCP 24	£35,412	£2,951	£18.35
		SCP 25	£36,363	£3,030	£18.85
Grade 8		SCP 26	£37,280	£3,107	£19.32

540 - 599 NJC points		SCP 27	£38,220	£3,185	£19.81
265 - 313 Hay points		SCP 28	£39,152	£3,263	£20.29
		SCP 29	£39,862	£3,322	£20.66
		SCP 30	£40,777	£3,398	£21.14
	Grade 9	SCP 31	£41,771	£3,481	£21.65
	600 - 659 NJC points	SCP 32	£42,839	£3,570	£22.20
	314 - 373 Hay points	SCP 33	£44,075	£3,673	£22.85
		SCP 34	£45,091	£3,758	£23.37
		SCP 35	£46,142	£3,845	£23.92
Grade 10		SCP 36	£47,181	£3,932	£24.46
660 - 719 NJC points		SCP 37	£48,226	£4,019	£25.00
374 - 443 Hay points		SCP 38	£49,282	£4,107	£25.54
		SCP 39	£50,269	£4,189	£26.06
		SCP 40	£51,356	£4,280	£26.62
	Grade 11	SCP 41	£52,413	£4,368	£27.17
	720 - 779 NJC points	SCP 42	£53,460	£4,455	£27.71
	444 - 526 Hay points	SCP 43	£54,495	£4,541	£28.25
		SCP 44	£55,611	£4,634	£28.82
Grade 12		SCP 45	£56,770	£4,731	£29.43
780 - 849 NJC points		SCP 46	£57,869	£4,822	£30.00
527 - 645 Hay points		SCP 47	£59,005	£4,917	£30.58
		SCP 48	£60,146	£5,012	£31.18
		SCP 49	£0	£0	£0.00
	Currently inactive	SCP 50	£0	£0	£0.00
		SCP 51	£0	£0	£0.00
		SCP 52	£66,336	£5,528	£34.38
	Grade 13	SCP 53	£67,544	£5,629	£35.01
	850 - 909 NJC points	SCP 54	£68,757	£5,730	£35.64
	646 - 765 Hay points	SCP 55	£69,507	£5,792	£36.03
		SCP 56	£70,828	£5,902	£36.71

		SCP 57	£72,149	£6,012	£37.40
		SCP 58	£0	£0	£0.00
Currently inactive		SCP 59	£0	£0	£0.00
		SCP 60	£0	£0	£0.00
		SCP 61	£77,833	£6,486	£40.34
Grade 14		SCP 62	£79,289	£6,607	£41.10
910 - 969 NJC points		SCP 63	£80,740	£6,728	£41.85
766 - 909 Hay points		SCP 64	£81,918	£6,827	£42.46
		SCP 65	£83,521	£6,960	£43.29
		SCP 66	£85,119	£7,093	£44.12

SUPPORT STAFF PAY SCALES – BWD

BwD Grades			Annual Salary	Monthly Salary	Hourly Salary
	Foundation Living Wage	FLW	£24,242	£2,020	£12.60
Grade A 164 - 274 Gauge Points		SCP 1	£24,224	£2,019	£12.56
		SCP 1	£24,224	£2,019	£12.56
	Grade B	SCP 2	£24,413	£2,034	£12.65
	275 - 324 Gauge Points	SCP 2	£24,413	£2,034	£12.65
		SCP 3	£24,796	£2,066	£12.85
		SCP 3	£24,796	£2,066	£12.85
Grade C		SCP 4	£25,185	£2,099	£13.05
325 - 374 Gauge Points		SCP 4	£25,185	£2,099	£13.05
		SCP 5	£25,583	£2,132	£13.26
		SCP 5	£25,583	£2,132	£13.26
	Grade D	SCP 6	£25,989	£2,166	£13.47
	375 - 424 Gauge Points	SCP 6	£25,989	£2,166	£13.47
		SCP 7	£26,403	£2,200	£13.69
		SCP 8	£26,824	£2,235	£13.90
		SCP 9	£27,254	£2,271	£14.13
		Inactive			
Grade E		SCP 11	£28,142	£2,345	£14.59
425 - 474 Gauge Points		SCP 12	£28,598	£2,383	£14.82
		Inactive			
		SCP 14	£29,540	£2,462	£15.31
		SCP 15	£30,024	£2,502	£15.56
		Inactive			
		SCP 17	£31,022	£2,585	£16.08
	Grade F	Inactive			
	475 - 524 Gauge Points	SCP 19	£32,061	£2,672	£16.62
		SCP 20	£32,597	£2,716	£16.90
		Inactive			

		SCP 22	£33,699	£2,808	£17.47
		SCP 23	£34,434	£2,870	£17.85
		SCP 24	£35,412	£2,951	£18.35
Grade G		SCP 25	£36,363	£3,030	£18.85
525 - 574 Gauge Points		SCP 26	£37,280	£3,107	£19.32
		SCP 27	£38,220	£3,185	£19.81
		SCP 28	£39,152	£3,263	£20.29
		SCP 29	£39,862	£3,322	£20.66
	Grade H	SCP 30	£40,777	£3,398	£21.14
	575 - 624 Gauge Points	SCP 31	£41,771	£3,481	£21.65
		SCP 32	£42,840	£3,570	£22.21
		SCP 33	£44,074	£3,673	£22.84
		SCP 34	£45,091	£3,758	£23.37
Grade I		SCP 35	£46,142	£3,845	£23.92
625 - 674 Gauge Points		SCP 36	£47,180	£3,932	£24.45
		SCP 37	£48,226	£4,019	£25.00
		SCP 38	£49,282	£4,107	£25.54
		SCP 39	£50,268	£4,189	£26.06
	Grade J	SCP 40	£51,356	£4,280	£26.62
	675+ Gauge Points	SCP 41	£52,413	£4,368	£27.17
	450 - 550 Hay Points	SCP 42	£53,460	£4,455	£27.71
		SCP 43	£54,495	£4,541	£28.25
		Inactive			
		Inactive			
		SCP 46	£57,852	£4,821	£29.99
		SCP 47	£58,994	£4,916	£30.58
Grade K		SCP 48	£60,129	£5,011	£31.17
551 - 650 Hay Points		SCP 49	£61,268	£5,106	£31.76
		SCP 50	£62,429	£5,202	£32.36
		Inactive			
		Inactive			
		SCP 53	£65,919	£5,493	£34.17
		SCP 54	£67,084	£5,590	£34.77
	Grade L	SCP 55	£68,262	£5,689	£35.38

	651 - 750 Hay Points	SCP 56	£69,454	£5,788	£36.00
		SCP 57	£70,658	£5,888	£36.62
		Inactive			
		Inactive			
		SCP 60	£74,426	£6,202	£38.58
Grade M		SCP 61	£75,725	£6,310	£39.25
751+ Hay Points		SCP 62	£77,046	£6,421	£39.93
		SCP 63	£78,398	£6,533	£40.64
		SCP 64	£79,765	£6,647	£41.34