

**Telford & Wrekin Council  
Schools HR Advisory Service  
Model Policy Document**

**St Matthew's CE (Aided)  
Primary School and  
Nursery Centre**



# **Pay Policy for Teaching Staff**

Introduced	September 2013
Revised	September 2025
Consulted the following Trade Unions: ASCL* NEU NASUWT NAHT	*ASCL - In line with ASCL's policy position, they are unable to agree this policy, however can confirm that meaningful consultation has taken place prior to the adoption and implementation of the policy
Adopted by St Matthew's CE (Aided) Primary School	October 2025

## 1. Introduction

This policy sets out the framework for making decisions on teachers' pay. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) and has been consulted on with staff and/or the recognised trade unions

In adopting this pay policy the aim is to:

- achieve excellent outcomes for all pupils
- maximise the quality of teaching and learning at the school
- support the recruitment and retention of a high quality teacher workforce
- complement the school's appraisal policy which is supportive and developmental and ensures teachers have the skills and support to do their job effectively
- enable the school to recognise and reward teachers appropriately for their contribution to the school
- help to ensure that decisions on pay are managed in a fair, just and transparent way.

This document applies the STRB 35<sup>th</sup> report recommendations as confirmed in the School Teachers Pay and Conditions Document (STPCD) as follows:

In line with the recommendations in the STRB's 35th Report, from 1 September 2025 a 4% increase will be applied to all pay and allowance ranges and advisory points.

The award will be paid to all eligible teachers, whether located on a published pay point or not and will be independent of any progression considerations.

St Matthew's CE (Aided) Primary School have adopted the Advisory Pay Points set out in STPCD Annex 3 and 4 and as detailed in the relevant sections of this policy.

All other pay-related and performance related decisions are made taking full account of the:

- relevant challenge, accountability and responsibility of the school and role
- skills and relevant competencies/experience
- school improvement plan
- appraisal process for leadership and teachers
- school finances

Pay decisions at St Matthew's CE (Aided) Primary School are made by the Finance Committee following recommendations by the Headteacher/Chair of Governors (for Headteachers).

Our pay structure is set out in Appendix 2

## **2. Pay reviews**

The Governing Body will ensure that each teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October each year, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.

Salary awards as part of this review process will be with effect from 1<sup>st</sup> September.

Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.

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

## **3. Basic pay determination on appointment**

The Governing Body will determine the pay range for a vacancy prior to advertising it. On appointment it will determine the starting salary within that range to be offered to the successful candidate.

In making such determinations, the Governing Body may take into account a range of factors, including:

- The relevant challenge, accountability and responsibility of the school and role
- The level of qualification, relevant skills, experience and competencies
- Market conditions
- The wider school/academy context and strategic priorities

There is no assumption that a teacher will be paid at the same rate as they were being paid by a previous employer.

## **4. Leadership Group pay**

The Governing Body will determine the salary ranges for those employed on the leadership pay scale in line with the pay range for the Leadership Group as stated at para 4.4 (STPCD) and in accordance with the determination in paragraphs 9.2-9.4 (STPCD).

We have adopted the Leadership Pay Points as set out in the LGA Pay Reference Circular dated the 20 June 2025 and these are detailed at Appendix 2

## Pay range for the Headteacher

We have assigned the school to a headteacher group for the purposes of pay progression as per STPCD paragraph 11 and in accordance with paragraphs 5, 6, 7 and 8 and we determine a pay range in accordance with paragraphs 9.2-9.4.

### Headteacher Pay Range

The relevant body will assign the school to a headteacher group for the purposes of pay progression as per STPCD paragraph 11 and in accordance with paragraphs 5, 6, 7 and 8. The relevant body will determine a pay range in accordance with paragraphs 9.2-9.4.

Group	Range of spine points	1 Sept 2025 to 31 Aug 2026
1	L6-L18	£58,569 - £77,924
2	L8-L21	£61,534 - £83,860
3	L11-L24	£66,368 - £90,255
4	L14-L27	£71,330 - £97,136
5	L18-L31	£78,702 - £107,131
6	L21-L35	£84,699 - £118,169
7	L24-L39	£91,158 - £130,274
8	L28-L43	£100,540 - £143,796

We take into account all of the permanent responsibilities of the role, any challenges that are specific to the role and other relevant considerations when making these decisions

For new appointments, we will use the permitted flexibilities within the pay range to determine the starting pay point taking into account how closely the candidate meets the requirements of the post.

We will ensure that there is appropriate scope within the range to allow for progression over time.

Pay ranges will not normally exceed the maximum of the headteacher group.

However, the headteachers pay range **may** exceed the maximum where it is determined that circumstances specific to the role or candidate warrant a higher than normal payment. Where this is the case then the pay range will only exceed the maximum by 25% of the head teacher group. Any decisions in this regard will be made by the Governing Body

If the Governing Body is considering increasing the headteacher range by more than the maximum of 25% they will seek external independent advice before reaching this decision and this decision will be supported by a business case.

## **Temporary Payments to the Headteacher (STPCD paragraph 10)**

In accordance with STPCD paragraph 10.2 the relevant body may determine that additional payments be made to a headteacher for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined.

The total sum of the discretionary payments in any school year will not exceed the 25% of the annual salary which is otherwise payable to the head teacher.

The total sum of the salary and other payments will not exceed 25% above the head teacher group.

The above does not apply to additional payments in accordance with:

A) STPCD paragraph 25 where those residential duties are a requirement of the post, or

B) STPCD paragraph 27 other than as reimbursement of reasonably incurred housing or relocation costs which relate solely to the personal circumstances of that head teacher, deputy or assistant head teacher

Only in wholly exceptional circumstances may the relevant body determine additional payments which exceed the limits stipulated above. The relevant body will seek external independent advice before providing such agreement.

## **Pay Range for Deputy or Assistant Headteachers**

The Deputy Headteacher is pay, is not in line with paragraph 9.2-9.4, the grade was agreed locally when the post holder was appointed. The grade comprising of Points 1-4. The Deputy Headteacher is paid at point 4.

The maximum of the deputy or assistant headteachers range must not exceed the maximum of the headteacher group for the school.

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

## **5. Upper Pay Range**

Applications to the upper pay range are covered later in this document.

Teachers paid on the upper pay range will have a salary between £47,472 and £51,048 in accordance with STPCD paragraph 14.

We have determined salary range points of:

<b>Scale point</b>	<b>1 Sept 2025 to 31 Aug 2026</b>
<b>U1 (Minimum)</b>	£47,472
<b>U2</b>	£49,232

<b>U3 (Maximum)</b>	£51,048
---------------------	---------

Successful applicants to the upper pay range will be paid at the bottom of the scale.

## 6. Main Pay Range

Teachers paid on the main pay range will have a salary between £32,916 and £45,352 in accordance with STPCD paragraph 13.

We have determined salary range points of:

<b>Spine point</b>	<b>1 Sept 2025 to 31 Aug 2026</b>
<b>M1 (Minimum)</b>	£32,916
<b>M2</b>	£34,823
<b>M3</b>	£37,101
<b>M4</b>	£39,556
<b>M5</b>	£42,057
<b>M6 (Maximum)</b>	£45,352

## 7. Early Career Teachers (ECT's)

Early Career teachers will be appointed to the bottom of the main pay range on appointment for induction.

## 8. Unqualified Teachers

Unqualified teachers paid on the pay range for unqualified teachers will have a salary between £22,601 and £35,259 in accordance with STPCD paragraph 17.

We have determined salary range points of:

<b>Scale point</b>	<b>1 Sept 2025 to 31 Aug 2026</b>
<b>UQ1 (Minimum)</b>	£22,601
<b>UQ2</b>	£25,193
<b>UQ3</b>	£27,785
<b>UQ4</b>	£30,071
<b>UQ5</b>	£32,667

Scale point	1 Sept 2025 to 31 Aug 2026
UQ6 (Maximum)	£35,259

## 9. Pay Progression

In accordance with STPCD paragraph 11 and 19, the relevant body will consider annually whether or not to increase the salary of teaching staff and those in leadership roles who have completed a year of employment since the previous pay determination and if so, what salary within the relevant pay ranges set. The only exception to this is those on Upper Pay Range who will only be considered to progress by one pay point every 2 years.

Pay progression will only be withheld if a teacher is being managed under the formal Capability Procedure.

## 10. Movement to the Upper Pay Range

Teachers paid on the Upper Pay Range will have a salary between £47,472 and £51,048 in accordance with STPCD paragraph 14.

We have determined salary range points of:

Scale point	1 Sept 2025 to 31 Aug 2026
U1 (Minimum)	£47,472
U2	£49,232
U3 (Maximum)	£51,048

## Applications and Evidence

Any qualified teacher may apply to be paid on the upper pay range and any application will be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range.

All applications should include the results of reviews or appraisals from the previous year, including recommendation on pay (or, where that information is not applicable or available, a statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria).

In order for the assessment to be robust and transparent, it will be an evidence-based process only. The collection of evidence will be proportionate and teachers will not be required to produce written evidence against each of the teacher standards.

Where a teacher is subject to the 2011 or the 2012 Regulations, the relevant body will have regard to the assessments and recommendations in the teacher's appraisal reports under those regulations.

Those teachers who are not subject to the Appraisal Regulations 2012, or who have been

absent, through disability or maternity, may cite written evidence from a 3 year period before the date of application, from this school and other schools, in support of their application.

## The Assessment

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

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

In line with the pay policy:

- 'highly competent' 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' means

**"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' means

**"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 (see exceptions in the introduction to this section). They will have been expected to have shown that their teaching expertise has grown over the relevant period.

## The Process

One application may be submitted annually. Applications must be submitted between 1<sup>st</sup> September and 31<sup>st</sup> 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.

The process for applications is:

- Complete the school's application form;
- Submit the application form and supporting evidence to the head teacher by the cut-off date of 31<sup>st</sup> October each academic year
- You will receive notification of the name of the assessor of your application within five working days
- The assessor will assess the application, this will include a recommendation not only on whether they have met the criteria for progression to the Upper Pay Range but also on where on the Upper Pay Range they should be placed. For exceptional performance



there may be accelerated progression. This recommendation should be made to the pay committee of the relevant body;

- The application, evidence and recommendation will be passed to the headteacher for moderation purposes, if the head teacher is not the assessor;
- The pay committee will make the final decision, advised by the headteacher;
- Teachers will receive written notification of the outcome of their application within 10 days 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.
- If requested, oral feedback which will be provided by the assessor as soon as possible and no later than 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 and this will be followed up in writing
- Successful applicants will move to the minimum of the UPR on 1<sup>st</sup> September of the current year of application.
- Unsuccessful applicants can appeal the decision as set out in the Appeals Procedure at Appendix 2

## 10. Allowances to teachers

### Teaching and Learning Responsibility Payments (TLRs) (STPCD paragraph 20)

A Teaching and Learning Responsibility payment ("TLR") may be awarded to a classroom teacher for undertaking a sustained additional responsibility in the context of the school's staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning for which he is made accountable. The award may be while the teacher remains in the same post or occupies another post in the temporary absence of the post-holder.

TLRs are awarded to the holders of the posts indicated in the attached staffing structure.

The values of the TLRs to be awarded are set out below:

**TLR1s** – the annual value is £10,174 - £17,216 TLR1s are awarded with the following value:

Nil posts

**TLR2s** - the annual value is £3,527- £8,611 TLR2s are awarded with the following values:

TLR2 £4,125 – 2 postholders

TLR2a Nil posts

TLR2b Nil posts

TLR2c £3,527 -2 postholders

**TLR 3s**

## TLR3s Nil posts

We may award a fixed term third TLR (TLR3) for:

- clearly time limited school improvement projects
- one-off externally driven responsibilities or
- or where teachers are undertaking planning, preparation, coordination of, or delivery of tutoring to provide catch-up support to pupils on learning lost to the pandemic, and where that tutoring work is taking place outside of normal directed hours but during the school day.

The annual value of a TLR3 must be no less than £702 and no greater than £3,478 depending on the nature of the work.

The duration of the fixed term must be established at the outset and payment should be made on a monthly basis for the duration of the fixed term. The relevant body should not award consecutive TLR3s for the same responsibility unless that responsibility relates to tutoring, as set out above. TLR3s are not subject to safeguarding.

Although a teacher cannot hold a TLR1 and a TLR2 at the same time, a teacher in receipt of a TLR 1 or 2 can concurrently hold a TLR3.

With the exception of sub-paragraphs (c) and (e) which do not have to apply to the award of TLR3's, before awarding any TLR the relevant body must be satisfied that the teacher's duties include a significant 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; and
- e) Involves leading, developing and enhancing the teaching practice of other staff.

In addition, before awarding a TLR1, the relevant body must be satisfied that the sustained, additional responsibility includes line management responsibility for a significant number of people.

## **Proportional Allocation of TLR1 and TLR2 Payments from 1 September 2026**

In line with STPCD 2025 with effect from the 1 September 2026 TLR 1 and TLR 2 payments **must** reflect the proportion of the TLR duties actually carried out by the teacher, rather than being based solely on their full-time equivalent (FTE) status. This will apply to both full time

and part-time teachers and the responsibilities must be deliverable within the teacher's contracted hours.

STPCD allows schools to implement this from the 1 September 2025 and therefore we have taken the decision to implement this from that date.

### **Allowances to unqualified teachers**

The relevant body may determine that such additional allowance as it considers appropriate is to be paid to an unqualified teacher where it considers, in the context of its staffing structure and pay policy that, the teacher has:

- a) taken on substantial additional responsibility which
  - I. is focused on teaching and learning, and
  - II. requires the exercise of a teachers professional skills and judgement
- b) qualifications or experience which will bring added value to the role being undertaken

## **11. Additional payments**

Subject to STPCD paragraph 26, the relevant body may make such payments as they see fit to a teacher other than a head teacher, in respect of:

- a) continuing professional development undertaken outside of the school day
- b) activities relating to the provision of initial teacher training as part of the ordinary conduct of the school day
- c) participation in out of hours learning activity agreed between the teacher and the head teacher
- d) additional responsibilities and activities due to or in respect of the provision of services relating to the raising of educational standards to one or more additional schools

The governing body will not pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher.

### **Recruitment and retention incentives and benefits**

Subject to STPCD paragraph 27 the relevant body may make a payment or provide such other financial assistance, support or benefits to a teacher as it considers to be necessary as an incentive for the recruitment of new teachers and the retention in their service of existing teachers.

The duration of the payment will be specified at the time of issue dependant on the reason, recruitment, retention, incentive, support etc

A review date at which point the payment may be withdrawn will also be specified.

## **12. Part-time teachers**

We will make our determination in line with the 'pro rata principle' under paragraph 41 & 42 of the STPCD.

Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part-time. We will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a full-time teacher in an equivalent post.

Part time teachers must be paid a percentage of the full time equivalent salary. The same percentage must be applied to allowances awarded to a part-time teacher excluding TLR 3's.

### **Short notice/supply teachers**

Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro-rata.

In making such determinations, the relevant Body may take into account a range of factors in line with the 'Basic Pay Determination on Appointment' section earlier in this policy..

## **13. Pay increases arising from changes to STPCD**

All teachers are paid in accordance with the statutory provisions of the STPCD as updated from time to time and in line with the advisory pay points contained within the Document. Where pay awards outlined in STPCD are confirmed as only applying to the minima and maxima of the pay ranges this school/academy will apply them to all of the pay points within the range.

## **14. Salary Safeguarding**

Safeguarding arrangements will apply according to the provisions of STPCD.

## **15. Appeals**

Appeals will be made in line with the Schools Appeals process (appendix 1).

The letter of appeal must state the reason for the appeal and the factors giving rise to it.

## **16. Monitoring the impact of this policy**

The Governing Body will monitor the outcomes and impact of this policy on a regular basis including trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with equalities legislation.

## Appendix 1 - Pay Policy for Teaching Staff

### APPEALS PROCEDURE

Where a teacher is dissatisfied with the pay recommendation they may raise this as follows:

**Stage one** - wish to have an informal discussion with the appraiser/headteacher before the pay decision is made.

If the teacher believes that an incorrect recommendation had been made, they may:

**Stage two** - make formal representations to the decision maker in writing stating the grounds for not agreeing to the pay recommendation.

The teacher may make representations which include presenting evidence, calling witnesses and have the opportunity to ask questions of the decision maker at a formal meeting. The teacher is entitled to be accompanied by a colleague or trade union representative. The decision will be communicated in writing within 5 working days.

Where this is not possible or they are still dissatisfied, the teacher may follow a formal appeals process as stated below – **Stage Three**:

- ✓ If the teacher wishes to exercise their right of appeal, they must write to the Clerk of the Governing Body/Trustees at the earliest opportunity and within 5 working days of the decision at stage two, stating the grounds of the appeal and the facts on which they will rely.
- ✓ Upon receipt of the appeal, an Appeals Committee will be established consisting of 3 Governors, none of whom are employees of the School or have been involved in the decision making process.
- ✓ A date for an appeal should be convened at the earliest opportunity, ideally within 20 working days of receipt of the appeal letter.
- ✓ The teacher will be invited to attend and is entitled to be accompanied by a colleague or trade union representative. Those involved in the decision making will also be invited. (NB This may involve the person who made the original recommendation and the decision maker. Where the decision maker is a Committee, the Chair of that Committee will attend).
- ✓ The teacher should provide all relevant evidence to the Committee and decision maker no later than 5 working days before the Appeals hearing.
- ✓ The decision maker should provide the teacher and Committee all relevant documentation e.g. appraisal policy, appraisal documents, decision letter etc by the same date (this may mean that decision maker and teacher share inform each other of the documents to be submitted to avoid duplication)
- ✓ Evidence may be submitted after this date by agreement of the Committee.

### Conduct of the Appeal Hearing

The Chair of the Appeals Committee will ensure the conduct of the hearing is as follows:

- ✓ Introductions of all parties
- ✓ Clerk takes notes of the hearing

- ✓ Employee/representative to state their case (including relevant evidence to support their case)
- ✓ Recommender/decision maker/management has the opportunity to ask questions of the employee/representative
- ✓ Chair & Committee to ask questions of the employee/representative
- ✓ Recommender/decision maker/management to present their case
- ✓ Employee has the opportunity to ask questions
- ✓ Chair & Committee to ask questions of the recommender/decision maker/management
- ✓ Ask the employee followed by management to sum up
- ✓ Adjourn to make a decision
- ✓ The Appeals Committee will communicate their decision where possible in person. However, if this is not possible, notification will be in writing within 5 working days of the hearing. The Chair will also communicate the decision to the other attendees in the same timescales.

The decision of the Appeals Committee is final.

Please note, there will be no entitlement to invoke the appeal procedure in relation to a pay decision if the teacher has left the employment of the school. Should a teacher lodge an appeal and decide to leave the employment of the school all possible attempts should be made to hear the appeal before that teacher leaves. However, where that is not possible the *modified procedure below will be used*:

### **Modified Procedure**

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

- ✓ The teacher must have set out details of their appeal in writing;
- ✓ The teacher must have sent a copy of their appeal to the Chair of the Governing Body;
- ✓ The Chair of the Governing Body will consult with relevant school personnel and provide the teacher with an appropriate written response on behalf of the school.

## Appendix 2 – Leadership Group Pay Range

1	£51,7737
2	£53,069
3	£54,394
4	£55,747
5	£57,137
6	£58,569
7	£60,145
8	£61,534
9	£63,070
10	£64,691
11	£66,368
12	£67,898
13	£69,596
14	£71,330
15	£73,105
16	£75,049
17	£76,772
18*	£77,924
18	£78,702
19	£80,655
20	£82,654
21*	£83,860
21	£84,699
22	£86,803
23	£88,951
24*	£90,255
24	£91,158
25	£93,424
26	£95,735
27*	£97,136
27	£98,106
28	£100,540
29	£103,030
30	£105,595
31*	£107,131
31	£108,202
32	£110,892
33	£113,646
34	£116,458
35*	£118,169
35	£119,350
36	£122,306
37	£125,345
38	£128,447
39*	£130,274
39	£131,578
40	£134,860
41	£138,230
42	£141,693
43	£143,796

\* These points and point 43 are the maximum salaries for the eight headteacher group ranges.

## Appendix 3 – UPR APPLICATION FORM

Name:

Date of QTS:

Current Pay scale & point:

Date of UPR Submission:

Please note, submissions after 31st October will not be accepted.

Previous Application:

Please list evidence submitted under the relevant UPR requirements of ‘highly competent, substantial & sustained’ as defined in the Pay policy as follows:

**“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, 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 had two consecutive successful appraisal reports in this school and have made good progress towards their objectives during this period (see exceptions in the introduction to this section). They will have been expected to have shown that their teaching expertise has grown over the relevant period.

Highly Competent	Substantial	Sustained

Signature:



**Date:**

**For School use only**

<b>Review Date</b>	
<b>Reviewer</b>	
<b>Application Successful Y / N</b>	
<b>Decision verified (by whom and date)</b>	