



<b>MODEL PAY POLICY FOR SCHOOLS NOT RETAINING PERFORMANCE RELATED PAY PRODUCED BY HUMAN RESOURCE DIRECTORATE TRAFFORD COUNCIL</b>	
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## SECTION 1 INTRODUCTION

The governing body aims to maximise the achievement of every pupil at the school and recognises the value of a well-motivated and capable body of teaching and support staff in the achievement of this.

The governing body recognises and values the contribution teachers and support staff make to the school. This pay policy seeks to ensure that all colleagues are properly rewarded for their contribution towards this shared goal. This policy has been developed to comply with current Legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) 2025 and the national agreement on pay and conditions of service for local government, often referred to as the Green Book.

In adopting the pay policy, the aim is to:

- Maximise the quality of teaching and learning at the school, by ensuring that implementation of the policy takes full account of the school's plans for improvement and development.
- Have proper regard to supporting an appropriate work life balance for all colleagues including line managers, school leader and the board of governors.
- Recruit, retain, motivate, and develop colleagues.
- Be able to demonstrate that the policy and decisions on pay are managed in a fair, just, and equitable way, recognising the principle of equal pay for like work and work of equal value.
- Determine the annual pay budget compatible with the school's overall budget position ensuring value for money.
- Be consistent with the school's appraisal and capability procedures.
- Ensure that the impact of the exercise of pay discretions does not contravene the Equality Act 2010.

The governing body is responsible for establishing the school's pay policy, monitoring its implementation and outcomes and reviewing the policy every year. The governing body has established a pay committee with delegated authority to develop, implement and administer the pay policy and make pay decisions based on the recommendations of the Head Teacher in accordance with the pay policy.

The Pay Committee will report their actions to the governing body. The membership and terms of reference of the pay committee are attached (Appendix 1).

Where necessary the governing body will consult the DfE non-statutory guidance, 'Managing Teachers and Leaders Pay' (Advice for maintained schools, MATs, academies, and local authorities), July 2024.

*The Pay Committee could be made up of three members of the governing body, perhaps from existing Finance and Personnel Committees, excluding the Head Teacher and any other members paid to work in the school. It is not recommended that an individual governor be assigned to this role as this may leave decisions open to challenge.*

*The Pay Committee should consult with colleagues in the drafting of the Pay Policy and at its reviews. Each colleague should be able to access a copy of the Pay Policy; this may be done electronically.*

The governing body will ensure that appropriate funding is allocated for pay and pay progression in accordance with the school's staffing structure and pay policy.

The staffing structure of the school is attached at Appendix 2. All posts within the structure have detailed job descriptions/role profiles and person specifications which are subject to annual review, and which are written with due regard to enabling colleagues to maintain a reasonable work/life balance.

## SECTION 2 TEACHERS PAY

Reference to teacher includes all those employed by the school under teachers' terms and conditions, including unqualified teachers.

There are six main pay ranges for teachers detailed in this policy as follows:

- i. Unqualified Teachers Pay Range
- ii. Main Teachers Pay Range
- iii. Upper Teachers Pay Range
- iv. Leading Practitioners (whose primary purpose is to model and lead teaching improvement)
- v. Leadership Pay Range
- vi. Head Teacher Pay Range

*Governing bodies are only required to adopt the minimum and maximum of each pay range as set out in the STPCD. Trafford Council recommend that governing bodies adopt the advisory pay point structure for the main pay, upper pay, and unqualified teacher pay ranges as set out the STPCD.*

### **September 2025 pay award**

In line with the recommendations in the STRB's 35<sup>th</sup> Report, from 01 September 2025 a 4% increase will be applied to all pay, allowance ranges and advisory points. All pay uplifts will be back dated to 01 September 2025.

### **Conditions of service**

Teachers' pay and conditions are negotiated nationally, and the statutory requirements are set out in the School Teachers' Pay and Conditions Document (issued annually) and the Conditions of Service for School Teachers in England and Wales (often referred to as the Burgundy Book).

### **Pay spine**

All teachers employed at the school are paid in accordance with the statutory provisions of the School Teachers' Pay and Conditions Document, as updated. A copy of the current STPCD may be viewed in the school office or [online](#).

### **Pay reviews and pay progression**

The governing body will carry out an annual pay review in respect of every teacher who has completed a year of employment since the previous annual pay determination. The pay review process will usually be completed no later than 31 October. Pay reviews may take place at other times of the year to reflect any changes in circumstances or role profiles that lead to a change in the basis for calculating a teacher's pay. Any changes to pay as a result of the annual pay review will be effective from 01 September. Any changes to pay as a result of a change in circumstances or role

profile will be effective from the date of the change. Within one month of the determination, the governing body will provide the teacher with an individual written statement setting out their salary and any allowances to which they are entitled and advising where a copy of the whole school pay policy (including the staffing structure) may be inspected.

Except for early career teachers (ECTs) for whom separate arrangements apply, prior to the pay review every teacher must have an annual appraisal in accordance with the school's Teacher Appraisal Procedure.

Teacher's pay ranges are incremental. Subject to there being no concerns regarding performance being managed under the Capability Procedure, teachers will receive an annual increment within the applicable pay range which will be back dated to 01 September until the maximum point within that pay range has been reached. Where a teacher is subject to the Capability Procedure pay progression should not be expected and the school may choose to withhold pay progression.

Where a pay determination leads or may lead to 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 the determination.

### **Leadership pay group**

In line with its statutory duty, the governing body will assign the school to a Head Teachers group in accordance with the STPCD to determine the appropriate pay range for Head Teachers, Deputy Head Teachers and Assistant Head Teachers. The governing body will review this whenever it sees fit for example:

- When planning a new appointment,
- When the pay range for a Deputy or Assistant Head Teacher is set which overlaps with the Head Teacher's pay range,
- When there is a change in the school, such as an increase in pupil numbers or the introduction of additional services, which leads to a change in responsibilities for the Head Teacher.

*It is recommended that the governing body consider assigning a seven-point range for Head Teachers, and a five-point range for Deputy or Assistant Head Teachers, within the assigned group size.*

### **Pay range for Head Teachers**

When determining an appropriate pay range, the governing body will take into account all the permanent responsibilities of the role, any challenges specific to the role, and all other relevant considerations. The governing body will ensure that the process of determining the remuneration of the Head Teacher is fair and transparent. There will be a proper record made of the reasoning behind the determination of the Head Teacher's pay range and the ratification of decisions made in this respect.

The governing body will ensure that the maximum of the Head Teacher's pay range and any additional payments made under paragraph 10 of the STPCD does not exceed the maximum of the Head Teacher group by more than 25%, unless in exceptional circumstances; in such circumstances, the governing body is required to seek external independent advice before providing such agreement and support its decision by a business case.

The Head Teacher's pay range is detailed at Appendix 6.

Schools must determine, in accordance with their own pay policy, how to take account of the uplift to the national framework in making individual pay progression decisions.

*On appointment it is recommended that a Head Teacher is paid a salary equal to the amount specified for one of the bottom four points of the pay range. Decisions regarding pay progression should be made in accordance with the School's Pay Policy.*

### **Determination of temporary payments to Head Teachers**

Where a Head Teacher takes on additional responsibilities/duties to the post for which their salary has been determined, and these additional responsibilities/duties are of a temporary nature, the governing body may determine an additional temporary payment. Any additional temporary payments to salary arising from the Head Teacher's salary point on the pay range will be made in accordance with paragraph 10 of the STPCD. The total sum of temporary payments made to a Head Teacher (except for residential or relocation payments) must not exceed 25% of the annual salary which is otherwise payable to the Head Teacher. In addition, unless wholly exceptional circumstances prevail the total sum of salary and other payments made to a Head Teacher will not exceed 25% above the maximum of the Head Teacher group.

Where a governing body is considering additional payments in excess of this limit, they must seek external independent advice before providing such agreement and provide a supporting business case. Full and accurate records of advice received, and decisions made will be maintained.

Head Teachers are not eligible for teaching and learning responsibility or SEN payments.

### **Pay range for Deputy and Assistant Head Teachers**

The governing body determines the leadership structure which is detailed on the staffing structure at Appendix 2. Where there is more than one Deputy Head Teacher or more than one Assistant Head Teacher, the governing body has discretion to determine different pay ranges for each post.

The professional duties of Deputy and Assistant Head Teachers are set out in paragraph 48 of the STPCD.

The governing body will determine a pay range for the Deputy and Assistant Head Teachers in accordance with paragraphs 9 and 11 of the STPCD with due regard to pay rates for other teaching posts and the Head Teacher in the following circumstances:

- When it proposes to make new appointments, or
- Where there is a significant change in the responsibilities of a serving Deputy or Assistant Head Teacher.

*A five-point pay range is recommended.*

The maximum of the Deputy or Assistant Head Teacher's pay range must not exceed the maximum of the Head Teacher group for the school and should only overlap the Head Teacher's pay range in

exceptional circumstances. The pay range for leadership group staff can be found at Appendix 6.

*On appointment it is recommended that a Deputy or Assistant Head Teacher is paid a salary equal to the amount specified for one of the bottom three points of the Deputy or Assistant Head Teacher pay range. Decisions regarding pay progression will be made in accordance with the Pay Policy.*

Deputy and Assistant Head Teachers are not eligible for teaching and learning responsibility or SEN payments.

## **Pay ranges for other classroom teachers**

### **Classroom teachers pay on appointment**

Pay on appointment will be considered and negotiated taking into consideration the experience and skills of the teacher and the position that they are filling.

Governing bodies are no longer required to match a teacher's existing salary on either the main, upper or the unqualified pay scales. Governors need to determine the policy of pay on appointment for their school. Options include (but are not limited to);

- matching the pay point of a teacher
- determining the pay range for a vacancy prior to advertising it and deciding the starting salary within that range to be offered to the successful candidate taking into account a range of factors, including:
  - the nature of the post
  - the level of qualifications, skills and experience required
  - market conditions
  - the wider school context
- always appointing to the bottom of the relevant pay range
- recognising service in other maintained schools and awarding an increment for each year
- recognising service in other Trafford schools and awarding a point for each year
- recognising other teaching or non-teaching experience
- delegating the decision on a case by case basis to the appointing panel.

For unqualified teachers

- one point for holding a recognised overseas training qualification.
- one point for a recognised post-16 teaching qualification.
- one point for one or more recognised qualifications relevant to their subject area.
- one point for each period of [number] years of service as an overseas trained teacher.
- one point for each period of [number] years of service teaching in further education, including 6<sup>th</sup> form colleges.
- one point for each period of [number] years of service teaching in higher education.
- one point for each period of [number] years spent working outside of teaching but in a relevant area. This may include industrial or commercial training, work in a relevant occupation, and experience with children/young people.

### **Main pay range**

The professional responsibilities of classroom teachers are set out in paragraph 50 of the STPCD. Qualified teachers who are not entitled to be paid on any other pay range will be paid in accordance with the school's main pay range which can be found at Appendix 6.

### **Upper pay range**

Qualified teachers who apply and have been assessed by the school as meeting the standards for payment on the Upper Pay Range will be paid in accordance with the school's upper pay range as detailed in Appendix 6.

Once progression to the upper pay range has been awarded this becomes a permanent arrangement and the teacher cannot revert to a main grade teacher in the school.

### **Progression to the upper pay range**

Teachers are responsible for deciding whether they wish to apply to be paid on the upper pay range. Qualified teachers may apply to be considered for progression to the upper pay range once per year. Applications should be submitted to the headteacher between 01 September and 31 October in any year and, if successful, will take effect from 1 September in the year of application.

Determinations as to whether a teacher progresses to the upper pay range will be made in accordance with paragraph 15 of the STPCD. In this regard an application will be successful where the school is satisfied that:

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

For the purpose of this pay policy:

**Highly competent means** practice which is not only good but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice.

**Substantial means** of real importance, validity or value to the school; play a critical role in the life of the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.

**Sustained means** maintained continuously over a long period e.g. X number of school year(s).

Teachers must include their previous appraisal report and other evidence they feel is appropriate to support their application.

Where a teacher has been assessed as meeting the standards, they will be appointed to UPS1

Teachers will be advised of the outcome of their assessment by 30<sup>th</sup> November. Where an application has been unsuccessful supportive feedback will be given verbally as soon as possible and will be followed up in writing. The teacher will be advised of their right to appeal the decision. The appeals process is outlined at appendix 5.

### **Pay range for unqualified teachers**

*An unqualified teacher is either a trainee working towards qualified teacher status, an overseas trained teacher who has not exceeded the four years they are allowed without obtaining qualified teacher status, or an instructor with a particular skill.*

The school's pay range for an unqualified teacher is in line with the recommendations in the STPCD - as detailed in Appendix 6.

Any pay points awarded to unqualified teachers are permanent, while the teacher remains in the same post or takes up a new one at this school.

Unqualified teachers are not eligible for teaching and learning or special educational needs allowances. The governing body will not under any circumstances determine a salary for an unqualified teacher outside of the unqualified teacher pay spine.

### **Allowances for classroom teachers**

Kings Road does not have any TLR allowances

### **Special Educational Needs (SEN) Allowance**

The governing body will award a SEN allowance to any classroom teacher who meets the criteria as set out in the STPCD as follows:

- a) In any SEN post that requires a mandatory SEN qualification (not including the mandatory SENCO qualification leading to the achievement of the National Award for Special Educational Needs Co-Ordination),
- b) In a special school,
- c) Who teaches pupils in one or more designated special classes or units in a school or, in the case of an unattached teacher, in a local authority unit or service,
- d) In any non-designated setting (including any pupil referral unit) that is comparable to a designate special class or unit, where the post.
- e)
  - i. Involves a substantial element of working directly with children with special educational needs,
  - ii. Requires the exercise of a teacher's professional skills and judgment in the teaching of children with special educational needs, and
  - iii. Has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the schools or unit within the school or, in the case of an unattached teacher, the unit or service.

In accordance with the STPCD the governing body will determine the SEN allowance as a spot value, taking into account the structure of the school's SEN provision and:

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

SEN allowances will be paid to the holders of the posts indicated in the staffing structure at Appendix 2. The minimum and maximum value of the SEN allowance is detailed in Appendix 6.

### **Additional allowances**

#### **Acting allowance**

Where a teacher is assigned and carries out duties of a headteacher, deputy headteacher, or assistant headteacher, but has not been appointed as an acting headteacher, deputy headteacher or assistant headteacher, the governing body will, within the period of four weeks beginning on the day on which such duties are first assigned and carried out, determine whether or not an 'acting allowance' must be paid in accordance with the following provisions.

Where the governing body determines that an acting allowance will not be paid but the relevant duties continue, then the governing body may review this decision and make a further determination at a future date as to whether or not an acting allowance may be paid.

If paid, the acting allowance will be of such value as to ensure that the teacher receives remuneration of equivalent value to no less than the minimum of the pay range of the post being covered, (as set out in this policy) for as long as the acting allowance is paid.

For as long as an acting allowance is being paid, the teacher will be expected to undertake the professional responsibilities applicable to a headteacher, deputy headteacher or assistant headteacher and work to the relevant teachers' standards.

#### **Performance payments to seconded teachers**

Where:

- a) a teacher is temporarily seconded to a post as headteacher in a school causing concern which is not the teacher's normal place of work; and
- b) the relevant governing body of that school considers that the teacher merits additional payment to reflect sustained high quality of performance throughout the secondment,

the governing body may pay the teacher a lump sum accordingly. In accordance with the STPCD, the total value of the additional payment and any annual salary and other payments paid to the teacher during the secondment must not exceed 25% above the maximum of the headteacher group for the school to which the teacher is seconded.

#### **Continuing professional development (CPD) undertaken outside of the school day**

A payment may be made to a teacher (including the headteacher) for voluntary CPD which the teacher has undertaken outside of the school day. The governing body has the discretion to decide which activities would be eligible for such a payment and the minimum number of hours that must be undertaken before a payment is considered. Each example will be discussed on a case by case situation.

#### **Activities relating to the provision of initial teacher training as part of the ordinary conduct of the school**

A payment may be made for activities which are undertaken on a voluntary basis relating to the provision of initial teacher training (ITT). Such payments may only be made for ITT which is provided as part of the ordinary conduct of the school. The governing body has determined that teachers undertaking these activities will be entitled to a payment that will be considered on a case by case situation.

Additional payments will not be made for any ITT activities undertaken outside of the ordinary running of the school, which would instead be considered as separate non-teaching employment.

### **Participation in out of school hours learning activity agreed between the teacher and the governing body**

Teachers, who agree to provide learning activities outside of normal school hours, and whose salary range does not take account such activity, may be entitled to a payment, which, will be negotiated on a case-by-case situation.

### **Additional temporary responsibilities and activities due to or in respect of the provision of services by the Head Teacher relating to the raising of educational standards to one or more additional schools**

Headteachers and other staff may occasionally provide temporary services to other schools, for example as a consultant leader, school improvement partner, local leader of education or national leader of education. When such arrangements have been entered into, the governing body will determine how much, if any additional payment will be made and for how long. Payments are not automatic.

The governing body will also, in such circumstances, consider whether to review the remuneration of other staff whose duties and responsibilities may be impacted on by the headteacher's additional role.

As such additional responsibilities are temporary, so are any related additional payments. Safeguarding arrangements will not apply when such payments cease.

The value of the payment to the member of teaching staff will be determined by the governing body when it is the headteacher or the deputy headteacher. For other teachers the headteacher will determine the payment in accordance with the schools Internal Financial Procedures. In most cases 50% of the payment will be made to the teacher once costs to the school have been removed.

*Paragraph 26.1d of the STPCD cannot be applied where the headteacher has been appointed as the headteacher or acting headteacher of more than one school. Remuneration in this case is determined when considering the group size and pay range for the headteacher and not as an additional payment.*

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

Payments will not be made under the 'recruitment and retention' criteria for additional work undertaken, for specific responsibilities or to supplement pay for other reasons. Nor will any recruitment and retention payment be made to headteachers, deputy headteachers and assistant headteachers as the governing body will have already taken into account all appropriate circumstances in determining the appropriate pay range for the role. This is other than as reimbursement of reasonably incurred housing or relocation costs.

In the case of retention, a recommendation to offer incentives or benefits would be made by the headteacher for teachers, to the personnel committee.

In the case of recruitment difficulties, a recommendation to offer incentives or benefits would be made by the chair of the selection panel to the personnel committee unless authority in respect of this function has been delegated to the selection panel itself.

In either case, before a recruitment and retention incentive or benefit is agreed, a business case with supporting evidence should be constructed by the headteacher for teaching staff, or the selection panel, for consideration by the personnel committee. Recommendations and authorisations must be recorded.

The governing body has determined that a **recruitment** incentive may be offered under circumstances which will be discussed on a case by case situation. This is also true of the amount to be awarded but will comply with the conditions set out in the STPCD. The governing body will review the level of any such awards annually and will notify candidates of the expected duration of such awards at the outset of the appointment.

The governing body has determined that a **retention** award may be offered under circumstances which will be discussed on a case by case situation. This is also true of the amount to be awarded but will comply with the conditions set out in the STPCD. The governing body will review the level of any such awards annually and will notify candidates of the expected duration of such awards at the outset of the appointment. The governing body will review the level of any such awards annually and will indicate the expected duration of such awards when made.

*Governing bodies are free to determine the value of any reward. In their determinations, the governing body should consider whether recruitment and retention incentives and benefits should be offered to new or existing teachers, and if so their nature, value, duration and the circumstances under which they may be paid. The governing body must make budget provision for such payments.*

*A recruitment and retention incentive or benefit may include: a cash sum, a percentage uplift in salary, relocation allowances, travel allowances, or defined benefits such as healthcare or childcare provision.*

*When a recruitment and retention incentive or benefit is agreed, written notification should be given to the teacher advising whether the reward is for recruitment or retention, the nature of the award, how it will be paid, and if it is not a one-off award, the start date and duration of payment and the basis for any agreed uplifts during the period. Only in **exceptional circumstances** should an existing recruitment and retention incentive or benefit be renewed.*

### **Salary sacrifice**

The governing body supports the following salary sacrifice arrangements. Arrangements will be made to enable staff to participate in these schemes should they wish to do so.

### **Bonuses/Honoraria**

The governing body notes that there is no provision within the STPCD 2024 for the payment of bonuses or honoraria in any circumstances and that any such award made to a teacher for their teaching work would be unlawful. The governing body will not therefore pay any bonus or honoraria to any member of the teaching staff for carrying out their professional duties as a teacher.

### **Part-time teachers**

Teachers employed on an on-going basis at the school who work less than a full working week are deemed to be part time. The governing body will ensure that part time teachers are given a written statement detailing their working time obligations (within and beyond the school day) and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay

arrangements.

The timetabled teaching week refers to school session hours that are timetabled for teaching, including PPA time and other non-contact time but excluding break times, registration, and assembly.

The school's timetabled teaching week (STTW) of a full-time classroom teacher will be used as the basis for calculating the pro-rata percentage of the school's timetabled teaching week for which a part-time teacher is employed. Except for TLRs, this percentage will be used to determine the pro-rata remuneration of a full-time equivalent teacher's remuneration to which a part-time teacher is entitled.

Rather than using the pro-rata percentage when calculating the value of a TLR 1 and TLR 2 payment, from 01 September 2025 to 31<sup>st</sup> August 2026 the school may choose to determine the value of any existing or new TLR 1 and TLR 2 payments based on the proportion of the TLR responsibility the teacher is undertaking i.e. the proportion of the full-time equivalent duties.

From 01 September 2026 the value of all TLR1 and TLR2 payments will be based on the proportion of the TLR responsibility the teacher is undertaking. When agreeing the proportion of the TLR1 and TLR2 responsibilities a teacher has, and the appropriate level of allowance payment, the school will act fairly and appropriately ensuring duties agreed are capable of being undertaken within the teacher's normal working hours.

The pro-rata principal does not apply in respect of TLR 3 payments.

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

Teachers employed on a day to day or other short notice basis will be paid on a case by case situation.

Governing bodies are no longer required to match a teacher's existing salary on either the main, upper or the unqualified pay ranges. Governors need to determine the policy of pay to short notice/supply teachers. Options include (but are not limited to):

- matching the pay point of a teacher
- determining the level of experience needed within the school staff structure and recruiting a supply teacher with that level of experience
- always appointing to a particular point on the Main Pay Range.

Teachers employed on a day to day or other short notice basis must be paid in accordance with the STPCD on a daily rate calculated by dividing the annual amount by 195, periods of employment for less than a day being calculated pro rata.

The factor used for the hourly calculation could be either 6.48 (1265/195) or the total length of the school's pupil day.

A short notice teacher who is employed by the school or another school in the authority throughout a period of 12 months (beginning August or September) will not be paid more in respect of that period than s/he would have if s/he had been in regular employment throughout the period.

### **Teachers supplied via an agency**

When using teachers employed through an external agency, the governing body will give consideration to the daily rate the agency is paying to teachers and make efforts to use agencies which pay a daily rate in line with the current Teachers Pay and Conditions Document.

## SECTION 3 SUPPORT STAFF PAY

### **Support Staff Pay**

The governing body recognises and values the contribution made to the school by non-teaching staff, known collectively as support staff.

### **Conditions of Service**

The pay and conditions for support staff are determined through the National Joint Council (NJC) for Local Government Services as adopted by Trafford Council and the School. This group of staff includes all staff at the school that are not subject to teachers' pay and conditions. The standard full time working pattern for an employee is 36.25 hours for 52 weeks a year

### **2025 pay award**

From 01 April 2025 a 3.2% increase will be applied to all NJC pay points from points 2 to 43 inclusive and all pay points above the maximum of the pay spine but graded below deputy chief officer. Trafford Council's NJC pay scales can be found at appendix 7.

### **Pay Scales**

The governing body has adopted the Trafford Council pay scale for support staff. A copy can be found at Appendix 7.

### **Real Living Wage**

We are a Real Living Wage accredited employer. This means that each April, as the rate changes, an appropriate supplement will be applied (where required) to ensure all support staff are paid at least this amount.

### **Job Descriptions and Job Evaluation**

The governing body has determined the range and grade of each post in accordance with the agreed job evaluation scheme, taking into account the duties and responsibilities of each post.

*Details of the PARIS job evaluation scheme and processes are available from Trafford's HR service.*

### **Salary on Appointment**

It is expected that on appointment an employee will normally be placed at the first point of the relevant grade. Where an employee was previously employed in a relevant role under the conditions of service of the National Joint Council for Local Government Services immediately prior to appointment at the school, their previous salary may be considered when deciding on their starting pay, as far as this may be accommodated within the overall grade of the post. Consideration may also be given to appointment above the first point of the scale in recognition of experience and/or qualifications and where there is a justifiable business case for doing so.

### **Incremental Progression**

In accordance with the incremental progression process adopted by the governing body, support staff will move up one spinal column point each year until they reach the top of the evaluated grade for the post. [PARIS schools] Employees who commence their role between 01 July and 31 December will receive an increment 6 months after their start date in the post. Thereafter, and those starting between 01 January and 30 June increments will be applied on 01 January

### **Salary on Promotion or Re-grading**

Where an employee is promoted to a higher graded role, or their grade changes subject to service redesign, they will normally start on the bottom spinal column point of the grade. The level of the starting salary is at the discretion of the Head Teacher/governing body.

### **Additional allowances**

#### **Acting-up allowance**

Where a member of staff covers the full duties of a higher graded role on a temporary basis, for example to cover a vacancy or in the absence of the substantive post holder (other than to cover for annual leave), for a period of at least 4 weeks, they may be paid an acting-up allowance equivalent to the grade of the post they are covering. Acting-up arrangements are time limited and will be subject to regular review.

Where an employee is undertaking partial duties of a higher graded role, a special recognition payment may instead be considered

Any such arrangements should have an end date, should normally be for no longer than 2 academic terms and should be regularly reviewed.

### **Additional hours**

In some circumstances additional hours may be offered to staff to cover specific duties. In all cases additional hours must be agreed in advance before any work is undertaken. Any additional hours worked up to the full-time equivalent will be paid at plain time. Any additional hours worked over the full-time equivalent will be paid at an enhanced rate in accordance with NJC terms and conditions. Monday to Saturday the rate is time and a half and for Sundays and Bank Holidays it is double time.

## Appendix 1

### Pay Committee of the Governing Body Terms of Reference

# Kings Road Primary School Personnel and Pay Review Committee Remit 2025/26



The Personnel Committee: terms of reference for the Personnel and Pay Review Committee to be approved by the full Governing Body. It is a statutory requirement that all delegation is reviewed annually.

- 1) **Membership**  
The Governing Body has to decide the membership of the committee on an annual basis. A resolution approving the membership of the committee will appear in the minutes of the main Governing Body. Where the Head is a governor they will be an automatic member. Alternatively if the Headteacher is not a governor they have a right to attend all meetings of the Personnel Committee.  
  
The committee will elect from their number a chairperson at the first meeting of each academic year.
- 2) **Name of Clerk: School Administration Officer**  
The governing body must appoint a clerk to each committee who must not be the Headteacher of the school. The Governing Body can appoint a governor to clerk this committee. It is up to the governing body if they are a member of the committee or not. The Governing Body can also appoint a trained paid clerk or volunteer.
- 3) **Quorum:**  
The quorum shall be three members of the committee of which the Headteacher shall be one.
- 4) **Meetings:**  
Meetings will be held regularly as required. One week's notice of the agenda must be given by the clerk of the committee when convening a meeting. The clerk will be responsible for calling the meetings and producing minutes. Committee minutes will be sent to the Governing Body for noting.
- 5) **Functions of the Personnel Committee:**

The aims of the Personnel Committee will be to ensure that all staff employed in the school are valued, treated equitably and are encouraged to achieve their full potential to the mutual benefit of the individual and the school.

Decisions taken by the committee must;

- ◆ be consistent with and seek to achieve the priorities identified within the School Improvement Plan;
- ◆ accord with the Governing Body's Equal Opportunities Policy, Race Equality Policy, Disability Equality Scheme and Equal Opportunities Legislation;
- ◆ have regard to any budgetary constraints.

#### General Remit

- To achieve the aims of this Pay Policy in a fair and equal manner.
- To apply the criteria set by this Pay Policy in determining the pay of each member of staff at the annual review after listening to evidence of performance from the Headteacher.
- To observe all statutory and contractual obligations.
- To minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the full Governing Body
- In conjunction with the Finance and Building Committee to recommend to the Governing Body the annual budget needed for pay, bearing in mind the need to ensure the availability of money to support any exercise of pay discretion.
- To keep abreast of any relevant developments and to advise the Governing Body when the school's Pay Policy needs to be revised (as recommended by the Headteacher)
- To work with the Headteacher in ensuring that the Governing Body complies with the latest Appraisal Regulations for teachers.

Date Approved: 20<sup>th</sup> October 25

Signed by Chair of Personnel Committee\_\_\_\_\_

Appendix – What has been removed. – I have removed the sections about governors appointing staff as I believe that (excluding leadership positions) this is the role of a HT.

The Governing Body may delegate the responsibility for the recruitment of staff not on the Leadership Pay Spine to the headteacher. The level of governor involvement in the recruitment of staff will be decided by the Governing Body depending upon the appointment being made.

- i. The committee will have delegated powers for the recruitment and selection of staff as agreed by the Governing Body, other than the appointment of the Headteacher, Deputy Headteacher and teachers on the leadership pay spine, and are required to follow the procedures in the attached Appendix. The recruitment and selection of the Headteacher or a Deputy Headteacher must be carried out by a selection panel chosen by the full governing body and the full governing body must approve the candidate recommended for appointment by that selection panel.
- ii. The personnel committee will be responsible for implementing and reviewing the Governing Body's Discipline and Grievance Procedures. No fewer than three members of the personnel committee shall also act as the first committee in carrying out the Governing Body's disciplinary and grievance procedure. Any subsequent appeal within either of those procedures should be heard by an appeals committee whose membership will be different from that of the first committee i.e. no member of the first committee may serve on the second committee.
- iii. The personnel committee should also consider any requests for leave of absence, which are in excess of three days, which the Headteacher is authorised to approve.
- iv. The personnel committee will be responsible for approving the salary policy and submitting it to the Governing Body for approval. They will subsequently approve the annual review of the salaries for all staff within the parameters agreed in the Performance Management and Salary Policy.
- v. Should it be necessary for the Governing Body to consider the reduction of the staffing establishment at the school, by whatever means, the personnel committee will carry out any initial investigation with the Head and submit their recommendations for the governing body to consider. The personnel committee will subsequently have delegated powers to carry out the necessary consultations with the LA and the

recognised Trade Unions on behalf of the governing body, and to serve as the first committee where any procedures might lead to the dismissal of a member of staff.

- vi. Any decisions made or action taken by the Personnel Committee shall be minuted and reported to the next meeting of the governing body.

## Appendix 1

### Recruitment and Selection Procedures

1. When a vacancy occurs the Headteacher will carry out the vacancy review, draw up a job description and inform the Chair of Governors of all vacancies. A copy of the job description should also be sent to the Corporate Director of Children and Young People's Service if required by the Local Authority.
2. The headteacher will also draft a person specification for all vacancies which will identify the selection criteria. i.e. the knowledge, skills, qualifications and experience required by potential candidates. It is critically important for all vacancies that these selection criteria are applied consistently throughout all stages of the recruitment and selection process by everyone involved.
3. All vacancies for full-time permanent posts should be advertised and should be circulated on a local or national basis as necessary to attract an appropriate field of candidates consistent with the seniority or scale of remuneration for the post.
4.
  - i. Advertisements for vacancies for temporary or part-time posts may be limited to the Local Authority's internal jobs bulletin. The appointment of temporary and part-time staff may be delegated to the Headteacher who will carry out the interviews with at least one of the following:
    - ◆ another member of staff e.g. Deputy Head or Head of Department or Bursar;
    - ◆ a member of the personnel committee;
    - ◆ or an adviser from the LA.
  - ii. Internal promotions shall be advertised internally and made known to all staff. The Headteacher will interview all candidates and subsequently report his decision to the personnel committee.

The governing body values and acknowledges the important contribution which all staff make to the continuing success of the school and for this reason whenever possible a member of the personnel committee will take part in the selection process.

5. For permanent full-time posts the personnel committee and the Headteacher will draw up a short-list of those candidates who meet the agreed selection criteria. The Head will invite those candidates to attend interview.
6. The Headteacher and the personnel committee will agree the format for the selection process which may include structured visits to the school, group discussions, panel or committee interviews. Candidates should be given every opportunity to provide information

about themselves which is relevant to the selection criteria and the format will be determined by the ways in which this can be best achieved. Questions at the interview must be based on the selection criteria and allow each candidate the opportunity to offer all relevant information to the interview panel.

7. The committee will appoint the most suitable candidate or, if none of the candidates can fulfil the requirements of the person specification, repeat any or all of the processes listed above.
8. The committee will minute the appointment/their action and the minutes will be submitted, for information, to the next meeting of the Governing Body.

The Appeals Committee of the Governing Body is responsible for:

Taking decisions on appeals against the decisions of the Pay Committee, in accordance with the terms of the appeals procedure in the policy.



**Appendix 2**

Kings Road Staffing Structure		Autumn 2025		
Teachers				
Leadership	Darren Morgan – Headteacher Leah Grimsley – Deputy Headteacher			
	Teachers	TAs	1-1 Tas	EAL TAs
Nursery	Emma Anderson Kate Connery	Tanzeem Khan Asma Ali	See above (SEN section)	
Reception	Vikki Hodges (AHT) Raj Kaur Lisa Ingleson Evie Collier (SEN teacher)	Sarah Barnes Sonia Anwar Andrea Leech Guy Lincoln		
Year One	Noorie Jokhia Rachael Grove Jonathan Allcock	Karen Skilling Furzana Butt Anna Evans Michaela Sinclair		Iffat Waqar (0.4)
Year Two	Gill Hoodless (AHT) 0.6/ Andy Whitworth Anne Kaemena (0.6)/ Michelle Price (0.4) Laura Bloor			
Year Three	Lucy Riley Sabrina Nasir Cherie Gibson	Farhana Latief (0.6) Sonia Fuller Fiona Grant Ruksana Begum Steph Lam Catherine Gallon (also teaches Art as an unqual)		Shumaila Naveed
Year Four	Emily Hassall (AHT) Saira Abbas (0.8)/Carly Glasgow (0.2) Kirsty Cooper			
Year Five	Carly Glasgow (0.6)/ Sue Howard (0.6) Helen Bettles Kausar Rahman	Mobeen Hisham Sanna Khurram Steve Bartram Lisa McCarrick		
Year Six	Clare Walls (AHT) Dan Boothby Andrew Norman			
Support Staff	Pauline Grady – School Business Manager Alison Wrigley – Office Manager Kelly Wright – Office Support Sonia Fuller – Attendance/Parent Liaison/Mentor Jo Whiteside – Child & Family Mentor Sharon Kour – Office Support Michelle Barlow – SENCO Niall Conley – Sports Teacher (unqual) Ann Jaffrey – Technician and Network Manager Kenny Lee – Site Manager Steve Yau – Site Manager (6 hours) Gemma Hollywood-Summer (cover) Verity Surrell (remaining 0.6 cover Mat leave) Steph Lam Stella Johnson (IRP teacher)			

**Appendix 3 Sample Upper Pay Range Application Form**

**Teacher's Details:**

Name

Post

**Performance Management/Appraisal Details:**

Years covered by planning/review statements

Schools covered by planning/review statements **Declaration:**

I confirm that at the date of this request for assessment to cross the threshold I meet the eligibility criteria and I submit performance management/appraisal planning and review statements covering the relevant period.

**Applicant's Signature**

**Date**

#### Appendix 4 Example of Upper Pay Range progression criteria

An application will be successful where the school is satisfied that:

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

#### Definitions

##### Highly competent

Performance which is not only good but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice

##### Substantial

Of real importance, validity or value to the school; play a critical role in the life of the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.

##### Sustained

Maintained continuously over a long period.

#### 1. Professional attributes

- Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.

#### 2. Professional knowledge and understanding

- Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
- Have extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas they teach, including those related to public examinations and qualifications.
- Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.
- Have a more developed knowledge and understanding of their subjects/curriculum areas and related pedagogy including how learning progresses within them.
- Have sufficient depth of knowledge and experience to be able to give advice on the development and wellbeing of children and young people.

#### 3. Professional Skills

- Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.

- Have teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as, or better than, similar learners nationally.
- Promote collaboration and work effectively as a team member.
- Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.

## **Appendix 5 Teacher's Pay Appeals Procedure**

A teacher may appeal any decision made in relation to their pay  
Appeals may be made on the grounds that the person or committee by whom the decision was made has:

- b) Incorrectly applied the school's pay policy.
- c) Incorrectly applied any provision of the STPCD.
- d) Failed to have proper regard for statutory guidance.
- e) Failed to take proper account of relevant evidence.
- f) Taken account of irrelevant or inaccurate evidence.
- g) Demonstrated bias, and/or.
- h) Otherwise unlawfully discriminated against the individual concerned.

This list is not exhaustive.

The procedure for considering appeals is as follows:

### *Stage 1 - Informal*

If a teacher is dissatisfied with a pay recommendation they should seek to resolve the matter by discussing it informally with the person who made the recommendation before it is confirmed and actioned.

### *Stage 2 - Formal*

If having had an informal discussion with the person making the pay recommendation, the teacher believes that an incorrect recommendation has been made they should submit a formal written statement to the person, or governors' committee making the decision. The formal statement should state the grounds of their disagreement with the recommendation.

Upon receipt of the formal statement the person or governors' committee making the decision will meet with the teacher. During the meeting the teacher will be given the opportunity to make representations, present any evidence, call witnesses and ask any questions. Following the meeting a decision in relation to the teacher's pay will be made and communicated to the teacher in writing.

### **Stage 3 – Formal Appeal Hearing**

If a teacher does not agree with the pay decision at stage 2, they should submit a letter of appeal to the Chair of Governors within 10 working days of receipt of the pay decision. The letter must set out the grounds upon which the teacher wishes to appeal.

The appeal hearing will take place within 20 working days of the date that appeal was received. The appeal panel will consist of ideally 3, but a minimum of 2, governors who have had no previous discussions regarding the decision on the teacher's pay. During the hearing both the teacher and the management representative will have an opportunity to put forward their case, present their evidence and call any witnesses.

The decision of the appeal panel will be final and will be confirmed in writing within 10 working days. Teachers may be accompanied by a colleague or trade union representative at any meetings held under stage 2 or 3 of the appeals procedure.

## Appendix 6 Teacher Pay Ranges 1 September 2025 – 31 August 2026

### Head Teachers

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

### Leadership Roles

Note: Following the differential pay award agreed in September 2015, it remains necessary to retain the asterisked values for Leadership roles in accordance with the provisions of the STPCD.

Spine Point	Salary
L1	51,773
L2	53,069
L3	54,394
L4	55,747
L5	57,137
L6	58,569
L7	60,145
L8	61,534
L9	63,070
L10	64,691
L11	66,368
L12	67,898



L13	69,596
L14	71,330
L15	73,105
L16	75,049
L17	76,772
L18*	77,924
L18	78,702
L19	80,655
L20	82,654
L21*	83,860
L21	84,699
L22	86,803
L23	88,951
L24*	90,255
L24	91,158
L25	93,424
L26	95,735
L27*	97,136
L27	98,106
L28	100,540
L29	103,030
L30	105,595
L31*	107,131
L31	108,202
L32	110,892
L33	113,646
L34	116,456
L35*	118,169
L35	119,350

L36	122,306
L37	125,345
L38	128,447
L39*	130,274
L39	131,578
L40	134,860
L41	138,230
L42	141,693
L43	143,796

#### Leading Practitioners

Pay Range for Leading Practitioners	Salary
1 (Minimum)	£52,026
2	£53,331
3	£54,662
4	£56,022
5	£57,417
6	£58,857
7	£60,443
8	£61,835
9	£63,381
10	£65,009
11	£66,694
12	£68,232
13	£69,937
14	£71,682
15	£73,465
16	£75,419
17	£77,149

18 (Maximum)	£79,092
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### Teachers

Unqualified Pay Range	Salary
1 (Minimum)	£22,601
2	£25,193
3	£27,785
4	£30,071
5	£32,667
6 (Maximum)	£35,259
Main Pay Range	Salary
M1 (Minimum)	£32,916
M2	£34,823
M3	£37,101
M4	£39,556
M5	£42,057
M6 (Maximum)	£45,352
Upper Pay Range	Salary
U1 (Minimum)	£47,472
U2	£49,232
U3 (Maximum)	£51,048

### Teaching and Learning Responsibility Payments

TLR1	
Min	£10,174
Max	£17,216
TLR2	
Min	£3,527
Max	£8,611
TLR3	

<b>Min</b>	£702
<b>Max</b>	£3,478

**Special Educational Needs Allowance**

<b>SEN</b>	
<b>Min</b>	£2,787
<b>Max</b>	£5,497

**Appendix 7 Trafford Council NJC pay scale (for support staff) 2025/26**

Pay Band	Spinal Column Point	Salary
Band 1	2	£24,413
	3	£24,796
Band 2	4	£25,185
	5	£25,583
Band 3	6	£25,989
	7	£26,403
	8	£26,824
	9	£27,254
	11	£28,142
Band 4	12	£28,598
	14	£29,540
	15	£30,024
	17	£31,022
Band 5	19	£32,061
	20	£32,597
	22	£33,699
Band 6	23	£34,434
	24	£35,412
	25	£36,363
Band 7	26	£37,280
	27	£38,220
	28	£39,152
	29	£39,862
Band 8	30	£40,777
	31	£41,771
	32	£42,839
Band 9	33	£44,075
	34	£45,091
	35	£46,142
	36	£47,181
Band 10	37	£48,226
	38	£49,282
	39	£50,269
Band 11	40	£51,356
	41	£52,413
	42	£53,460
	43	£54,495
Band 12	45	£55,620
	46	£56,749
	47	£57,877
	48	£59,016