





# LIGHTHOUSE SCHOOLS PARTNERSHIP

## PAY POLICY 2025/26 Statutory

Policy Approved by the Trust Board	
Signed:  Name: Adele Haysom Chair of Board of Trustees	Date: 3 March 2026
Authorised for Issue	
Signed:  Name: Gary Lewis Chief Executive Officer (CEO)	Date: 3 March 2026

### Document History

Version	Author/Owner	Drafted	Comments
1.0	Amy Sutton	01.04.2018	Based on North Somerset Model Policy including recommendations from STPCD issued 2017
1.1	Amy Sutton	01.04.18	Amendments to Appendix 6: Adopting the NJC 2018 Pay proposal
1.2	Amy Sutton	01.09.18	Updates to: Introduction, Amended in accordance with the STPCD 2018 Pay award
1.3	Amy Sutton	01.04.19	Update to support staff pay scales in line with NJC
1.4	Amy Sutton	23.09.19	Updated in line with published STPCD 2019 and NASUWT pay scales

1.5	Tania Newman	09.09.20	Update to support staff pay scales in line with NJC and support staff holiday entitlement. Update to teachers' pay scales in line with STPCD 2020.
1.6	Tania Newman	05.10.2021  23.03.2022	Amended in accordance with STPCD 2021 pay award for teaching staff.  Updated support pay scales following NJC agreement.
1.7	Tania Newman	12.08.2022	Amended in accordance with STPCD 2022 pay award for teaching staff agreement and NJC agreement. Lettings and casual holiday pay updated.
1.8	Tania Newman	12.04.2023	Updated support pay scales in line with NJC proposals, prior to national agreement. Annual leave for support staff updated in line with 2022 NJC agreement effective 01.04.2023. Factor examples updated to reflect new annual leave entitlement. Calculation added for strike pay for part time teachers.
1.9	Tania Newman	24.10.2023	Amended in line with STPCD 2023 pay award for teaching and leadership staff from September 2023. Updated STPCD 2023 document link.
1.10	Tania Newman	01.09.2024	Amended in line with STPCD 2024 pay award for teaching and leadership staff from September 2024. Updated STPCD 2024 document link. Updated references regarding teachers' performance and development (previously Appraisal) Policy. Update job evaluation scheme. Updated support pay scales following NJC agreement, backdated to 01/04/2024.
1.11	Tania Newman	01.01.2025	Update on the movement to the upper pay range to align with the teachers' performance and development policy. Inclusion of support staff holiday scheme and pay grades for TUPE'd schools from DBAT (wef 01.01.2025).
1.12	Tania Newman	11.08.2025	Amended in line with the STPCD 2025 pay award for teaching and leadership staff from September 2025 and updated in line with NJC agreed pay scales backdated to 01/04/2025. Inclusion of support staff holiday scheme and pay grades for TUPE'd BCC school (wef 01.08.2025).
1.13	Tania Newman	24.02.2026	Removal of SCP2, to comply with NJC agreed pay scales.

This Policy applies will apply to all schools and employees within Lighthouse Schools Partnership.

***This policy remains valid, and in operation, until a new or updated policy is published.***

Review cycle	Annually
Next review date	Summer 2026 or following recommendations from legislation/pay award changes

# PAY POLICY 2025/26

## Statutory

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## 1. Introduction

This pay policy aims to:

- Help to ensure that decisions on pay are managed in a fair and transparent way.
- Maximise the quality of teaching and learning in the Trust
- Support the recruitment and retention of a high-quality workforce
- Enable the Trust to recognise and reward staff appropriately for their contribution to the Trust.

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

This policy should be read and used in conjunction with the Appraisal Policy and the Performance Development Policy wherever relevant. For a copy of these Policies please access Employee Self Service or request a copy from the Trust HR Team.

For Teachers in this Trust progression to the next pay point is automatic for those on the main or unqualified teacher pay scales subject to meeting the teacher standards. Progression to the Upper Pay Spine is through a successful application process (as defined by this policy). Support Staff are also expected to perform to expectations in order to progress through the relevant pay scale.

## 2. Responsibilities

### (i) Trustees

- To act in accordance with the Nolan Principles of Public Life: objectivity, openness (where this does not conflict with a requirement to maintain confidentiality) and accountability; with integrity and, where necessary, confidentiality
- To comply with the relevant legislation / regulations including equalities legislation
- To adopt a Pay Policy, Performance Development Policy, and an Appraisal Policy and consider any changes to it and ensure the content of both is appropriate
- To ensure that arrangements are in place to appropriately and fairly link performance development, appraisal and pay
- To ensure that pay decisions can be objectively justified and are evidenced based
- To ensure that funds are available to support pay decisions
- To monitor and ratify the outcomes of pay decisions.

All pay decisions and ratifications at this Trust are made by the Staffing and Pay Committee of Trustees following consideration of recommendations from the Chief Executive Officer and Headteachers. Appeals are heard by a separate panel of Trustees. Please see the Terms of Reference of the Staffing and Pay Committee for rules regarding membership and withdrawal from meetings and the specific duties of the Committee. Appendix 3.

**(ii) Chief Executive Officer (CEO)**

- To consult on behalf of the Trustees with staff and where applicable, with trade unions, on the Performance Development, Appraisal, Capability and Pay Policies and any subsequent changes to them.
- To submit these policies and any changes to them to the Trustees for approval
- To ensure that the arrangements set out in the Policies are in place and are being applied effectively and fairly.
- To provide relevant, accurate and factual data to allow the Trustees to make objective and evidenced based decisions.

**(iii) Headteachers**

- To consult with staff to ensure they are aware and compliant with the Performance Development, Appraisal, Capability and Pay Policies.
- To ensure that the arrangements set out in the Policies are in place and are being applied effectively and fairly
- To submit pay recommendations for teachers to the Staffing and Pay Committee of the Trustees for ratification
- To ensure that employees are informed of pay decisions
- To ensure that this policy and in the case of teachers the Performance Development Policy and Appraisal Regulations 2012 are shared with staff
- To ensure that performance development, appraisal and pay records are kept to provide an audit trail and a proper evidenced base
- To provide relevant, accurate and factual data to allow the Trustees to make objective and evidenced-based decisions.

**(iv) Teachers**

- To comply with the Performance Development and Pay Policies / participate in the arrangements for their own performance development cycle.
- To ensure they understand the performance development cycle and pay progression arrangements in the Trust.
- To assemble any evidence relevant to their meeting of objectives or standards
- To keep their own performance development records and review their objectives throughout the annual cycle.

**(v) Support Staff**

- To comply with the Appraisal and Pay Policies / participate in the arrangements for their own appraisal.

#### (vi) Local Governing Body

- To act in accordance with the Principles of Public Life: objectivity, openness (where this does not conflict with a requirement to maintain confidentiality) and accountability; with integrity and, where necessary, confidentiality
- To comply with the relevant legislation / regulations including equalities legislation
- To adhere to the Trust Pay Policy and Appraisal Policies
- To ensure that pay decisions can be objectively justified and are evidenced based
- To monitor the outcomes of pay decisions.

### 3. Section A: Determining Teachers' Pay

#### 3.1 Pay Awards

Pay progression for teachers on the main or unqualified pay scales is automatic for teachers who are meeting the teacher standards. Pay for teachers on the upper pay scale is related to meeting the LSP Career Stage Expectations. To be eligible for a pay progression your start date must be between 1<sup>st</sup> September and 28<sup>th</sup> (29<sup>th</sup>) February of the preceding academic year. A pay award is the increase in salary, which is applied annually, subject to ratification by the Board of Trustees and local and national pay freezes. All teachers are paid in accordance with the statutory provisions of the current STPCD. This is reviewed by the Board of Trustees annually.

#### 3.2 Pay Determinations

Post performance development, salary determinations relating to salary progression for:

- qualified teachers on the main pay scale;
- qualified teachers on the upper pay scale;
- unqualified teachers on the unqualified pay scale;

shall be considered in accordance with the provisions of the STPCD applicable to the relevant year.

Pay determinations are confirmed annually following approval by the Board of Trustees' Staffing and Pay Committee and backdated to 1<sup>st</sup> September, where appropriate.

#### 3.3 Pay Ranges

**3.3.1 Main Pay Range:** This pay range will be used for all qualified teachers who are not on the upper pay range, spot market rate or the Leadership Spine.

**3.3.2 Unqualified Pay Range (UNQ):** This pay range will be used for unqualified teachers (as defined in the current STPCD) only.

**3.3.3 Upper Pay Spine (UPS):** The Trust will pay teachers on the upper pay range if the teacher was:

- employed or defined as a post-threshold teacher in the Trust under the STPCD 2012 or earlier document (subject to any agreed “stepping down”<sup>1</sup> remuneration and job function changes), or
- previously a member of the leadership group or was employed as a leading practitioner and will not be paid on the pay range for either, or
- the teacher applies to the Trust to be paid on the upper pay spine and is successful.

Teachers on the upper pay spine have the right to progress only every two years until UPS 3 where this is top of scale and there is no further progression.

The Trust will determine where on the upper pay spine the above categories of teachers are placed. The Trust will consider whether to pay a teacher on the upper pay spine if the teacher has previously worked at another Trust or relevant establishment and been paid on the upper pay range and was successful in that role - unless the teacher has specifically applied to a teaching post on the main pay scale range.

The Staffing and Pay Committee of the Trustees will determine where on the upper pay spine teachers falling into the categories in the paragraph above are placed.

### **3.3.4 Pay Reviews for Classroom Teachers**

The Headteacher will ensure that each teacher’s salary is reviewed annually, with effect from 1 September and no later than 30 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 by 31 December. (Applicants for the upper pay range, who will have until 30 September to apply (see application form Upper Pay Spine on LSP Gateway or Foldr), will be issued with a new statement, where applicable, by 31 December.)

Any instruction to increase pay will be issued as soon as the appeal deadline has passed or, if an appeal is lodged, as soon as is practically possible after the result of the appeal is known.

Reviews may take place at other times of the year to reflect any changes in circumstances or job description that led 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.

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<sup>1</sup> Where a teacher steps down from a current post, there is no pay protection entitlement.

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

Employees who are absent long term (including but not limited to maternity leave and long term sick leave due to a disability) are still eligible to be considered for pay progression.

### **3.3.5 Basic Pay Determination on Appointment for Classroom Teachers**

The Trustees have delegated the pay range decisions to the Headteacher, who will determine the pay range for a vacancy prior to advertising it. On appointment the Headteacher will determine the starting salary within that range to be offered to the successful candidate unless a specific salary has been advertised.

The Headteacher will determine where on the main pay range to place newly qualified appointees in accordance with this section. This will be subject to the provisions of the STPCD with regard to the upper pay range (see the 'Upper Pay Spine' section above).

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

- the nature of the post
- the level of qualifications, skills and experience required
- market conditions
- the wider Trust context

Although there is no assumption that a teacher will be paid at the same rate as they were being paid in a previous position externally, the Trust will determine the appropriate rate of pay for a teacher joining the Trust taking account of salary expectations, current salary and the factors set out above.

The Trust will consider awarding a time-limited recruitment incentive / benefit when relevant.

### **3.3.6 Pay Progression based on Performance for Classroom Teachers**

In this Trust all teachers can expect to receive regular, constructive feedback on their performance development that recognises their strengths, informs plans for their future development, and assists to enhance their professional practice. The arrangements for teachers' performance development are set out in the Trust's Performance Development Policy.

Decisions regarding pay progression will be made with reference to the teachers' performance development reports and the pay recommendations they contain. In the case of Early Career Teachers' (ECTs), whose performance development arrangements are different, pay decisions will be made by means of the statutory induction process. Teachers

in their induction year(s) will move to MS2 in the September following the successful completion of the first year of ECF. If the commencement of the induction year is not in line with the start of the academic year, then the Headteacher should raise this with the Director of HR to confirm if progression applies. It will be possible for a decision to be made not to increase pay even where action is not currently being taken in line with the capability procedure.

To be fair and transparent, assessments of performance will be clearly based on evidence and this should be recorded. Teachers are expected to collate evidence to demonstrate performance.

In this Trust, fairness is further ensured through initial considerations of evidence and initial recommendations on pay progression being made by the teacher's Line Manager in consultation with the Senior Leadership Team (SLT) or the Faculty Link in accordance with the provisions of this Policy. The Headteacher will moderate all the initial recommendations to ensure consistency.

The evidence used as the basis for assessing performance will include a broad range of evidence that will usually include data, developmental drop-ins and observations and the teacher's follow-up after discussions in Pupil Progress Meetings together with the teachers' wider contribution if they are UPS.

Teachers' performance development reports will contain pay recommendations (where appropriate). These recommendations should include references to the teacher meeting, not meeting, or partially meeting objectives, performance of examination and other classes and the Teachers' Standards. The Director of HR will report to the Staffing and Pay Committee and provide a summary of the progression arrangements and will monitor the recommendations for pay progression through a process of sampling. The Staffing and Pay Committee of the Trustees will consider its approach in the light of the Trust's budget and ensure that appropriate funding is allocated for pay progression at all levels.

In this Trust judgments of performance will be made against a broad range of evidence. Feedback from lesson observations will be recorded and shared with the teacher (where appropriate). Where records of developmental drop-ins are used to inform pay recommendations these should not depend on a single developmental drop-in and should also refer to the impact that teaching is making on outcomes and progress for pupils.

The measures that will be taken into account in making judgments about whether teachers have met their objectives and the standards may include the contribution / impact they have made, specifically their:

- impact on pupil progress
- impact on wider outcomes for pupils
- improvements in specific elements of practice, such as behaviour management or lesson planning
- impact on effectiveness of teachers or other staff
- wider contribution to the work of the Trust

When making judgments about the meeting of standards, full account will be taken of both parts of the Teachers' Standards Part 1: Teaching and Part 2: Personal and Professional Conduct.

As the teacher moves up the main pay range and from the main to the upper range, an increasingly positive impact in each of the above areas should be in evidence. Any pay increase will be clearly attributable to the performance of the teacher concerned at their relevant career stage.

In this Trust there will be a clear expectation of progression to the maximum of the relevant main or upper pay spine subject to continued good performance as defined by this Policy.

The Trust will ensure, in setting and assessing performance against objectives and the Teachers' Standards, that no teacher will be disadvantaged by virtue of their working pattern or through their possession of a protected characteristic. Reasonable adjustments / allowances for particular circumstances will be made to ensure that no discrimination occurs.

### **3.3.7 Pay Progression Provisions specific to Unqualified Teachers**

The Teachers' Standards set a clear baseline of expectations for the professional practice and conduct of teachers from the point of qualification. Teachers' Standards should also be used to assess all trainees working towards Qualified Teacher Standard (QTS).

Therefore, pay progression will not be directly linked to the Teachers' Standards for all unqualified teachers in this Policy, but will be used if the unqualified teacher is working towards QTS on an employment based scheme.

There will be one consideration of pay progression per year and it will be on the basis of absolute criteria as set by the Headteacher.

Provided they are not already at the top of their pay range, unqualified teachers will be eligible for an automatic pay progression to the next point on the unqualified range if they have shown that they have made good progress towards all their objectives and that their teaching is supporting strong pupil progress. If the unqualified teacher is working towards QTS on an employment based scheme, performance/progress against Teachers' Standards will be taken into account.

If a teacher falls substantially short of their objectives and fails to make sufficient progress against their objectives and / or a significant proportion of their teaching is identified as causing concern, then the recommendation should be that there is no pay progression. In such instances, in the course of the performance development cycle and allowing the teacher sufficient opportunity to improve, the teacher should have been notified by the appraiser that there is a risk that pay progression will not be recommended.

Performance development objectives will reflect that the teacher is unqualified but will be more challenging as the teacher progresses up the unqualified pay range.

### **3.3.8 Movement to the Upper Pay Spine**

#### **Applications and Evidence**

Any qualified teacher who has completed at least one year on the maximum scale point on the Main Pay Range may apply to be paid on the upper pay range and any such application must be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply for progression to be paid on the Upper Pay Spine.

Applications may be made once a year only and the deadline for applications is the 30<sup>th</sup> September. This deadline will be extended where particular circumstances warrant, such as in the case of teachers on long term absence for certain reasons, e.g. sickness/maternity leave. In these cases, teachers should request an extension which will be granted where appropriate.

The application should be based on the teacher's performance in the two most recent academic years in which they have service. The applications from part-time and fixed term contract teachers will be treated on the same basis as those from permanent full-time teachers.

Teachers will be notified of who their assessor is within 5 working days of their application.

If a teacher is simultaneously employed at another Trust(s), they may submit separate applications if they wish to apply to be paid on the upper pay spine in that Trust (s). This Trust will not be bound by any pay decision made by another Trust.

All applications should include the results of reviews or performance development under the 2012 Appraisal regulations, including any 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). To fulfil this requirement, teachers can provide copies of the relevant performance development reports as evidence.

Applications should contain evidence from the previous two academic years unless:

- the teacher has had a break in service, in which case the application should contain evidence from the most recent last three academic years in which the teacher has service or
- the teacher has been on long-term maternity or sickness leave or has only worked part of the previous three years in which case the application can contain evidence from the period of time prior to the employee commencing their period of absence.

Applications from teachers with no service prior to the last 2 academic years (that can be used to provide evidence) who have only worked part of the previous 2 Academic years and

from teachers who have spent part of the previous 2 Academic years at another Trust (s) may be considered, provided sufficient evidence is available for assessment. Under these circumstances, an application will only be successful if the evidence demonstrates this Trust's criteria. New staff joining the Trust are required to provide the last 2 years' performance development documents as part of their pre-employment joining information and without these documents, progression will not be authorised.

Applications should be made in writing to the Headteacher by the 30<sup>th</sup> September. Late applications will not be accepted and no further salary review during the academic year is possible. Teachers should summarise in their application the reasons why they believe they should progress to the upper pay range with regard to the assessment criteria. These reasons should be evidenced-based. The Trust has a standard application for threshold assessment document which is available from LSP Gateway or Foldr, which must be used to submit application for threshold assessment by 30<sup>th</sup> September. Teachers' will be given access to all the information they need to make an application.

### **The Assessment**

An application from a qualified teacher who has successfully completed at least one year at the top of the main pay range will be successful where the Headteacher and Governing Body Pay Committee are 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 Trust are substantial and sustained.

All applications are ratified by Trustees.

Please refer to the Trust UPS application form for further detail and explanation of:

- 'highly competent'
- 'substantial'
- 'sustained'

### **Processes and Procedures**

The assessment and determination on progression will be made and all applicants notified of the determination regarding progression by 31 December of the relevant Academic year.

If successful, applicants will move to the upper pay spine from the start of the Academic year (1 September). The successful teacher will always be placed on the minimum of the upper pay range.

If unsuccessful, written feedback will be provided by the either the line manager or the Headteacher, in writing, within 10 working days of the decision. The feedback will include the reason(s) for the decision (which must be objective) quoting any relevant evidence and be accompanied by notification of the teacher's right to appeal.

On request, a meeting to discuss the feedback will be held at which advice and support with regard to improvement will be offered.

Any appeal against a decision not to move the teacher to the upper pay range will be heard under the Trust's general appeals arrangements and in conjunction with the Trust's Director of HR.

### **Fair Treatment**

The Trust will ensure with regard to the application arrangements, the assessment of applications and the operation of the process / procedure that no teacher will be disadvantaged by virtue of their working pattern or through their possession of a protected characteristic. Reasonable adjustments / allowances for particular circumstances will be made to ensure that no discrimination occurs.

### **Movement through the Upper Pay Spine**

Teachers on the upper pay spine have the right to progress only every two years until UPS 3 where this is top of scale and there is no further progression.

#### **3.3.9 Part Time Teachers'**

Teachers employed on an ongoing basis at the Trust but who work less than a full working week are deemed to be part-time. The Trustees have delegated to the Headteacher the requirement to provide 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 Trust's timetabled teaching week for a full-time teacher in an equivalent post. Additional hours worked, up to that of a full-time teacher, will be paid at their normal rate of pay.

#### **3.3.10 Short Notice/Supply Teachers**

Teachers who are employed on a day-to-day basis or undertake other short notice work, including staff who are contracted as part time who chose to undertake additional short notice work, will be paid on a daily basis calculated on the assumption that a full working year consists of normally 195 days. Periods of employment for less than a day will be calculated pro-rata. These teachers will be paid their usual rate of pay to a maximum Teachers' Main Scale 6. The maximum number of hours each working day for a supply claim is 6.5 hours per day, and this will be applicable for those teachers performing marking, planning and preparation as part of their contract. For supply teachers who are not marking and planning/preparing lessons, the maximum is 6 hours per day.

#### **3.3.11 Exam Revision Sessions**

Teachers who agree to provide exam revision classes, including preparation of resources, during the school holidays will be entitled to a payment of £30 per hour.

### **3.4 Leadership Scales**

Pay ranges for Headteachers, Deputy Headteachers and Assistant Headteachers will be determined in line with STPCD for new appointments, where responsibilities significantly change, or if this Trust chooses to review pay of leadership posts in line with STPCD. The pay range will take into account all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations including the skills and competencies required. Pay ranges will allow appropriate scope for performance related progression over time. This will be reviewed annually in line with this Pay Policy.

#### **3.4.1 Executive Roles**

There are roles dedicated to the Trust central operations. For these roles, the pay ranges for the CEO, Chief Financial and Operating Officer, and Director of Education and any other cross multi academy trust leadership roles will be determined by the Trustees following a local market survey and benchmarking and in line with the requirements of the Academy Trust Framework.

#### **3.4.2 Headteachers**

Individual schools will be assigned to a Headteacher group calculated using its total unit score, in accordance with STPCD. A pay range will be determined for the Headteacher which will not normally exceed the maximum of the Headteacher group, unless the specific exceptional circumstances or candidate warrant it, up to an additional 25%. Additional payments may be made to a Headteacher for temporary responsibilities that are in addition to the duties taken into account above. The total sum of any temporary payments will not normally exceed 25% of the Headteacher's annual salary.

It should be wholly exceptional for the total value of the salary - including temporary payments - to exceed the limit of 25% of the amount that corresponds to the maximum of the Headteacher group for the school or schools in any given year. If it is considered that there are wholly exceptional circumstances that warrant payments that exceed this, the local governing body must make a business case to the Trustees Staffing and Pay Committee who will review the case.

Where a Headteacher is awarded a non-monetary benefit and it is not a housing or relocation benefit that relates solely to the personal circumstances of that Headteacher, the monetary value of the benefit counts towards the 25% limit.

#### **3.4.3 Deputy Headteachers and Assistant Headteachers**

A pay range will be determined for any deputy Headteacher and assistant Headteacher, considering how the role fits within the wider leadership structure of the Trust. The pay range will not exceed the maximum of the Headteacher group for the Trust and will not

normally overlap with the pay range of the Headteacher, except in exceptional circumstances.

#### **3.4.4 Pay Progression for Members of the Leadership Group**

Eligible members of the leadership group will be automatically considered for further progression and no application will be necessary. However, annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the leadership group member's performance with reference to the performance development process. Some posts may be paid on a spot rate and would not be eligible for progression unless the post is re-evaluated at a higher point.

Leadership group members will progress by one point until they reach the top of their range if they can demonstrate and the Headteacher / Local Governing Body Pay Committee / Trustees are satisfied that there is evidence of sustained high quality of performance in leadership and management and pupil progress, clearly linked to the school's improvement priorities and outcomes.

Additional progression may be considered for members of the leadership group where performance is judged to be exceptional and where all objectives have been exceeded. A recommendation on this will be considered in conjunction with the Trust's Director of HR.

#### **3.5 Allowances for Teachers**

**3.5.1** Other than as provided for in the STPCD a teacher may not be required to undertake additional acting up duties beyond those appropriate to the teacher's role, status and pay and/or as set out in the teacher's job description.

In the temporary absence of a post holder with a Teaching and Learning Responsibility (TLR) allowance, the Headteacher will determine whether to appoint a teacher to undertake all of the duties covered by the TLR (e.g., in cases of cover for secondments, maternity leave, long-term sick etc.). A teacher appointed as Acting Headteacher, Acting Deputy Headteacher or Acting Assistant Headteacher will be paid at least the minimum of the appropriate range if the duties of the substantive post are to be carried out in full, subject to the provisions of paragraph below.

The time when the Deputy Headteacher is paid a temporary allowance to cover the long-term absence of a Headteacher is at the discretion of the CEO or CFOO.

The time when all other absences including teachers covering absence of Deputy Headteacher, Assistant Headteacher and the duties of a teacher with a TLR are at the discretion of the Headteacher.

Where the Headteacher, a Deputy Headteacher or an Assistant Headteacher is absent the person covering will be paid the minimum of the range for the post.

### 3.5.2 Responsibility Payments

#### Teaching and Learning Responsibility Payments (TLR1s and TLR2s) - Permanent

Management responsibilities are awarded for jobs that are required daily - these additional payments are open for classroom teachers and/or support staff to apply to undertake additional duties in accordance with the conditions laid down in the STPCD. Such payments will be assigned to specific posts within the Trust's staffing structure and are subject to any pay increment through the STPCD.

There is no pro rata applicable for these payments in terms of weeks per year, only hours per week.

These payments are subject to pensionable contributions in relation to the member of staff's permanent substantive contract.

In order to qualify for a TLR payment of any kind, teachers' duties must have significant responsibility that is not required of all classroom teachers and that include/s responsibility which:

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

The STPCD statutory guidance makes clear that responsibility for other teachers or accountability for a subject area should be linked to TLR1 or TLR2 payments or leadership group posts.

#### 3.5.3 Are TLRs Permanent or Temporary?

TLR1 and TLR2 payments are permanent while the teacher remains in the same post. They will cease when teachers move to different schools or roles; where the teacher refuses to perform the responsibilities or is dismissed from them; or where responsibilities are revised. As indicated below, TLR3 payments are for a fixed, time-limited period only.

Teachers may not hold more than one TLR1 or TLR2 payments, but a single TLR payment can be based on a job description that itemises several different areas of significant responsibility. A teacher can now hold one or more TLR3 payments in addition to a TLR1 or TLR2 payment.

### **3.5.4 What is the Difference Between a TLR1 Band and a TLR2 Band Payment?**

In order to qualify for a TLR1 (higher band) payment, the teachers' duties must include in addition "line management responsibility for a significant number of people". The key difference between TLR1 and TLR2 posts is, therefore, the nature of line management responsibilities. The extent of the line management responsibilities needed to qualify - for example the number of teachers and/or support staff managed - is not specified.

Since there is no statutory provision on the minimum number of staff to be managed, governing bodies cannot argue that they are precluded from awarding TLR1 payments to teachers on the basis that the number of staff managed is below some pre-determined figure. There are no figures set out in the STPCD to support such a practice.

A job description will be provided in respect of all posts and this will be subject to periodic review in light of changing circumstances.

Vacancies for posts carrying TLRs will be advertised either within the School, Trust or more widely depending on the particular circumstances.

Fixed term TLRs may be allocated in accordance with STPCD or as determined by the Trustees.

Part time staff who are appointed to a TLR will be eligible for either 100% or their FTE equivalent pro rata TLR entitlement and this will be negotiated at the time of appointment in line with School needs, where adjustments to the Job Description will occur to ensure their FTE delivery is accounted for.

TLRs are available only to fulltime and part time staff who are contracted to work 0.4FTE or more.

### **3.5.5 Project Responsibility Payments (TLR3s) - Fixed-Term**

Project responsibilities are awarded for jobs that are related to a specific task/project OR one-off externally driven responsibilities and are therefore time limited and temporary. These additional payments are open for classroom teachers and/or support staff to apply to undertake additional duties in accordance with the conditions laid down in the STPCD. Such payments will be assigned to specific posts within the Trust's staffing structure and are subject to any pay increment through the STPCD.

There is no pro rata applicable for these payments in terms of weeks per year OR hours per week. The value assigned is relevant to the size of project.

These payments are subject to pensionable contributions in relation to the member of staff's permanent substantive contract.

Before awarding any temporary TLR the Headteacher and Local Governing Body Pay Committee must be satisfied that the employee's duties include a significant responsibility that is not required within their current job duties and that the temporary TLR is focused on teaching and learning project, requires the exercise of an employee's professional skills

and judgment and has an impact on the educational progress of pupils other than assigned classes or groups of pupils.

The annual value of the temporary TLR will be within the range specified in the STPCD and are listed in Appendix 5.

The duration of the fixed term TLR will be established at the time of its award to a maximum of 12 months, and payment will be monthly.

The values of all TLRs are reviewed annually and with recognised unions. The Trust will review the cash value of the TLRs annually in the light of pay awards made under STPCD. The highest level of Teaching & Learning Responsibility (TLR) allowance within the Trust will take into account the salary ranges of the leadership group.

### **3.5.6 SEN Allowance**

As there are no classes or units analogous with designated setting within this Trust, no SEN points are paid and SENCo's are paid via TLR or Leadership spine depending on the scale and context of the school.

### **3.5.7 Recruitment and Retention Incentives and Benefits**

Where the school determines that a Recruitment and Retention Payment should be paid to a teacher, this will be for a fixed period (which will be specified at the outset) and up to a limit of 3 years save in exceptional circumstances. All payments are subject to regular review during the fixed period and may be withdrawn if the original reasons for the awarding of the payment no longer apply.

## **4. Section B: Support Staff**

The Trust has agreed a staffing structure for Support Staff working at the Trust. The structure ensures that there is appropriate line management of all staff. The pay range for any support staff cross multi academy trust leadership and management roles will be determined by the Trustees either through Job Evaluation or a local market survey.

### **4.1 Grading of Posts**

The Trust recognises the National Joint Council (NJC) Evaluation Scheme for evaluating support staff posts. The Trust's Director of HR will co-ordinate the Job Evaluation scheme for the Trust.

New support staff posts and those undertaking significant changes will be evaluated using the JNC, or an equivalent scheme. Support staff posts will be graded on points within the NJC pay scale.

The Trustees will ensure that the spinal point, for each member of support staff, is reviewed annually with any changes due to be effective from 1 April if eligible. The Trustees will ensure that posts and their attributed grade(s) are reviewed to ensure it meets its obligations in relation to equal pay.

#### 4.2 Starting Salary Point

For all staff the starting salary will normally be the minimum for the grade, but discretion will be exercised to recognise current actual pay, recent relevant experience and qualifications or previous experience and to set or review the position on the relevant pay scale accordingly. If an employee applies for an internal job that is the same grade as their substantive role, they will be permitted to move across on the same point. An external applicant who is earning above the minimum scale will not necessarily have their existing salary matched.

#### 4.3 Incremental Progression and Acceleration

For staff paid on fixed spine points there is no annual incremental progression.

Incremental progression on the salary range for the post is awarded annually on 1 April of each year until the maximum of the scale is reached. If appraisal objectives have not been met pay progression may not be applied. Please see section 4.4.

The next increment date will be applied for new appointments, promotion or regrading.

Start date of Employee	Next Increment Due
Between 1 April and 1 October	1 April following year
Between 2 October and 31 March	Increment due 6 months after start date

If the employee has less than 6 months' service in the grade by 1 April they will be granted their first increment six months after the appointment, promotion or regrading.

There will be an annual review of salary and, subject to the maximum of the scale or any other mandatory requirements an annual service increment will be awarded unless the service is deemed to be unsatisfactory.

The Headteacher may recommend that an accelerated increment be awarded to an individual employee on the grounds of special merit or ability. If agreed, the accelerated increment shall be payable from the date determined and will not affect the employee's entitlement to annual incremental progression as set out in this section. In exceptional circumstances, increments may be awarded above the maximum of the grade as set out in paragraph below.

#### **4.4 Withholding an Increment**

The award of an annual increment may be withheld in exceptional circumstances, e.g. if an employee is going through formal capability. Such withholding will only be determined by the Headteacher in cases where performance has been deemed unsatisfactory and where formal action has been taken to address the problem.

In these circumstances the Headteacher should notify the employee (in writing) of their unsatisfactory performance, and details of the improvement required. Once an increment has been withheld in this way it may be reinstated with the agreement of the Headteacher (but not backdated) if performance subsequently improves significantly.

#### **4.5 Payment Above the Grade**

The Trust may award additional increments above the established grade for the post for a specified period. This payment will be awarded on a temporary basis at the discretion of the Headteacher. Payments above the grade will only be made where they are agreed by the Headteacher and should relate to specific duties and responsibilities not covered by the employee's normal job description. If such additional duties and responsibilities continue beyond 18 months, the Trust will seek a permanent re-evaluation of the grading of the post through LSP HR.

#### **4.6 Honorarium, Acting-up Allowances and Cover for Sustained Absence**

An acting up allowance for support staff will be awarded where employees are formally requested to carry out the full duties of a more highly graded post, for 4 weeks or more. Honorarium and acting-up payments are paid at the bottom of the grade for the post they will be covering. No incremental progression is normally awarded on these arrangements.

#### **4.7 Change of Duties Over Time**

Where the duties of a post change significantly over time the Headteacher will contact the Trust's Director of HR to discuss a re-evaluation of the post

#### **4.8 Formula for Calculation of Factors**

##### **4.8.1 LSP Support Contracts**

The formula for calculating a factor, which is used to establish salaries for support staff who do not work all-year-round, is set out below. The factor calculation has been consulted with unions. TTO factor calculations ensure that all staff receive the minimum holiday entitlement of 5.6 weeks as required by the Working Time Regulations 1998.

The Central HR team can provide support with the calculation of factors.

**Example 1**

**Employee works:**

39 weeks per year (term time only 190 days + 5 Inset days = 195 days)

37 hours per week

Has less than 5 years' service (entitled to 23 days holiday, 8 days bank holidays and 3 days Christmas closure = 34 days)

**Term time only calculation: TTO + 5 INSET Days**

195 working days + 34 days annual leave / 5 (number of working days each week) = 45.8.

Therefore, this employee would be paid 45.8 weeks each year (which includes their holiday entitlement).

As this employee is full time, they will work all 195 of their working days

**Example 2 -**

**Employee works:**

40 weeks per year (term time only 190 days + 5 Inset days + 5 additional days = 200 days)  
25 hours per week

Has more than 10 years' service (entitled to 29 days holiday, 8 days bank holidays and 3 days Christmas closure = 40 days)

**Term time only calculation: TTO + 5 INSET Days + 5 additional days**

200 working days + 40 days annual leave / 5 (number of working days each week) = 48.

Therefore, this employee would be paid for 48 weeks each year (which includes their holiday entitlement).

As this employee is part time it is easier to consider their working time as working weeks and hours. Their 200 working days are made up of 38 term time weeks, 1 week of inset days and 1 week of additional days. As they only work 25 hours per week it is 25 hours that they are paid for each of the weeks detailed above. Please see the calculation below:

Additional days included in the factor = 10 (5 inset and 5 additional days). This is the equivalent to 2 additional working weeks.

As the employee works 25 hours per week, the additional hours that they are paid for outside of term time equates to 50 hours during the academic year (2 additional weeks x 25 hours per week).

The additional hours worked by part time employees should be monitored to ensure that their hours worked are not above or below this calculation.

**4.8.2 Bristol Support Contracts**

Staff who have TUPE transferred from Bristol schools on support contracts, the below factors (\*which includes paid holiday entitlement) will remain:

**a) Schools on DBAT Contracts**

Under 5 years' service

Over 5 years' service

	BRISTOL SCHOOLS ONLY	
Working Weeks	Paid holiday	School Factor*
38	5.6	43.6
39	5.6263	44.62
40	5.7663	45.76

	BRISTOL SCHOOLS ONLY	
Working weeks	Paid holiday	School Factor*
38	7.5663	45.56
39	7.5663	46.56
40	7.5663	47.56

41	5.9063	46.9
42	6.0463	48.04
43	6.1863	49.18

41	7.5663	48.56
42	7.5663	49.56
43	7.5663	50.56

b) Schools on Bristol City Council Contracts

Service	Working Weeks	School Factor*
<1 year	38	44.6
1-2 years	38	44.8
2-3 years	38	45.0
3-4 years	38	45.2
4-5 years	38	45.4
>5 years	38	45.6

#### 4.9 Authorising and Paying for Working Additional Hours

The total number of hours of work for all support staff will be determined at the time of appointment. There is no expectation that support staff will be asked to work additional hours for either overtime or time in lieu.

**Paid Overtime:** There is no overtime payable to posts graded JG6 SCP 19 and above. For posts graded at JG5 and under, only in exceptional circumstances is overtime approved and this needs to be in advance by the appropriate manager in the school. Paid overtime is only ever approved when directly related to school business need.

Overtime will be treated as voluntary (i.e., non-contractual) unless it is specified in the employee’s conditions as a contractual requirement. Where an overtime payment is agreed, for working planned additional hours, reimbursement will be at plain time for staff working less than full time unless they exceed 37 hours in any week, in which case the following will apply:

	Monday to Friday	Saturday	Sunday	General Public Holiday
Overtime hours worked in excess of contractual hours but not exceeding standard week (37 hours)	SINGLE TIME	TIME AND A HALF	TIME AND A HALF	TIME AND A HALF
Overtime hours worked in excess of standard week (37 hours)	TIME AND A THIRD	TIME AND A HALF	TIME AND A HALF	DOUBLE TIME

Overtime payment will be at single time rates where applicable. In certain circumstances, some overtime payments may attract holiday pay. Additional hours of less than half an hour on any day shall not rank for overtime.

**Time in lieu:** Where staff are requested to work additional hours with the purpose of taking time in lieu, this must be with the prior written agreement of the appropriate manager in the school who will also authorise when this time can be gained back - these arrangements must be confirmed before the additional hours are worked. All time in lieu adjustments must be achieved within 3 months or by 31<sup>st</sup> August annually (whichever is the sooner) of accruing the additional worked time, otherwise the time in lieu is lost. Additional hours of less than half an hour on any day shall not rank for time in lieu.

#### 4.10 Annual Leave

Staff that hold term time only contracts have no entitlement to take leave in the Trust term. Their rate of pay includes an element to cover leave entitlement.

Annual leave is to be taken by arrangement within the year, which commences on 1 September and terminates on 31 August. All staff receive the minimum holiday entitlement as outlined in the Working Time Regulations 1998.

##### 4.10.1 - Annual Leave by Contracts

Support staff that have posts which are time of year sensitive may be subject to additional restrictions at the discretion of the Headteacher. Annual leave entitlements are as follows:

a) Support staff on LSP contracts:

	Days
Under 5 years' service	23
Over 5 years' service	28
Over 10 years' service	29

b) Support staff on DBAT contracts:

	Days
Under 5 years' service	25
Over 5 years' service	30

c) Support staff on Bristol City Council contracts:

	Days
Under 1 years' service	23
Over 1 and up to 2 years' service	24
Over 2 and up to 3 years' service	25
Over 3 and up to 4 years' service	26
Over 4 and up to 5 years' service	27
Over 5 years' service	28

In addition to the above, staff will receive 8 Statutory Holidays per year (all public Bank Holidays). All schools except those on a DBAT contract will receive an additional 3 Trust fixed days to facilitate a period of closure between Christmas Day and New Year's Day annually.

An employee who joins or leaves the Trust part way through the holiday year (1 September - 31 August) will be entitled to proportionate holiday with pay in accordance with the National Terms on Pay & Conditions of Service (Green Book) and the Employment Rights Act 1996.

For all-year-round support staff who work on a part time basis, pro rata equivalent of entitlement to bank holidays will be paid. For example, a contract working 60% of a full time equivalent, will be entitled to 60% bank holidays entitlement. This entitlement is added to the employee's annual leave total and needs to be booked in the same way as any other annual leave request.

Annual leave needs to be requested and authorised in advance by the appropriate manager in the school, in order to ensure the school's needs are met during any intended absence.

Minimum notice is required of at least the duration of the requested time off. Annual leave must be taken within the annual leave year. Only in exceptional circumstances will the Headteacher consider allowing a maximum of 5 days to be carried forward. Any annual leave carried forward must be taken in the first 4 weeks of September only.

#### **4.10.2 Increase to Annual Leave**

Increase to annual leave allocation to reflect periods of continuous service:

In the month after the anniversary, eligible staff will receive an increase to their annual leave entitlement, as outlined in section 4.10.1. The increase to annual leave entitlement will be on a pro rata basis should the entitlement start date or leave date fall part way through the annual leave year.

The above changes to annual leave are applied, on a pro rata basis for part time staff, as follows:

- for all year-round staff - annual leave is increased
- for staff who are not contracted to work all year round - the factor is increased to reflect the increase to paid annual leave

#### **4.11 Retirement**

All provisions relating to support staff retirement are determined by the Trust.

#### **4.12 Appeals**

A member of support staff has the right to appeal against a decision that affects their pay. The principles of the appeals process for teachers apply.

### **5. Section C: Other Provisions (All Staff) - please read in conjunction with the payroll conventions (Appendix 8)**

#### **5.1 Casual Workers & Holiday Pay**

Casual staff accrue holiday pay. The calculations for this are currently under review following recent case law and will be updated once confirmed. The Trust will ensure holiday pay is paid in accordance with current legislation. Holiday pay shows as a separate line on e-payslips.

#### **5.2 Unpaid Leave**

**For Teaching Staff:** Where an approved leave of absence request is granted by the Headteacher, the unpaid leave calculation will reflect 1/365 as equivalent to one day's pay, as per the terms of the Burgundy Book, and pro rata as appropriate. For unauthorised absences and those not covered by the Sickness Pay Entitlement Scheme, unpaid leave will be calculated at the employee's normal hourly rate.

**For Support Staff:** Unpaid leave will always be processed as a calculation of the employee's normal hourly rate multiplied by the number of missed contracted hours on the date of absence.

#### **5.3 Pension Contributions**

All staff who are members of the Teachers' Pension and Local Government Pension Schemes make individual contributions to the schemes. The level of contribution is linked to salary levels and ranges for the Teachers' Pension Scheme and the Local Government Pension Scheme. The Trust also makes employer contributions to the schemes and these amounts are determined externally by the pension scheme actuary.

#### **5.4 Redundancy Payments**

The method of calculating redundancy payments is based on the statutory redundancy scheme as set out in the Employment Rights Act 1996 (ERA).

All redundancy payments require the prior approval from the CFOO in accordance with the Organisational Change policy.

### 5.5 Garden Leave

The Trust reserves the right to apply garden leave to employees who are working their notice with pay.

### 5.6 Lettings

The Trust pays staff required to cover lettings outside of their contracted hours a lettings rate. This rate is set at Support Staff Pay Scale SCP 11 (top of JG4). This rate is scaled according to the hours and days worked, as per the table below.

	Monday to Friday	Saturday & Sunday	General Public Holiday
Hours before 11pm	Time and a third	Time and a half	Double time
Hours after 11pm	Time and a half	Double time	Double time

- An hour is claimed for each letting as an attendance allowance
- Time accrued starts from leaving home, includes time to open up and return home
- Hours for locking up start from leaving home, includes time to lock up and return home.

If there is more than one letting happening on the same day staff are expected to attend in an efficient manner - to be agreed with line management.

The lettings fee should only be used in conjunction with agreed activities taking place:

- on site
- and outside of normal operating hours

Hours must be agreed in advance and claims should be made using the school lettings form which must be signed by the line manager.

### 5.7 Pay Protection Arrangements

#### Safeguarding (Teaching Staff)

Safeguarding for Teachers' will be in accordance with the provisions of STPCD. Where a teacher chooses to ask the Trust to consider a "stepping down" in role and responsibility and therefore moves from Upper (UPS) to Main (TMS) pay scale, there is no pay protection entitlement. This would also apply where a teacher requested to step down from a TLR role. Any "stepping down" would need approval from the Headteacher or CEO.

## **Pay Protection (Support Staff)**

The Trust has a pay protection policy where, when employment on less favourable terms is offered to an employee, their pay is frozen at their current level for up to one year. There is no pay protection entitlement for members of staff who request a move to a lower graded post within the support staff structure.

## **5.8 Arrangements for Handling Appeals**

Please see Appeals Procedure and Guidance (Appendix 1). This will be dealt with within the requirements of the current STPCD.

## **5.9 Communication**

The CEO will ensure that the LSP Staffing and Pay Committee of the Trustees have sufficient information to make pay decisions, to satisfy itself that pay recommendations are justified and fair and (with regard to teachers) that there is the necessary correlation between performance and pay and that it can defend its decisions if challenged.

The information the LSP Staffing and Pay Committee of the Trustees receive will be the subject of discussion and agreement between the Headteacher and the Committee.

Teachers will be kept informed about the process, recommendations and decisions made in connection with pay progression within their existing range and any application to progress from the main pay range to the upper pay range.

## **5.10 Records**

Records of decisions and recommendations will be kept confidential. These records should demonstrate the objectiveness and fairness of the decisions that are made. Teachers should keep records of their objectives and review them throughout the performance review cycle. Employees will have reasonable access to their own employment records.

## **5.11 Equality**

This Policy will be applied in accordance with equalities legislation and with the provisions of the Trust's Equality & Diversity Policy. The Trust will not discriminate on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or on maternity leave, race, religion or belief, sex, or sexual orientation when operating this Policy and will ensure that in implementing the Policy the needs of employees are given careful consideration.

## **5.12 Monitoring the Impact of the Policy**

The LSP Staffing and Pay Committee and the Trustees will monitor the outcomes and impact of this policy on an annual basis. This will include trends in progression across specific

groups of teachers to assess its effect and assure themselves that appropriate arrangements for linking pay and performance development for teachers remain in place and continue to be applied consistently. It also confirms that pay decisions continue to be objectively justified and processes are operating fairly and the Trust's continued compliance with equalities legislation.

Consultation will take place with the staff and recognised trade unions on any substantive proposed changes to the Policy.

The Trustees will identify and consider the budgetary implications of pay decisions and consider these in the Trust spending plan.

## **APPENDIX 1: Appeals process in relation to pay determination**

The Trust has an appeals procedure in relation to pay in accordance with the provisions of paragraph 2.1(b) of the STPCD. A copy of this document can be viewed at <https://www.gov.uk/government/publications/school-teachers-pay-and-conditions>

Appeals against pay decisions should be made in writing and addressed to the Chair of the Staffing and Pay Committee of Trustees. Upon receipt a panel of Trustees will convene a meeting to consider the appeal within 10 days of the written appeal being received.

Employees have the right to be accompanied by a recognised trade union or colleague.

A written invitation and a minimum of 10 working days' notice will be given. The decision of the panel will be confirmed in writing.

**There is no further right of appeal.**

## APPENDIX 2: Pay appeals procedure

The Trust is committed to ensuring that appeals against pay decisions meet the requirements of the dispute resolution provisions of employment law. The process set out below is consistent with the dispute resolution provisions of employment law and may be adopted by the school as the means by which appeals against pay decisions are considered.

Employees may seek a review of any determination in relation to their pay or any other decision taken by the Headteacher and agreed by the Local Governing Body (or committee or individual acting with delegated authority) that affects their pay.

The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination:

That the person or committee by whom the decision was made:

- (a) incorrectly applied any provision of the pay policy.
- (b) failed to have proper regard for statutory guidance.
- (c) failed to take proper account of relevant evidence.
- (d) took account of irrelevant or inaccurate evidence.
- (e) was biased; or
- (f) otherwise unlawfully discriminated against the employee.

The order of proceedings is as follows:

The teacher receives written confirmation of the pay determination and, where applicable, the basis on which the decision was made.

If the teacher is not satisfied, they should seek to resolve this by discussing the matter informally with the decision maker within 10 working days of the decision.

Where this is not possible, or where the teacher continues to be dissatisfied, they may follow a formal appeal process.

The teacher should set down in writing the grounds for questioning the pay decision and send it to the person (or committee) who made the determination, within 10 working days of the notification of the decision being appealed against or the outcome of the discussion referred to above.

The committee or person who made the determination should provide a hearing, within 10 working days of receipt of the written appeal, to consider the appeal and give the teacher an opportunity to make representations in person. Following the hearing, the employee should be informed in writing of the decision and right to appeal.

Any appeal should be heard by a panel of three governors or Trustees (or a combination of both) who were not involved in the original determination, normally within 15 working days

of the receipt of the written appeal notification. The teacher will be given the opportunity to make representations in person. However, no new information will be considered, only information available to the Headteacher and school at the time of the salary determination decision. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.

For any formal meeting, the teacher is entitled to be accompanied by a colleague or union representative. Each step and action of the process must be taken without unreasonable delay. The timing and location of formal meetings must be reasonable. Formal meetings must allow both parties to explain their cases.

The procedure for the conduct of formal meetings shall be as follows:

### **Introductions**

Chair introduces everyone and what their role is:

#### **Self as chair**

- Other panel member/s (if applicable)
- Employee
- Employee representative
- Any witnesses for the employee side
- Management representative who will state the management case
- Any witnesses for the management side
- Person who will minute the meeting
- Trust's Director of HR to give advice to the panel

#### **Chair confirms the order or the hearing:**

- Employee will state their case
- Chair asks questions of the employee/employee representative
- Chair invites panel (if applicable) to ask questions
- Management will state their case
- Chair asks questions of the management
- Chair invites panel (if applicable) to ask questions
- Chair to sum up both sides
- Chair to adjourn hearing to deliberate

#### **The Employee Case**

- Employee/representative presents employee case:
- What is the evidence that supports their case?
- Introduces any witnesses
- Chair asks questions
- Chair opens the discussion to the panel (if applicable)

#### **The Management Case**

- Management representative presents management case:

- What is the evidence that supports the disputed pay decision?
- Introduces any witnesses
- Chair asks questions
- Chair opens the discussion to the panel (if applicable)

### **Summing Up**

If appropriate, the chair can sum up the key points on both sides.

### **End of Hearing**

- Chair ends the hearing and advises employee that they will let him/her have the panel's decision in writing within timescale.
- Chair advised employee that they will have a right of appeal and that the letter will contain full details.

### **Decision-making**

Trust's Director of HR notes main points of panel discussion and their decision.

Panel obtains HR advice if required to inform their decision-making.

### **Communication of Decision**

Employee is notified of decision.

Decision and reason for the decision confirmed in writing.

## **APPENDIX 3: The appraisal and pay determination cycle for Support Staff**

### **Term 1 - (September- December)**

Support staff and their line manager will review the previous year's performance and set new targets for the following year. Appraisal meetings are to be completed by October and written up and agreed by December. This is as outlined in the Support Staff Appraisal Policy and the appraisal cycle (see figure 1).

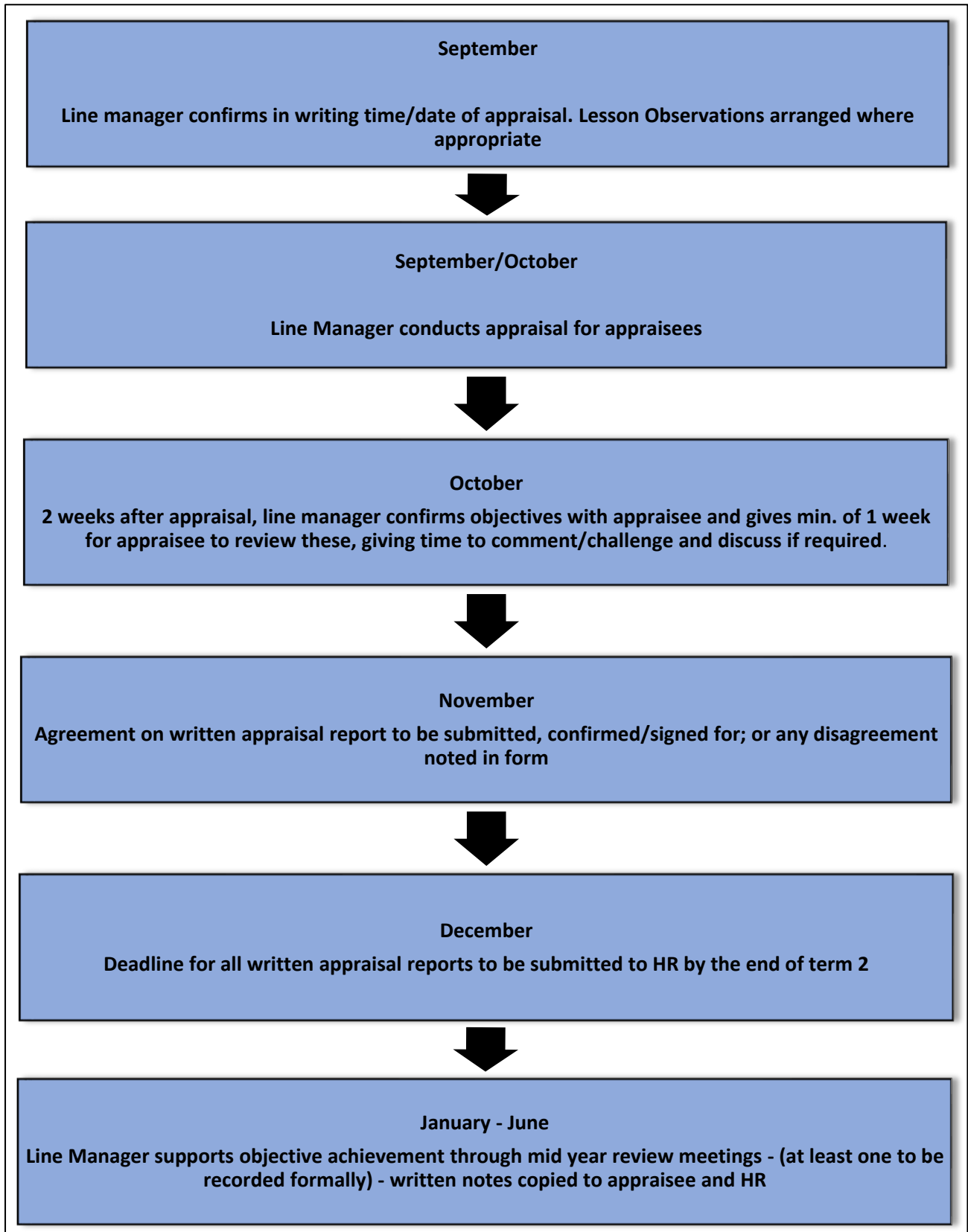
### **Term 3 - 5 (January - June)**

Line managers will conduct a mid-year review.

### **Term 4 (April)**

Pay awards are paid from 1<sup>st</sup> April each year. However, the NJC consultations are not usually confirmed until the Term 2 of the following academic year. Pay awards will take effect once the NJC has confirmed the award. The pay award will be backdated to 1<sup>st</sup> April when the pay award is effective from.

Figure 1 - Appraisal Cycle - Support Staff



## **APPENDIX 4: The performance development and pay determination cycle for Teachers**

### **Term 6 (June-July)**

Teachers and their line managers begin to discuss performance development objectives, what level of performance will be expected and how performance will be assessed.

Performance is monitored as set out in the Trust's Performance Development policy

### **Term 1 & 2 (September-December)**

Performance is monitored as set out in the Trust's Performance Development Policy.

Teachers who elect to do so submit their applications to progress from the main to the upper pay scale to the Headteacher **(by 30 September)**

All objectives for the academic year to be finalised. If agreement cannot be reached, they are set by the appraiser and written records submitted to the Headteacher **(by 7 October)**

Teachers receive a performance development report which includes (amongst other things) an assessment against their objectives and the relevant standards and a recommendation on pay. **(by 31 October)**

Headteacher ensures moderation of initial recommendations *(where the Headteacher has not undertaken the assessment themselves)*.

Headteacher puts individual pay progression recommendations to the LSP Staffing and Pay Committee of the Trustees for agreement (with regard to teachers' progression within their existing range) and account to the Committee for the effective operation of links between pay and performance.

Headteachers put individual pay progression recommendations to the LSP Staffing and Pay Committee of the Trustees with regard to movement between the main and upper pay ranges for agreement and account to the Committee for the effective operation of links between pay and performance.

Teachers are notified of the decision of the LSP Staffing and Pay Committee of the Trustees with regard to their progression within their existing range and given the opportunity to appeal against the decision. **(by 30 November)**

Teachers are notified of the decision of the LSP Staffing and Pay Committee of the Trustees with regard to their application to progress from the main to the upper pay range and given the opportunity to appeal against the decision. **(by 31 December)**

Pay Policy, Performance Development and Capability Policy reviewed as necessary in the light of experience.

Teachers, Support Staff and Trade Unions consulted on any substantive proposed changes to the Policies.

Where applicable, following consultation, Pay Policy, Performance Development and Capability Policy reviewed and updated (and teachers/unions informed of the changes that have been made).

The Trustees determine what provision should be made in the Trust's budget for discretionary pay awards and progression.

### **Term 3 & 4 (January-May)**

Performance is monitored as set out in the Trust's Performance Development Policy.

## APPENDIX 5: Cycle for pay determination (Teachers):

### Previous academic year

On-going analysis  
of teaching and learning  
(planning, delivery and outcomes)  
Mid-year Review of objectives

### September - October

Performance development Review meetings  
are held and objectives set for the current  
year. For teachers approaching threshold  
these will need to be sufficiently stretching  
to provide evidence to support a future UPS  
application.

UPS applications for the current cycle will be  
received by 30 September

### Late October

Headteachers make recommendation of pay  
progression for all teaching staff. For UPS  
applications a sample of applications  
closest to threshold criteria will be  
moderated by the school's Central Team line  
manager.

### November

Board of Trustees Staffing & Pay committee  
meet to ratify pay progression.

### December

Final decision notified in writing to teaching  
staff. Payroll notified and any pay  
progressions processed and paid effective  
from 1st September.

## APPENDIX 6: Teaching staff and leadership pay scale as at 1 September 2025

Leadership Group Pay Range 2025			
LSP Leadership Group Range 2024-25		LSP Leadership Group Range 2025-26	
L1	£49,781	L1	£51,773
L2	£51,027	L2	£53,069
L3	£52,301	L3	£54,394
L4	£53,602	L4	£55,747
L5	£54,939	L5	£57,137
L6	£56,316	L6	£58,569
L7	£57,831	L7	£60,145
L8	£59,167	L8	£61,534
L9	£60,644	L9	£63,070
L10	£62,202	L10	£64,691
L11	£63,815	L11	£66,368
L12	£65,286	L12	£67,898
L13	£66,919	L13	£69,596
L14	£68,586	L14	£71,330
L15	£70,293	L15	£73,105
L16	£72,162	L16	£75,049
L17	£73,819	L17	£76,772
L18	£75,675	L18	£78,702
L19	£77,552	L19	£80,655
L20	£79,475	L20	£82,654
L21	£81,441	L21	£84,699
L22	£83,464	L22	£86,803
L23	£85,529	L23	£88,951
L24	£87,651	L24	£91,158
L25	£89,830	L25	£93,424
L26	£92,052	L26	£95,735
L27	£94,332	L27	£98,106
L28	£96,673	L28	£100,540
L29	£99,067	L29	£103,030
L30	£101,533	L30	£105,595
L31	£104,040	L31	£108,202
L32	£106,626	L32	£110,892
L33	£109,275	L33	£113,646
L34	£111,976	L34	£116,456

L35	£114,759	L35	£119,350
L36	£117,601	L36	£122,306
L37	£120,524	L37	£125,345
L38	£123,506	L38	£128,447
L39	£126,517	L39	£131,578
L40	£129,673	L40	£134,860
L41	£132,913	L41	£138,230
L42	£136,243	L42	£141,693
L43	£138,265	L43	£143,796
L44	£141,720	L44	£147,389
L45	£145,263	L45	£151,074
L46	£148,894	L46	£154,850
L47	£152,616	L47	£158,721
L48	£156,432	L48	£162,689
L49	£160,344	L49	£166,758
L50	£164,350	L50	£170,924

<b>Classroom Teachers' England and Wales (excluding London and the Fringe)</b>		
<b>Spine point</b>	<b>1 Sept 2024 to 31 Aug 2025</b>	<b>1 Sept 2025 to 31 Aug 2026</b>
<b><u>Main Pay Range</u></b>		
M1	£31,650	£32,916
M2	£33,483	£34,823
M3	£35,674	£37,101
M4	£38,034	£39,556
M5	£40,439	£42,057
M6	£43,607	£45,352
<b><u>Upper Pay Range</u></b>		
U1	£45,646	£47,472
U2	£47,338	£49,232
U3	£49,084	£51,048
<b>Teaching and Learning Responsibilities (TLRs)</b>		
<b><u>TLR1</u></b>		
TLR1a	£10,174	
TLR1b	£12,370	
TLR1c	£15,528	
<b><u>TLR2</u></b>		
TLR2a	£3,527	
TLR2b	£5,872	
TLR2c	£8,611	
<b><u>TLR3</u></b>		
TLR3a	£702	
TLR3b	£1,321	
TLR3c	£1,982	

<b>Unqualified Teachers' Pay Range England and Wales (excluding London and the Fringe)</b>		
<b>Scale point</b>	<b>1 Sept 2024 to 31 Aug 2025</b>	<b>1 Sept 2025 to 31 Aug 2026</b>
1	£21,731	£22,601
2	£24,224	£25,193
3	£26,716	£27,785
4	£28,914	£30,071
5	£31,410	£32,667
6	£33,902	£35,259

**APPENDIX 7: Support staff pay scale as at 1 April 2026 (on LSP contracts)  
- Removal of SCP2. 2026 Pay Award Pending.**

Grade	1st April 2024			1st April 2025 Removal of SCP2 wef 1 April 2026		
	SCP	£ per annum	£ per hour*	SCP	£ per annum	£ per hour*
JG1C	1	-	-	1	-	-
	2	£23,656	£12.26	3	£24,796	£12.85
JG2	3	£24,027	£12.45	3	£24,796	£12.85
	4	£24,404	£12.65	4	£25,185	£13.05
JG3	5	£24,790	£12.85	5	£25,583	£13.26
	6	£25,183	£13.05	6	£25,989	£13.47
JG4	7	£25,584	£13.26	7	£26,403	£13.69
	8	£25,992	£13.47	8	£26,824	£13.90
	9	£26,409	£13.69	9	£27,254	£14.13
	10	£26,835	£13.91	10	£27,694	£14.35
	11	£27,269	£14.13	11	£28,142	£14.59
JG5	12	£27,711	£14.36	12	£28,598	£14.82
	13	£28,163	£14.60	13	£29,064	£15.06
	14	£28,624	£14.84	14	£29,540	£15.31
	15	£29,093	£15.08	15	£30,024	£15.56
	16	£29,572	£15.33	16	£30,518	£15.82
	17	£30,060	£15.58	17	£31,022	£16.08
	18	£30,559	£15.84	18	£31,537	£16.35
	19	£31,067	£16.10	19	£32,061	£16.62
JG6	19	£31,067	£16.10	19	£32,061	£16.62
	20	£31,586	£16.37	20	£32,597	£16.90
	21	£32,115	£16.65	21	£33,143	£17.18
	22	£32,654	£16.93	22	£33,699	£17.47
	23	£33,366	£17.29	23	£34,434	£17.85
JG7	24	£34,314	£17.79	24	£35,412	£18.35
	25	£35,235	£18.26	25	£36,363	£18.85
	26	£36,124	£18.72	26	£37,280	£19.32
	27	£37,035	£19.20	27	£38,220	£19.81
JM1	28	£37,938	£19.66	28	£39,152	£20.29
	29	£38,626	£20.02	29	£39,862	£20.66
	30	£39,513	£20.48	30	£40,777	£21.14
	31	£40,476	£20.98	31	£41,771	£21.65
JM2	32	£41,511	£21.52	32	£42,839	£22.20
	33	£42,708	£22.14	33	£44,075	£22.85
	34	£43,693	£22.65	34	£45,091	£23.37
	35	£44,711	£23.17	35	£46,142	£23.92
	36	£45,718	£23.70	36	£47,181	£24.46

JM3	37	£46,731	£24.22	37	£48,226	£25.00
	38	£47,754	£24.75	38	£49,282	£25.54
	39	£48,710	£25.25	39	£50,269	£26.06
	40	£49,764	£25.79	40	£51,356	£26.62
	41	£50,788	£26.32	41	£52,413	£27.17
JM4	42	£51,802	£26.85	42	£53,460	£27.71
	43	£52,805	£27.37	43	£54,495	£28.25
	44	£53,886	£27.93	44	£55,611	£28.82
	45	£54,970	£28.49	45	£56,729	£29.40
	46	£56,072	£29.06	46	£57,866	£29.99
JM5	46	£56,072	£29.06	46	£57,866	£29.99
	47	£57,182	£29.64	47	£59,012	£30.59
	48	£58,341	£30.24	48	£60,208	£31.21

\*hourly rate calculated by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week).

First aid allowance (only payable to fully qualified 2/3 day 1<sup>st</sup> aid trained staff: £232.25.

## Support staff pay scale as at 1 April 2025 (on DBAT contracts) - 2026 Pay Award pending.

Grade	SCP	£ per annum	£ per hour
JG1B (N/A)			
JG2B	4	£25,185	£13.05
JG3B	4	£25,185	£13.05
	5	£25,583	£13.26
	6	£25,989	£13.47
JG4B	7	£26,403	£13.69
	8	£26,824	£13.90
	9	£27,254	£14.13
	11	£28,142	£14.59
	12	£28,598	£14.82

JG5B (was BS 8)	14	£29,540	£15.31
	15	£30,024	£15.56
	17	£31,022	£16.08
JG6B	19	£32,061	£16.62
	20	£32,597	£16.90
	22	£33,699	£17.47
	23	£34,434	£17.85
JG7B (was BS10)	24	£35,412	£18.35
	25	£36,363	£18.85
	26	£37,280	£19.32
	27	£38,220	£19.81
	28	£39,152	£20.29
JM1B (was BS11)	28	£39,152	£20.29
	29	£39,862	£20.66
	30	£40,777	£21.14
	31	£41,771	£21.65
JM2B (was BS12)	32	£42,839	£22.20
	33	£44,075	£22.85
	34	£45,091	£23.37
	35	£46,142	£23.92
JM3B (was BS13)	37	£48,226	£25.00
	38	£49,282	£25.54
	39	£50,269	£26.06

JM4B (was BS14)	42	£53,460	£27.71
	43	£54,495	£28.25

**Support staff pay scale as at 1 April 2026 (on Bristol City Council contracts) - Removal of SCP2. 2026 Pay Award pending.**

Bristol City Council Grade	Horfield SCP	Assimilation to LSP SCP	£ per annum (24/25) Removal of SCP2 wef 1 April 2026	£ per hour*
BG1-BG3	1	3	£24,796	£12.85
BG4	2	3	£24,796	£12.85
	3	3	£24,796	£12.85
BG5	4	4	£25,185	£13.05
	5	5	£25,583	£13.26
BG6	6	6	£25,989	£13.47
	7	7	£26,403	£13.69
BG7	8	8	£26,824	£13.90
	9	9	£27,254	£14.13
	10	10	£27,694	£14.35
	11	11	£28,142	£14.59
BG8				
	12	13	£29,064	£15.06
	13	14	£29,540	£15.31
	14	15	£30,024	£15.56
	15	16	£30,518	£15.82
	16	17	£31,022	£16.08
BG9				
	17	19	£32,061	£16.62
	18	20	£32,597	£16.90
	19	21	£33,143	£17.18
	20	22	£33,699	£17.47
BG10	21	23	£34,434	£17.85
	22	24	£35,412	£18.35
	23	25	£36,363	£18.85
	24	26	£37,280	£19.32
	25	27	£38,220	£19.81
	26	28	£39,152	£20.29
BG11	27	29	£39,862	£20.66
	28	30	£40,777	£21.14
	29	31	£41,771	£21.65
BG12	30	32	£42,839	£22.20
	31	33	£44,075	£22.85
	32	34	£45,091	£23.37
	33	35	£46,142	£23.92
BG13	34	36	£47,181	£24.46
	35	37	£48,226	£25.00
	36	38	£49,282	£25.54
	37	39	£50,269	£26.06
BG14	38	40	£51,356	£26.62
	39	41	£52,413	£27.17
	40	42	£53,460	£27.71
	41	43	£54,495	£28.25

Related policies:

- 1) LSP Teacher & Headteacher Performance Development Policy
- 2) LSP Support Staff Appraisal Policy
- 3) LSP Capability Policy
- 4) STPCD (see appendix 1 for weblink)

All LSP policies are available in the Employee Self Service module of iTrent.

## APPENDIX 8: Payroll conventions

Calculation	Teachers	Support staff
1. unpaid leave /strike action	<p>A calculation for a teacher is based on 1/365<sup>th</sup>, unless it is a pay deduction for strike which is 1/365<sup>th</sup>, of a year for each day of the period of absence (as set out in the Burgundy book).</p> <p>For part time teachers:            Step 1: Pro-rate 365 days for the proportion of full time that the part-time member of staff is contracted to work. E.g. for a 0.6 full time equivalent member of staff, this would be 0.6 x 365 = 219 days.            Step 2: Apply the deduction rate to the worker's (already pro-rated) annual salary. E.g. £30,000 x 1/219 = £136.99 daily deduction.</p>	
2. term time only formula calculation	Not applicable	Hours per week x weeks per year / 52.143
3. casual /supply hours	Day rate is 1/195 <sup>th</sup> of full-time salary	Hourly pay rate is paid in line with pay scales in appendix 7.
4. casual /supply hours - accrual of annual leave		This section is under review following the recent case law and will be updated shortly.

		Holiday pay must be shown as a separate line on pay slips.
5. Annual leave entitlement	Not applicable	<p>For support staff, all year round:</p> <ul style="list-style-type: none"> <li>• Receive annual leave entitlement (according to service), 11 Statutory days (8 Bank Holidays and 3 Trust fixed days - normally around Christmas) per annum on a pro rata for part time staff.</li> <li>• No. of working days</li> </ul> <p>For support staff on Term-Time only contracts, work 190 days pro rata plus:</p> <ul style="list-style-type: none"> <li>• INSET days (between 1 and 5 depending on Trust contract) 0-5</li> <li>• Receive annual leave entitlement (according to service), on a pro rata basis 11 Statutory days (8 Bank Holidays and 3 Trust fixed days) per annum on a pro rata basis</li> <li>• No. of working days</li> </ul>
6. Redundancy - calculation of a week's pay	<p>The calculation used when calculating entitlement to redundancy pay when actual salary is the calculation rather than statutory redundancy pay figure.</p> <p>Teacher salary x 0.0192 ( 7/365ths of salary)</p> <p>Part time teacher:</p>	<p>Calculation of a week's pay must be calculated in accordance with section 221 -229 of the Employment Rights Act 1996.:</p> <p><b>Working 52 weeks per year and 37 hours per week</b> = full time annual salary divided by 52.143 weeks</p> <p><b>Working 52 weeks per year and less than 37 hours per week</b> = full time annual salary divided by 52.143 weeks, divided by 37 hours multiplied by weekly contracted hours. Or</p> <p>Actual annual salary divided by 52.143 weeks.</p>

	Teacher salary x 0.1962 (0.6fte) or relevant proportion = week's pay (7/365ths) of part time salary	<p><b>Working less than 52 weeks per year but 37 hours per week =</b>  <u>Actual annual salary divided by factor (number of weeks paid, including holiday pay).</u></p> <p><b>Working less than 52 weeks per year and less than 37 hours per week =</b>  <u>Actual annual salary divided by factor (number of weeks paid, including holiday pay).</u></p> <p>If hours vary from week to week, the amount of a week's pay is calculated in accordance with section 221 - 229 of the Employment Rights Act 1996.</p>
7. Redundancy calculation	<p>Please see the Organisational Change policy.          To calculate redundancy pay please use the Government's calculator:</p> <p><a href="https://www.gov.uk/calculate-your-redundancy-pay">https://www.gov.uk/calculate-your-redundancy-pay</a></p>	<p>Please see the Organisational Change policy.          To calculate redundancy pay please use the Government's calculator:</p> <p><a href="https://www.gov.uk/calculate-your-redundancy-pay">https://www.gov.uk/calculate-your-redundancy-pay</a></p>
8. Annual leave on termination	Not applicable	Daily rate = FTE salary x 7/365ths / 5 x number of days owed
9. Calculation of part-month salary upon leaving		Monthly salary / number of days in month x number of days worked
10. Reduction of pay based on sick pay entitlement		<p>Straight 50% of the normal monthly pay (pro rata for term time only etc)</p> <p>If the change to half-pay is part way through the month, then it is calculated on the number of days in that actual month.</p> <p>Sickness entitlement is the same for term time only and all year round staff.</p>

		<p><i>E.g., normal monthly gross salary = £1446.67</i> Employee going to half-pay on 24<sup>th</sup> March = £1446.67 /31 x 23 days = £1074.08 (pay for 23 days only) plus £723.83 / 31 x for 8 days</p>
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