KALEIDOSCOPE
Multi Academy Trust

TEACHERS PAY POLICY 2026

This policy is based upon the North Somerset Model

Next review September 2027

Approved by: **Next Review:**	Kaleidoscope Trust Board September 2027	**Date:** September 2026

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Pay Policy

The Kaleidoscope Trust Board adopted this policy on 9th September 2026.
The Trust will pay at the appropriate level and in accordance with the law on national minimum wage and national living wage rates.

1. INTRODUCTION

This policy sets out the framework for making decisions on teachers' pay. It complies with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) and consultation has taken place with staff and/or recognised trade unions. Where an employee has TUPE transferred into the School/Trust the terms on which they transferred will continue to apply.

A copy of this policy including the appeals procedure will be available to all employees at the School/Trust and can be found on the Trust website www.kaleidoscopemat.co.uk. Employees will be made aware of any substantive revisions to the pay policy that have been made following consultation at the first opportunity.

The Policy will be reviewed annually and updated in line with the statutory provisions of the STPCD.

This pay policy aims to:

- maximise the quality of teaching and learning at the school
- support the recruitment and retention of a high-quality teacher workforce
- enable the Trust/school to recognise and reward teachers appropriately for their contribution to the Trust/school
- help to ensure that decisions on pay are managed in a fair, just and transparent way

Where teachers transfer into the School/Trust, they will transfer on their existing pay and conditions.

2. RESPONSIBILITIES

Responsibilities of the Trust Board

- 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 consider and adopt a Pay Policy
- to ensure that arrangements are in place to appropriately and fairly link appraisal and pay and can be applied consistently
- to ensure that pay decisions can be objectively justified and are evidence based
- to set the appropriate level of pay for leadership roles
- to approve salaries and the award of performance pay in line with the Pay Policy
- to ensure that funds are available to support pay decisions
- to monitor the outcomes of pay decisions.

Pay decisions at KMAT schools are made by the Trust Board by the Pay Committee of the Trust Board, following consideration of recommendations from the Headteacher/Executive Headteacher (who will ensure that increases can be managed within the short and longer-term budgets, following

procedures outlined in the Kaleidoscope Financial Handbook and budget guidelines) with appeals being heard by a separate 'panel' of Trustees/Governors (see below for details of the appeals process). Please see the Terms of Reference of the Trust Board for rules regarding membership and withdrawal from meetings and the specific duties of the Committee.

Responsibilities of the Headteacher/Executive Headteacher:

- to consult on behalf of the Trust Board with staff and where applicable, with trade unions on the Pay Policies and any subsequent changes to them
- to submit these Policies and any changes to them to the Trust Board for approval
- to ensure that the arrangements set out in the Policies are in place and are being applied effectively and fairly
- where applicable, to submit pay recommendations to the Pay Committee of the Trust Board (after consulting the CEO/CFO) together with sufficient information / advice to enable a decision to be made
- to ensure that employees are informed of pay decisions and given any necessary feedback should they not receive pay progression
- to ensure that this Policy is shared with staff
- to ensure that pay records are kept to provide an audit trail and a proper evidence base
- to provide relevant, accurate and factual data to allow the Trust Pay Committee to make objective and evidenced based decisions

Responsibilities of Teachers:

- to comply with the Pay Policy
- to ensure they understand the pay arrangements of the School and Kaleidoscope MAT

3. PAY AWARDS / PAY 'UPLIFT'

All teachers are paid in accordance with the statutory provisions of the Document as updated from time to time. Pay awards (pay 'uplift') will apply to salaries and allowances but not to safeguarded sums. Pay uplifts are separate from pay progression.

Pay awards (pay 'uplifts') will be applied as set out below.

From September 2026:

- *a 3.5% increase will be applied to the minimum of the unqualified teachers' pay range,*

the main pay range, the upper pay range, the leading practitioners' pay range, the

three TLR ranges and the SEN range, the leadership pay range and to the Headteacher/Executive Headteacher/Head of School if they are on the minimum of their head teacher group pay range.

- **a 5% increase will be applied to the minimum of the unqualified teachers' pay range;**

- *all teachers other than those on the minimum of the unqualified teachers' pay range will have a 3.5% increase applied to their salary and all teachers on the unqualified teachers' pay range, the main pay range, the upper pay range, the leading practitioners' pay range and the leadership pay range who are being paid above the minimum of any of these ranges will be paid in accordance with the applicable points set out in Appendix C of this Policy;*

- *a 3.5% increase will be applied to all TLRs and SEN allowances above the minimum of the TLR and SEN ranges and to any unqualified teachers' allowances, acting allowances, additional payments, recruitment and retention incentives and benefits and temporary payments.*

From 1 September 2027:

- **a 3% increase will be applied to the minimum of the unqualified teachers' pay range, main pay range, the upper pay range, the leading practitioners' pay range, the three TLR ranges and the SEN range, the leadership pay range and to the headteacher if they are on the minimum of their head teacher group pay range;**

- *all teachers will have a 3% increase applied to their salary and all teachers on the unqualified teachers' pay range, the main pay range, the upper pay range, the leading practitioners' pay range and the leadership pay range who are being paid above the minimum of any of these ranges will be paid in accordance with the applicable points set out in Appendix C of this Policy;*
- *a 3% increase will be applied to all TLRs and SEN allowances above the minimum of the TLR and SEN ranges and to any unqualified teachers' allowances, acting allowances, additional payments, recruitment and retention incentives and benefits and temporary payments.*

Note: all the pay ranges including the advisory points on the main and upper pay ranges and the reference points on the unqualified teacher and leadership ranges are set out in Appendix C of this Policy.

4. PAY CONSIDERATIONS FOR ALL TEACHERS

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

As part of this consideration, all eligible teachers will progress if they met the criteria set out in paragraph 5.5.

The statement will say where the Trusts Pay Policy is located and include any safeguarded sums to which the teacher is entitled, any fixed term pay arrangements which apply. The School/Trust will notify teachers of the outcome of pay decisions as soon as possible and no later than a month after the pay decision has been made. If teachers require any additional information they should approach their appraiser in the first instance. Pay increases will be backdated to 1 September.

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 the result of the appeal is known. *See Appendix A for the Procedure for Handling Appeals.*

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

The Pay Committee will consider its approach in the light of the school's budget, direction from the CFO/CEO and ensure that appropriate funding is allocated for pay progression at all levels.

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

The Trust Pay Committee will be provided with information regarding the proportion of teachers on all ranges who have progressed within the Pay Scales.

Where a pay determination leads or may lead to the start of a period of safeguarding in accordance with STPCD requirements, the Pay Committee of the Trust will give the required notification as soon as possible and no later than one month after the date of the determination.

5. CLASSROOM TEACHERS

5.1 UNQUALIFIED TEACHER RANGE

This pay range will be used for unqualified teachers (as defined in the current STPCD) only. **This includes trainee teachers on apprenticeship schemes.**

5.2 MAIN PAY RANGE

This pay range will be used for all qualified teachers who are not on the upper pay range or the leadership range.

5.3 UPPER PAY RANGE

The School will pay teachers on the upper pay range if:

- the teacher is employed in the school as a post-threshold teacher, for as long as the teacher is employed as a post-threshold teacher without a break in their continuity of employment with the school
- the teacher was a member of the leadership group in the school since September 2000, has continued to be employed at the school without a break in the continuity of their employment and occupied the post for an aggregate of a year or more
- the teacher applies to the school to be paid on the upper pay range and is successful,

- the teacher is still employed at the school and there has been no break in their continuity of employment with the school) unless the teacher is a member of the leadership group.

KMAT Schools will determine where on the upper pay range the above categories of teachers are placed.

The School will consider whether to pay a teacher on the upper pay range if:

- the teacher is defined as a 'post-threshold' teacher but has not previously been employed in the school or was employed as a 'post-threshold teacher' in the school prior to a break in the continuity of their employment or
- the teacher has applied to another educational setting to be paid on the upper pay range and was successful or
- the teacher was formerly paid on the pay range for lead practitioners

5.4 BASIC PAY DETERMINATION ON APPOINTMENT FOR CLASSROOM TEACHERS

The Headteacher/Executive Headteacher (after consulting the CFO/CEO and Governors) will determine the pay range for a vacancy prior to advertising it. This will be in line with similar roles across KMAT. On appointment, it will determine the starting salary within that range to be offered to the successful candidate. Subject to the provisions of this Policy, the Headteacher/Executive Headteacher will determine the pay range and the starting salary within that range appropriate for any supply teacher engaged directly by the school.

The school will determine where on the unqualified range to place new unqualified appointees and where on the main or upper pay range to place new qualified appointees in accordance with this section, subject to the provisions of the STPCD with regard to the upper pay range (see the 'Upper Pay Range' section above).

In making such determinations, they may consider a range of factors, including:

- the nature of the post
- the level of qualifications, skills and experience required
- market conditions
- the wider school context
- **the decision should be in line with similar roles across KMAT after consultation with the CEO/CFO**

There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school/Trust. The advertised position will clearly state the pay level available.
The school will consider awarding a recruitment incentive / benefit when relevant (see below).

5.5 PAY PROGRESSION BASED ON SERVICE FOR CLASSROOM TEACHERS

In KMAT Schools, pay progression will be based on service.

Our schools make use of the points set out in Appendix C of this Policy for the purposes of pay progression with regard to the unqualified, main, upper and leadership pay ranges.

The Pay Committee of the Trust Board, following receipt of a written recommendation from the

Headteacher/Executive Headteacher following the outcome of the School's/Trust's appraisal arrangements, must award a point on the relevant pay range for each year of employment (as defined below) as a classroom teacher or leader completed since the teacher or leader was first placed on the range in the School unless notification has taken place in accordance with the provisions below that the teacher is subject to the formal Capability Procedure.

No additional point or points will be awarded for performance or for any other reason.

The pay decision must be made after the teacher's annual appraisal has taken place.

A teacher has completed a "year of employment" if the teacher has completed periods of employment amounting to at least twenty-six weeks in aggregate within the previous school year. For these purposes, a period of employment runs from the beginning of the week in which the employment commences to the end of the week in which the employment is terminated and includes any holiday periods and any periods of absence from work in consequence of sickness or injury and any maternity, adoption, paternity, shared parental leave or other family leave, whether the person's service during that period has been full-time or part-time or regular or otherwise. (For the purposes of these provisions, the term 'teacher' includes all qualified classroom teachers (including Early Careers Teachers (ECTs)), all school leaders and all unqualified teachers.) ECTs will be awarded a point annually if they complete a year of employment in accordance with these provisions.)

Where a classroom teacher or leader will be remaining in service on 1 September in the school in which the teacher was employed during the previous school year, and where the teacher is subject to the formal Capability Procedure the *school/Trust Board* must notify the teacher in writing of this before the end of the current school year and before the *Pay Committee of the Trust Board* makes a determination with regard to their pay progression.

5.6 MOVEMENT TO THE UPPER PAY RANGE

Applications and Evidence

Any qualified teacher 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 to be paid on the upper pay range.

Applications may be made at least once a year.

Teachers in the school should submit their applications to move to the upper pay range at the start of each Academic year and by **30 September** *of the new Academic year.* This deadline will be extended where particular circumstances warrant, such as in the case of teachers on long term sickness or maternity leave. Teachers should request an extension which will be granted where appropriate. *The application should be based on the teacher's contribution in the two most recent academic years in which they have service (see below).* 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 school(s), they may submit separate applications if they wish to apply to be paid on the upper pay range in that school or schools. This school will not be bound by any pay decision made by another school.

All applications should include the results of reviews or appraisals under the 2012 Appraisal regulations (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 fulfill this* requirement, teachers can provide copies of the relevant appraisal 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 two 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 two years in which case the application can contain evidence from the last three academic years.

Consideration should be given to workload and work-life balance in relation to evidence and its collection and to the assessment of teachers for movement to the upper pay range. The principle that performance management discussions should not be based on teacher generated data and predictions, and school [and trust] leaders should not make movement to the upper pay range for teachers dependent on the assessment data for a single group of pupils should be applied.

Applicable DfE guidance on Managing Teacher's Pay and on Appraisal including in relation to minimising workload will be followed.

Applications from teachers with no service prior to the last two academic years (that can be used to provide evidence) who have only worked part of the previous two Academic years and from teachers who have spent part of the previous two Academic years at another school or schools will be considered, provided sufficient evidence is available for assessment.

Applications should be made to the Headteacher/Executive Headteacher, where appropriate.

Applications should be made using the **Kaleidoscope Post Threshold Application Form (This is appended to the Appraisal Policy and can be provided by school leaders). They should also take into account the Kaleidoscope Career Expectations Document which outlines expectations of practice and contribution across the school and MAT at each pay grade. Responses in the application form should be evidence-based.**

Teachers will be given access to all the information they need to make an application.

The Assessment

An application from a qualified teacher will be successful where the Pay Committee of the Trust Board (based upon the recommendation from the Headteacher/Executive Headteacher) is satisfied that:

(a) the teacher is highly competent in all elements of the relevant standards; and

(b) the teacher's achievements and contribution to the school are substantial and sustained. (As detailed within the Kaleidoscope Career Expectations document).

For the purposes 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/MAT, 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/MAT; 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 and
- 'sustained' means maintained continuously over a period of two Academic years as

  evidenced by two successful appraisal reports and a quality of teaching that is consistently good to outstanding.

The application will be assessed by the Headteacher/Executive Headcher/Head of School who will make a recommendation as to whether the teacher should move to the upper pay range, based on that assessment, to the Pay Committee of the Governing Body providing reasons for that recommendation. The Pay Committee of the Governing Body will then determine whether to accept the recommendation. In order to do so, the Pay Committee will discuss the assessment, the recommendation and the reasons for the recommendation with the Headteacher/Executive Headteacher as necessary and in the light of the relevant provisions of this Policy.

Processes and procedures

The assessment and determination on movement to the upper pay range will be made and all applicants notified of the determination by 31 October of the relevant Academic year.

If successful, applicants will move to the upper pay range 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, supportive verbal feedback will be provided as soon as possible and written

feedback will be provided by the line manager / 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 school's general appeals arrangements (see below).

6. LEAD PRACTITIONERS

KMAT Schools *will not at present be appointing any teachers to lead practitioner roles. This decision was taken by Trustees after consideration of:*

- ***our School's current needs with regard to a post that has the primary purpose of modeling and improving teaching skills,***
- *whether the post would fit within the school's Staffing Structure;*
- *whether the post would represent good value for money and*
- *what impact it was expected to have on the quality of teaching and on pupil outcomes*

This decision will be reviewed an annual basis / if and when the Trust considers the needs / circumstances of the Schools to have changed.

7. LEADERSHIP PAY

7.1 INTRODUCTION

The provisions relating the determination of leadership group pay set out below (in paragraphs 7.3 and 7.4) apply to individuals appointed to a leadership post on or after 1 September 2014, or whose responsibilities have significantly changed on or after that date. The Pay Committee of the Trust Board body, CEO and CFO will determine in the light of a school's particular circumstances and context the extent to which any change should be regarded as 'significant' paying particular attention to the extent to which the change creates new levels of accountability and responsibility for the leadership group member or members.

The Trust/School will review the pay of all of their leadership posts in accordance with the arrangements introduced in the 2014 document if the Pay Committee of the Trust Board with the CEO/CFO determines that this is required to maintain consistency either with pay arrangements for new appointments to the leadership group made on or after 1 September 2014, or with pay arrangements for a member or members of the leadership group whose responsibilities have significantly changed on or after that date.

7.2 LEADERSHIP PAY RANGE

The leadership pay range set out in the STPCD will be used for all members of the leadership group.

7.3 BASIC PAY DETERMINATION FOR MEMBERS OF THE LEADERSHIP GROUP

When setting the pay for new appointments to the leadership group, the following three-stage process will be followed.

It will also be followed, as applicable:

- when it becomes necessary to review the Headteacher Group
- when reviewing the pay of existing members of the leadership group whose responsibilities have significantly changed
- if the Trust Board decides to review the pay of all the leadership posts in the school having determined that this is required to maintain consistency

7.3.1 STAGE 1: DEFINING THE ROLE AND DETERMINING THE HEADTEACHER GROUP

The leadership role will be defined by setting out the responsibilities and accountabilities of the post (in the job description) and the skills and competencies required (in the person specification).

In the case of the post of Chief Executive Officer (CEO), the Multi Academy Trust will be assigned a group, which will determine the appropriate broad pay range within which the individual pay range of the CEO will be placed. The group pay ranges are set out in the STPCD. The group will be assigned by calculating the unit score for the schools in accordance with the relevant paragraphs of the STPCD. The unit score will be based on the total number of pupils across all the schools. The unit score for each school will be calculated in accordance with the relevant paragraphs of the STPCD.

In the case of Headteacher/Executive Headteacher posts, the school will be assigned a Headteacher group, which will determine the appropriate broad pay range within which the individual pay range of the Headteacher/Executive Headteacher will be placed. The group pay ranges are set out in the STPCD. The group will be assigned by calculating the unit score for the school in accordance with the relevant paragraphs of the STPCD. If the Headteacher/Executive Headteacher will be responsible for more than one school on a permanent basis, the unit score will be based on the total number of pupils across all the schools.

In the case of other leadership group posts the Headteacher/Executive Headteacher with the CEO/CFO will consider:

- whether the role carries specific responsibilities or accountabilities which make it more challenging than or different from other posts with the same title (i.e. Head of School Deputy or Assistant Head) in the school and
- how the role (including its whole school responsibilities and accountabilities) fits within the wider leadership structure of the school.

In the case of the Chief Finance Officer of the Multi-Academy Trust, the Trustees will set a pay grade relevant to the nature of the role and in line with similar positions and contexts nationally.

7.3.2 STAGE 2: SETTING THE PAY RANGE

In Stage 2, the Pay Committee of the Trust Board, the CEO and CFO will set the level of the pay range (decide the position on the leadership pay range of the pay range) and the breadth of the pay range.

In setting the level of the pay range of Headteachers/Executive Headteacher, all of the permanent responsibilities of the role and the complexity and challenge of the role in the context of the school will be considered.

In setting the level of the pay range of other members of the leadership group all of the permanent responsibilities of the role and the complexity and challenge of the role (where applicable, in the context of the school) will be considered.

The following factors will also be taken into consideration where relevant:

- recruitment and retention
- permanent additional responsibilities (for example those relating to the provision of initial teacher training)
- long-term provision of services to other schools

In the case of the CEO and Headteachers/Executive Headteacher/Head of School, factors already considered at Stage 1 will not be taken into account when setting the level of the pay range (for example permanent responsibility for more than one school already reflected in the total unit score or indicators such as number of pupils with SEN).

Regular collaboration with other schools (which is part of the role of all Headteachers/Executive Headteachers/Head of School) will not be considered when setting the level of the pay range.

Normally, the total unit score will capture the complexity of the Headteacher role and therefore the pay range for the Headteacher will normally be set within the school group range. However, if the CEO/CFO working with the Pay Committee considers that the circumstances warrant it, the maximum of the pay range of the Headteacher will be set up to 25% above the top of the school's group range.

The circumstances in which this will be considered include:

- Particular challenge arising out of pupils' needs (high level of free school meal entitlement, high proportion of children with SEN (if not already considered at Stage 1) or looked after children or high in-year pupil mobility)
- High degree of complexity and challenge not faced by Headteachers of similar sized schools (for e.g. accountability for multiple schools not reflected in calculation of unit score at Stage 1, management across several sites, other additional accountabilities not reflected at Stage 1)
- Recruitment considerations: factors specific to the school that may affect the school's ability to attract a field of appropriately qualified and experienced candidates (e.g. location, school circumstances, relatively low level of support from wider leadership team)

The CEO/CFO, will only consider setting the top of the pay range of the Headteacher/Executive Headteacher at more than 25% above the top of the school group range in wholly exceptional circumstances. If it is considered that there are circumstances which warrant exceeding this limit, they will seek external independent advice from an appropriate person or body and make a business case to the Trust Board. The Trust Board will then decide whether to agree a range which exceeds the limit.

In the case of other members of the leadership group the Pay Committee of the Trust Board will consider how the proposed pay range relates to the pay range of the Headteacher/Executive Headteacher and to the range of any other members of the leadership group, considering the relative 'weight' of the role compared with other leadership roles.

The maximum of the Head of School, Deputy or Assistant Headteacher's pay range will not exceed the maximum of the school's group range.

The pay range for a Head of School/Deputy or Assistant Headteacher will only overlap with the Headteacher's pay range in exceptional circumstances.

The pay ranges of Deputy and Assistant Headteachers may overlap. In KMAT School's the top of the pay range of an Assistant Headteacher will not be set at a level equal to or higher than the top of the pay range of a Deputy Headteacher. When deciding whether the ranges of assistant and deputy Headteachers should overlap, consideration will be given to the implications.

In positioning the pay range and deciding the breadth of the pay range the School will make use of the reference points (previously mandatory points) on the leadership pay range (see Appendix D).

In setting the breadth of the pay range, the CEO and CFO will ensure that there is sufficient scope for progression.

Normally, the breadth of the Headteacher's/Executive Headteacher pay range will be 7 reference points on the leadership pay range and the breadth of the deputy and assistant Headteacher/Executive Headteacher pay ranges will be 5 reference points on the leadership pay range. In exceptional circumstances, the Trust Board in consultation with the CEO/CFO will consider extending these ranges.

Benchmarking information and advice will be sought where necessary.

7.3.3 STAGE 3: DECIDING THE SALARY AND FINALISING THE INDIVIDUAL PAY RANGE

In the case of a new appointment, once the recruitment and selection process for the leadership role has been followed and the School has a preferred candidate for the available leadership post, the School will decide the starting salary in the light of candidate-specific factors.

The candidate-specific factors that the School will consider include:

- the extent to which the candidate meets the requirements in terms of the skills and competencies of the post
- the extent to which the candidate meets the requirements in terms of the context and challenge of the post
- the extent and relevance of the candidate's experience
- the starting salary required in order to recruit the preferred candidate

- how much scope for progression is appropriate for the preferred candidate

Normally, the starting salary will be set at a level allowing sufficient scope for performance-related progression over time within the pay range set at Stage 2, and the pay range will be confirmed.

However, there may be circumstances in which candidate-specific factors necessitate the revision of the pay range (to accommodate the starting salary and allow sufficient scope for performance-related progression over time).

The starting salary will be set using one of the reference points within the pay range.

The starting salary will not be set higher than the middle point of the pay range to allow scope for performance-related progression over time.

In the case of serving members of the leadership group the salary of the post holder will normally only increase if the minimum of any new range is higher than their current salary. However, the salary of the post holder may be increased in other circumstances where the Board of Trustees (in the case of the CEO) and Pay Committee of the Trust Board (in the case of school leaders) considers any post holder-specific factors warrant it. Any new salary will not be set higher than the middle of the pay range to allow scope for performance-related progression over time.

7.4 'ALLOWANCE' PAYMENTS FOR MEMBERS OF THE LEADERSHIP GROUP

KMAT school's will exercise its discretion under the relevant paragraphs of the Schools Pay and Conditions Document to award 'allowances' to members of the leadership group.

The Trust Board may agree to award temporary payments and payments in regard to housing and relocation to Headteacher/Executive Headteacher and payments in regard to housing and relocation and 'additional payments' to Head of School, Deputy and Assistant Headteachers in accordance with the provisions set out in the relevant paragraphs of the STPCD and this Policy. Temporary payments will be clearly time-limited from the outset.

Temporary payments (additional to their salary) will be made to the Headteacher/Executive Headteacher for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined. (Such temporary responsibilities may include those for one or more additional schools or short-term provision of services to another school.) These temporary responsibilities will not have been taken into account when setting the Headteacher's/Executive Headteacher pay range.

Recruitment payments will only be made to the members of the leadership group for reasonably incurred housing and relocation expenses.

An 'additional payment' will be awarded to the Head of School, Assistant and Deputy Headteachers where the reason for the award was not previously taken into account when determining their pay range.

The Pay Committee working with the CEO and CFO will only consider awarding a temporary payment in excess of 25% of the salary otherwise payable to the Headteacher/Executive

Headteacher in wholly exceptional circumstances. If the Pay Committee working with the CEO and CFO considers that there are circumstances which warrant exceeding this limit, they will seek external independent advice from an appropriate person or body and make a business case to the full Trust Board. The Trust Board will then decide whether to agree a temporary payment which exceeds the limit.

7.5 PAY PROGRESSION BASED ON SERVICE FOR MEMBERS OF THE LEADERSHIP GROUP

Please see paragraph 5.5 above for details of when members of the leadership group should progress within their range on the leadership spine.

7.6 OTHER LEADERSHIP PROVISIONS

Should the Trust Board agree for the Headteacher/Executive/Headteacher to become temporarily accountable for more than one school or involved in the provision of extended services, the pay arrangements will be in accordance with the guidance in Section 3 of the current STPCD.

If the Headteacher/Executive Headteacher becomes head of more than one school consideration will be given to recognising any resulting additional responsibilities undertaken by other teachers through the award of the appropriate 'allowance' under this Policy.

8. ALLOWANCES FOR TEACHERS

8.1 TEACHING AND LEARNING RESPONSIBILITY PAYMENTS

Permanent Teaching and Learning Responsibility Payments (TLR1s and TLR2s)

Permanent TLRs (TLR1s or TLR2s) will be awarded to qualified classroom teachers for undertaking a sustained additional responsibility for the purpose of ensuring the continued delivery of high-quality teaching and learning.

Before awarding a TLR the Headteacher/Executive Headteacher will discuss the proposed award with the CEO and CFO to ensure that it is financially viable and consistent with KMAT practice and to ensure that the responsibility satisfies the criteria set out in the relevant paragraph of the current STPCD. Before awarding a TLR1 the CEO/CFO will ensure that the responsibility includes line management responsibility for a significant number of people.

The TLR will be part of the school's staffing structure and the Trust will keep the TLRs in its structure under review. The award will be for as long as the teacher remains in the post or covers the post for the absent post-holder. TLRs awarded to part-time teachers will be paid on a pro-rata basis. **A teacher will not be awarded more than one permanent TLR concurrently.**

A teacher awarded a TLR on a temporary basis or who is on a fixed term contact will not receive a safeguarded sum unless the TLR is ended earlier than specified and the contract extends beyond the date when the TLR ends.

If a teacher with a TLR is given a new post or revised responsibilities then the Headteacher/Executive Headteacher will consult the CEO/CFO to determine whether a TLR still applies to the post and if so what its value should be.

When it is decided to award a TLR the Headteacher/Executive Headteacher, working with the CEO and CFO will determine whether the TLR is a TLR1 or TLR2 and the value of the individual TLR within the TLR1 or TLR2 range in accordance with the relevant paragraphs of the current STPCD.

The Headteacher/Executive Headteacher in consultation with the CEO/CFO will determine the value of the TLR appropriate for the post in accordance with job weight and KMAT model job descriptions. Posts of equal weight should be allocated equal value. Decisions on the level of payment will be justifiable in relation to the level of responsibilities attached to the TLR. Recruitment and retention issues will not be considered. A change in the value of the TLR will only be agreed if the Headteacher/Executive Headteacher/CEO/CFO determines that the responsibilities attached to the TLR have changed materially.

From 1 September 2026, the Pay Committee of the Trust Board based on recommendations from the Headteacher/Executive Headteacher (in conjunction with the CEO/CFO) will determine the value of all existing and new TLR1 and TLR2 payments, based on the proportion of the TLR the teacher is undertaking - i.e. the proportion of the full-time equivalent responsibility.
The new proportion of responsibilities-based calculation means that the proportion of the full TLR1 or TLR2 payment received by a part-time teacher may be higher than the proportion applied to their salary and other allowances (which will continue to be determined in accordance with the pro-rata principle) if the teacher undertakes a higher proportion of the responsibilities associated with the TLR1 or TLR 2 (up to the full amount). The new proportion of responsibilities-based calculation means that some full-time teachers will only receive a proportion of the full TLR1 or TLR2 payment if they are only undertaking a proportion of the responsibilities associated with the full TLR. The responsibilities agreed should be capable of being undertaken within the normal hours of the teacher concerned, whether they are full-time or part-time. The appropriate level of allowance payment and duties will be agreed between the individual teacher and the School.
The School/Trust will act fairly and appropriately when determining the value of a TLR1 or TLR2 payment. The School will follow the guidance in relation to the responsibilities-based calculation of TLR1 and TLR2 payments in Section 3 of the STPCD. The School will be able to justify its determination of the value of TLR1 and TLR2 payments.

In determining the full time equivalent value of the TLR, the School/Trust will make use of the TLR values set out in Appendix C of this Policy. The School will decide on the full time equivalent value of the TLR on the basis of the individual post / package of responsibilities and the 'job weight' of those responsibilities relative to the 'job weight' of the responsibilities connected to other TLRs in the school.

The responsibility or package of responsibilities for which a permanent TLR is awarded will be clearly set out in the job description of the postholder.

TLR1s and TLR2s are subject to safeguarding.

Temporary Teaching and Learning Responsibility Payments (TLR3s)

KMAT schools after consulting the CEO will exercise its discretion under the Schools Pay and Conditions Document to award temporary Teaching and Learning Responsibility Payments (TLR3s).

Temporary TLRs (TLR3s) will be awarded in connection with time limited projects and one-off externally driven responsibilities. A teacher in receipt of a permanent TLR (a TLR1 or TLR2) may also be awarded a concurrent TLR3.

Before awarding any temporary TLR the CEO/CFO must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and that the temporary TLR is focused on teaching and learning, requires the exercise of a teacher's professional skills and judgment and has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils.

The annual value of the individual temporary TLR will be within the range specified in the STPCD.

The duration of the fixed term TLR will be established at the time of its award and payment be monthly. Consecutive TLR3s will not be awarded for the same responsibility **unless that responsibility relates to tutoring to deliver catch-up support to pupils on learning lost during the pandemic**. Where a TLR3 is awarded for less than one year the total value will be determined proportionately to the annual value. Where a TLR3 is awarded to a part-time teacher, however, the value will not be amended to reflect the part-time hours of the teacher.

The Headteacher/Executive Headteacher (after consulting the CEO/CFO) will determine the value of a temporary TLR appropriate for the post as with permanent TLRs (see above).

Before the decision is taken to offer a temporary TLR, consultation will take place with teaching staff and trade unions.

Temporary TLRs (TLR3s) are not subject to safeguarding.

7.2 SEN ALLOWANCE

The Headteacher/Executive Headteacher in consultation with the CEO/CFO will award SEN Allowances in accordance with the provisions of the current STPCD.

Where a SEN Allowance is to be paid, the Headteacher/Executive Headteacher (after consulting the CEO/CFO) will determine the spot value of the allowance, considering the structure of the school's SEN provision and the following factors where applicable:

- whether any mandatory qualifications are required for the post;
- KMAT model job descriptions
- the qualifications or expertise of the teacher relevant to the post and
- the relative demands of the post.

In determining the spot value of a SEN Allowance, reference will be made to the relevant guidance in Section 3 of the current STPCD. Significant differences in the nature and challenge of the work entailed will be reflected in the value of the SEN Allowance awarded so that the payment level can be objectively justified.

SEN Allowances may be held at the same time as TLRs. SEN allowances will be paid pro-rata.

The Trust will:

- ensure that holders of SEN Allowances are not carrying out duties more appropriately undertaken by support staff
- consider whether the award of a TLR would be more appropriate if the teacher has responsibilities of sufficient 'weight' to qualify for a TLR payment
- not award / increase the value of a SEN Allowance for recruitment or retention reasons.

SEN responsibilities will be specified in the teacher's job description. Written notification of the start date, amount and reason for the award will be given at the time of the award.

7.3 UNQUALIFIED TEACHERS ALLOWANCE

KMAT schools will exercise its discretion under the relevant paragraph of the Schools Pay and Conditions Document to award an allowance to unqualified teachers where appropriate. Where an unqualified allowance is awarded it will be awarded in accordance with the STPCD

The school/Trust will award an allowance to an unqualified teacher where it considers, in the context of its staffing structure and this Pay Policy that the teacher has:

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

The value of the unqualified teacher allowance will be determined in accordance with the 'weight' of the responsibilities concerned in accordance with the principles applied when awarding TLRs. Use (for benchmarking purposes) will be made of the values attached to TLRs of comparable 'weight' when determining the value of any unqualified teacher allowance and awards will accordingly be made within the ranges for TLR3s and TLR2s set out in the STPCD.

7.4 ACTING ALLOWANCE

Where a teacher is assigned and carries out the duties of a member of the leadership group but has not been appointed to a leadership role, the Headteacher/Executive Headteacher in consultation with the CEO/CFO will determine whether or not an acting allowance will be paid to that teacher not more than 4 weeks from the day the duties were first assigned and carried out.

Save in exceptional circumstances, an acting allowance will be paid to a teacher carrying out the duties of a member of the leadership group (who has not been appointed to a leadership role) starting not more than 4 weeks from the day the duties were first assigned and carried out.

If it is determined that the teacher is not to be paid an acting allowance but the teacher continues to carry out the duties of the relevant leadership role (and has not been appointed to the role) the Headteacher/Executive Headteacher in consultation with the CEOI/CFO may at any time determine that an acting allowance will be paid.

Where it is determined that an acting allowance will be paid, the teacher will be paid not less than the minimum of the pay range for the relevant leadership role and at the point within the range, the Trust consider appropriate.

8.5 PERFORMANCE PAYMENTS TO SECONDED TEACHERS

Should a teacher be seconded to a senior leadership position of a KMAT School in the circumstances set out in the STPCD, the CEO/CFO and Audit and Risk Committee will determine whether to pay a performance payment to that teacher and the value of that payment in accordance with the relevant provisions of the STPCD.

8.6 ADDITIONAL PAYMENTS

KMAT School's will exercise its discretion under the relevant paragraph of the Schools Pay and Conditions Document to award 'additional payments' to teachers.

The Headteacher/Executive Headteacher after consulting with the CEO/CFO will make an additional payment to a teacher other than a teacher on the leadership pay range in respect of:

- continuing professional development undertaken outside the school day **(**that is, outside the 1265 directed time hours for the school year 2023 in the case of full-time teachers or the appropriate proportion of the 1265 directed time hours for the school year 2023 in the case of part-time teachers)

- activities relating to the provision of initial teacher training as part of the ordinary conduct of the school
- participation in out-of-school hours learning activity agreed between the school and the teacher (payments will only be made in respect of activities undertaken outside the 1265 directed time hours for the school year in the case of full-time teachers or the appropriate proportion of the 1265 directed time hours for the school year 2023 in the case of part-time teachers)

- additional responsibilities and activities due to, or in respect of, the provision of services by the Headteacher/Executive Headteacher relating to the raising of educational standards to one or more additional schools.

When deciding the appropriateness of awarding an additional payment, reference will be made to the relevant paragraphs in Section 3 of the current STPCD.

Payment will normally be calculated according to the time spent on the activity, on the basis that a day spent on the activity will be paid at the rate of 1/195th

Where significant additional responsibilities are being carried out, the value of the additional payments will be determined in accordance with the 'weight' of the responsibilities and with the principles applied when awarding TLRs. Use (for benchmarking purposes) will be made of the values attached to TLRs of comparable 'weight' when determining the value of any additional payment and awards will accordingly be made within the TLR ranges set out in the STPCD.

8.7 RECRUITMENT AND RETENTION INCENTIVES AND BENEFITS

KMAT schools will exercise its discretion under the relevant paragraph of the Schools Teachers' Pay and Conditions Document to award 'recruitment and retention incentives and benefits' to teachers.

The Pay Committee of the Trust Board after direction from the CEO/CFO will make such a payment or provide such other financial assistance, support or benefits to a teacher as it considers necessary as an incentive for the recruitment of new teachers and the retention of existing teachers.

The Pay Committee of the Trust Board will conduct a regular [annual] formal review of any recruitment and retention awards it makes.

Where a recruitment and retention award is made, written notification will be issued to the teacher at the time of the award and state:

- whether the award is for recruitment or retention
- the nature of the award
- when / how it will be paid
- unless it is a 'one-off' award, the start date and expected duration of the award
- the review date after which it may be withdrawn
- the basis for any uplifts which will be applied

Where KMAT schools determines that a Recruitment and Retention Payment should be paid to a teacher, KMAT schools will pay a Recruitment or Retention payment to a teacher for such length of time as it is determined by the Pay Committee of the Trust Board.

Headteachers/Executive Headteacher will not be awarded recruitment and retention payments other than as reimbursement of reasonably occurred housing or relocation costs. Any award to a Headteacher/Executive Headteacher in relation to such housing or relocation costs will be made in accordance with the provisions of the STPCD.

9. OTHER PROVISIONS

9.1 PART-TIME TEACHERS

Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part-time. The school will give them a written statement detailing their proportion of full-time (which will be determined, in the case of classroom teachers, (except, with effect from 1 September [2025/2026], in relation to their TLR payment) by comparison of their timetabled teaching week with the school's timetabled teaching week for a full-time teacher in an equivalent post as set out in the STPCD). In the case of part-time teachers, the number of their directed time hours is determined by multiplying the part-time teacher's proportion of full-time by the 1265 directed time hours applicable to full-time teachers in the school year. The statement and the pay and working time arrangements for part-time teachers will comply with statutory pay and working time provisions and the applicable provisions of the current STPCD including the working time provisions in the STPCD relevant to part-time teachers.

9.2 SHORT NOTICE/SUPPLY TEACHERS

Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro-rata (on the basis that a full day is 6.5 hours).

9.3 SALARY SAFEGUARDING ARRANGEMENTS

Safeguarding for Teachers will be in accordance with the provisions of the current School Teachers Pay and Conditions Document. The Document now includes clarified guidance on salary safeguarding and a set of salary safeguarding FAQs in Annex 7.

SUPPORT STAFF
The school, after consulting with the CEO/CFO will select a grade for the vacant post following the LA grading structure depending on the requirement of the job description and **in line with other appointments across KMAT.**

Grade and salary will be set in accordance with the requirements and provisions of the national agreement on pay and conditions of service.

Where a salary range applies the starting salary will normally be the minimum for the grade. Where an applicant is appointed to a post with a higher maximum salary they will receive the minimum of the new grade or a starting salary one increment higher than their current salary, subject to the maximum of the grade.

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. An increment will only be withheld if appropriate formal action has been taken to address the problem.

There is a performance review process in place for support staff.

KMAT has job descriptions and associated pay grades which apply across the Trust.

ARRANGEMENTS FOR HANDLING APPEALS

Please see *Appendix A* of this Pay Policy of the Appeals Procedure in relation to pay decisions. This is in accordance with the requirements of the current School Teachers' Pay and Conditions Document.

9.6 COMMUNICATION

The Headteacher/Executive Headteacher (in the case of the Headteacher's/Executive Headteacher pay, the CEO) will ensure that the Trust and Pay Committee of the Trust Board has 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 Pay Committee of the Trust Board receives will be the subject of discussion and agreement between the Headteacher/\Executive Headteacher the CEO and will include the information that Ofsted request when they inspect a school.

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.

9.7 RECORDS

Where applicable, a full and accurate record of the decisions taken or recommendations made and the reasoning behind them will be kept. These records should provide a clear audit trail and demonstrate the objectiveness and fairness of the decisions that are made. Teachers should keep records of their objectives and review them throughout the appraisal cycle. Employees will have reasonable access to their own employment records.

All individuals involved in implementing the Pay Policy have a responsibility to maintain the confidentiality of personal information in their possession. All records will be kept confidential, used and retained in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

9.8 EQUALITY

This Policy will be applied in accordance with equalities legislation, including the Equality Act 2010, and with the provisions of the school's/Trust's Equality Policy. All pay decisions will comply with equal pay legislation and will be made on objective criteria. The School/Trust will not discriminate on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation and the needs of employees will be given careful consideration when operating this Policy. The School/Trust will, if necessary, apply an Equality Impact Assessment to the Policy in the interests of ensuring the avoidance of any unintentional disadvantage to those with a protected characteristic.

In applying this Policy the school/Trust will ensure that no employee will be disadvantaged or subject to any conduct prohibited by the Equality Act in relation to any protected characteristic or disadvantaged through part-time or fixed term working. Reasonable adjustments will be made and account will also be taken of special circumstances such as maternity and long term sick leave to ensure that no discrimination occurs. *Further information is available in the DfE non-statutory guidance 'Implementing your school's approach to pay'.*

WORKLOAD AND STAFF WELL-BEING

The Working Time Regulations and the working time provisions of, and working time guidance in, the STPCD will be followed. The School/Trust will have regard to the need for headteachers and members of the leadership group and teachers to be able to achieve a satisfactory work-life balance. The procedures and processes followed under this Policy will minimize workload and be proportionate and decisions will be based on evidence. Staff well-being will always be considered. KMAT takes staff workload and wellbeing seriously and its measures to support staff are outlined in our Wellbeing Policy. In arranging meetings and other activities outside of school sessions, the School/Trust will try to minimise situations where employees are invited to such meetings or activities either side of a period when they are not required to be available for work on any given day.

MONITORING THE IMPACT OF THE POLICY

The Trust Board will monitor the outcomes and impact of this policy on an annual basis, including trends in progression across specific groups of teachers to assess its effect, assure themselves that appropriate arrangements for linking pay and appraisal for teachers remain in place and continue to be applied consistently, that pay decisions continue to be objectively justified and processes are operating fairly and that the school continues to comply with equalities legislation. For further information with regard to equality monitoring please see the DfE non-statutory guidance 'Implementing your school's approach to pay'.

Consultation will take place with the staff and recognised trade unions on any proposed change to the Policy that will affect staff at the school. The Trust Board will identify and consider the budgetary implications of pay decisions and consider these in the school spending plan.

OTHER RELEVANT POLICIES/DOCUMENTS

Kaleidoscope Career Expectations Document
Leave of Absence Policy
Wellbeing Policy
Secondment Policy
Appraisal Policy

RELEVANT LEGISLATION

Agency Workers Regulations 2010

Education Act 2002 and the current 'School Teachers' Pay and Conditions Order'

issued under that Act

Employment Relations Act 1999

Employment Rights Act 1996 (as amended)

Equality Act 2010

Fixed Term Employees (Prevention of Less Favorable Treatment) Regulations

2002

National Minimum Wage Act 1998

Part-time Workers (Prevention of Less Favorable Treatment) Regulations 2000

School Standards and Framework Act 1998 (as amended)

Trade Union and Labour Relations (Consolidation) Act 1992 (as amended)

Working Time Regulations 1998

APPENDIX A THE PROCEDURE FOR HANDLING APPEALS

Teaching and support staff have the right to appeal against pay decisions.

Teaching and support staff have the right to appeal against pay recommendations and decisions.

The available grounds for an appeal are:

- that the School's/Trust's Pay Policy was incorrectly applied;
- that any provision of the relevant pay and conditions document (e.g. STPCD) was not correctly applied;
- there was a failure to have proper regard to statutory guidance;
- that there was a failure to take proper account of relevant evidence;
- that irrelevant or inaccurate evidence was taken into account;
- the recommendation/decision was biased or
- the recommendation/decision unlawfully discriminated against the employee.

Stage one – informal discussion with the appraiser or Headteacher/Executive Headteacher / line manager prior to confirmation of pay recommendation

1. An employee who is dissatisfied with a pay recommendation will have the opportunity to discuss the recommendation with the appraiser or Headteacher/Executive Headteacher (teachers) or their line manager (support staff) before the recommendation is actioned and confirmation of the pay decision is made by the school.

Stage two – a formal written appeal and representation hearing with the Trust Pay Committee

2. If, having had an informal discussion with the person making the pay recommendation, the member of staff believes that an incorrect recommendation has been made, he/she may make representation to the Trust committee making the decision. To begin the process the employee should submit a formal written statement and send it to the Pay Committee (i.e. the Committee that making the determination) setting down in writing the grounds of their disagreement with the pay recommendation within 10 days.

3. The employee will be given the opportunity to make representations, including presenting evidence, calling witnesses, and the opportunity to ask questions at a formal meeting with the Pay Committee. Following this meeting the Pay Committee will make the pay determination which will be communicated to the employee in writing.

Stage three – a formal appeal hearing with an Appeals Panel of Trustees/Governors

4. Should an agreed outcome not be reached the employee can have a further appeal hearing before an Appeals Panel of Trustees and Governors. In the case of the Headteacher/Executive Headteacher, the appeal will be made to a panel of Trustees. The same applies to the CEO.

5. In the hearing, both the employee and the management representative will have the opportunity to present their evidence and call witnesses, and to question each other. The panel is permitted to ask exploratory questions

6 Having heard the appeal, the Panel will reach a decision, which it will relay to the employee in writing, including their rationale for reaching the decision. The Appeal Panel's decision is final and, as set out in Section 3 of the STPCD, there is no recourse to the Trusts Grievance Procedure.

Appeals hearings panels

7. The Panel which hears pay appeals will comprise three Trustees/Governors who were not involved in previous discussions regarding the employee's pay determination. Members of appeals panels should be familiar with the school's Pay and Appraisal policies. To ensure that appeals are properly considered, they will consider any training needs its members have, including in duties placed on the school by the Equality Act 2010 and the ACAS Code of Practice (Disciplinary and Grievance Procedures).

8. Employees appealing pay decisions are entitled to be accompanied by a colleague or representative from a trade union.

9. Pay appeals will be formally clerked and a note of proceedings should be produced.

10. Appeal hearings will normally be convened within 20 working days of receipt of a written appeal notification.

APPENDIX B
PAY PANEL HEARING PROTOCOL

The protocol for the conduct of formal hearings under this Policy.

Introductions

- Chair introduces everyone, what their role is, and then outlines the order of the hearing.
- Clerk takes notes of the hearing.

The employee case

- Employee or their representative presents employee case providing any evidence to support their case including from witnesses (if any).
- Management representative has the opportunity to question the employee.
- Chair asks questions and subsequently opens the discussion to the panel.

The management case

- Management representative presents management case, providing any evidence to support their case and any witnesses.
- Employee or their representative has the opportunity to question the management representative.
- Chair asks questions and subsequently opens the discussion to the panel.

Summarising and end of hearing

- Employee or their representative sums up the employee case.
- Management representative sums up the management case.
- If appropriate, the Chair can sum up the key points on both sides.
- Chair will then end the hearing, advising the employee that they will receive the panel's decision in writing within a given timescale.

Decision-making

- Panel meet to reach their decision.
- Clerk 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 within five working days. Where an appeal is rejected the decision should also communicate the evidence considered and the reasons for the decision.

APPENDIX C
PAY RANGES AND ALLOWANCE RANGES 2026
Note: the salary figures do not include any non-consolidated payments

UNQUALIFIED TEACHER PAY RANGE		
Point	Annual Salary from September 2025	Annual Salary from September 2026
1 (minimum of range)	22,601	23,732
2	25,193	26,075
3	27,785	28,758
4	30,071	31,124
5	32,667	33,811
6 (maximum of range)	35,259	36,494

Use if the school/Trust is paying teachers on the main pay range in accordance with the advisory points in the STPCD. If the school is paying any main pay range teachers on a point other than an advisory point, the school will need to amend this table to show any additional or alternative points and salary values in use.

MAIN PAY RANGE		
Point	Annual Salary from September 2025	Annual Salary from September 2026
1 (minimum of range)	32,916	34,069
2	34,823	36,042
3	37,101	38,400
4	39,556	40,941
5	42,057	43,529
6 (maximum of range)	45,352	46.940

UPPER PAY RANGE		
Point	Annual Salary from September 2025	Annual Salary from September 2026
1 (minimum of range)	47,472	49,134
2	49,232	50,956
3 (maximum of range)	51,048	52,835

Only include if you decide to employ Leading practitioners

PAY RANGE FOR LEADING PRACTITIONERS		
	Annual Salary from September 2025	Annual Salary from September 2026
Minimum	52,026	53,847
Maximum	79,092	81,861

LEADERSHIP PAY RANGE		
Point	Annual Salary from September 2025	Annual Salary from September 2026
L1	51,773	53,586
L2	53,069	54,927
L3	54,394	56,298
L4	55,747	57,699
L5	57,137	59,137

L6	58,569	60,619
L7	60,145	62,251
L8	61,534	63,688
L9	63,070	65,278
L10	64,691	66,956
L11	66,368	68,691
L12	67,898	70,275
L13	69,596	72,032
L14	71,330	73,827
L15	73,105	75,664
L16	75,049	77,676
L17	76,772	79,460
L18A	77,924	80,652
L18B	78,702	81,457
L19	80,655	83,478
L20	82,654	85,547
L21A	83,860	86,796
L21B	84,699	87,664
L22	86,803	89,842
L23	88,951	92,065
L24A	90,255	93,414
L24B	91,158	94,349
L25	93,424	96,694
L26	95,735	99,086
L27A	97,136	100,536
L27B	98,106	101,540
L28	100,540	104,059
L29	103,030	106,637
L30	105,595	109,291
L31A	107,131	110,881
L31B	108,202	111,990
L32	110,892	114,774
L33	113,646	117,624
L34	116,456	120,532
L35A	118,169	122,305
L35B	119,350	123,528
L36	122,306	126,587
L37	125,345	129,733
L38	128,447	132,943
L39A	130,274	134,834
L39B	131,578	136,184
L40	134,860	139,581
L41	138,230	143,069
L42	141,693	146,653
L43	143,796	148,829

Note:

- *points 18A, 21A, 24A, 27A, 31A, 35A and 39A are the salary figures for headteachers at, or moving to, the top of their school group range only. These figures are a legacy of the STPCD 2015 which provided for no uplift to the maxima of the eight headteacher group ranges.*

Use if the School/Trust wishes to continue to use the current TLR values and maintain a minimum difference in value between TLRs of different value

TLR RANGES		
	Annual Value from September 2025	Annual Salary from September 2026
TLR3		
Minimum	702	727
Maximum	3,478	3,600
TLR2		
TLR2A (Minimum)	3,527	3,651
TLR2B	5,874	6,080
TLR2C	8,221	8,509
TLR2C (Maximum)	8,611	8,913
TLR1		
TLR1A (Minimum)	10,174	10,531
TLR1B	12,522	12,961
TLR1C	14,871	15,392
TLR1D (Maximum)	17,216	17,819

Use if the School/Trust wishes to exercise its discretion under the STPCD and to cease to maintain a minimum difference in value between TLRs of different value

TLR RANGES		
	Annual Value from September 2025	Annual Salary from September 2026
TLR3		
Minimum	702	727
Maximum	3,478	3,600
TLR2		
Minimum	3,527	3,651
Maximum	8,611	8,913
TLR1		
Minimum	10,174	10,531
Maximum	17,216	17,819

SEN ALLOWANCE RANGE		
	Annual Value from September 2025	Annual Salary from September 2026
Minimum	2,787	2,885
Maximum	5,497	5,690

PAY RANGES AND ALLOWANCE RANGES 2027

Note: the salary figures do not include any non-consolidated payments

UNQUALIFIED TEACHER PAY RANGE		
Point	Annual Salary from September 2026	Annual Salary from September 2027
1 (minimum of range)	23,732	24,444
2	26,075	26,858
3	28,758	29,621
4	31,124	32,058
5	33,811	34,826
6 (maximum of range)	36,494	37,589

Use if the school/Trust is paying teachers on the main pay range in accordance with the advisory points in the STPCD. If the school is paying any main pay range teachers on a point other than an advisory point, the school will need to amend this table to show any additional or alternative points and salary values in use.

MAIN PAY RANGE		
Point	Annual Salary from September 2026	Annual Salary from September 2027
1 (minimum of range)	34,069	35,092
2	36,042	37,124
3	38,400	39,552
4	40,941	42,170
5	43,529	44,835
6 (maximum of range)	46.940	48,349

UPPER PAY RANGE		
Point	Annual Salary from September 2026	Annual Salary from September 2027
1 (minimum of range)	49,134	50,609
2	50,956	52,485
3 (maximum of range)	52,835	54,421

Only include if you decide to employ Leading practitioners

PAY RANGE FOR LEADING PRACTITIONERS		
	Annual Salary from September 2026	Annual Salary from September 2027
Minimum	53,847	55,463
Maximum	81,861	84,317

LEADERSHIP PAY RANGE		
Point	Annual Salary from September 2026	Annual Salary from September 2027
L1	53,586	55,194
L2	54,927	56,575
L3	56,298	57,987
L4	57,699	59,430
L5	59,137	60,912
L6	60,619	62,438

L7	62,251	64,119
L8	63,688	65,599
L9	65,278	67,237
L10	66,956	68,965
L11	68,691	70,752
L12	70,275	72,384
L13	72,032	74,193
L14	73,827	76,042
L15	75,664	77,934
L16	77,676	80,007
L17	79,460	81,844
L18A	80,652	83,072
L18B	81,457	83,901
L19	83,478	85,983
L20	85,547	88,114
L21A	86,796	89,400
L21B	87,664	90,294
L22	89,842	92,538
L23	92,065	94,827
L24A	93,414	96,217
L24B	94,349	97,180
L25	96,694	99,595
L26	99,086	102,059
L27A	100,536	103,553
L27B	101,540	104,587
L28	104,059	107,181
L29	106,637	109,837
L30	109,291	112,570
L31A	110,881	114,208
L31B	111,990	115,350
L32	114,774	118,218
L33	117,624	121,153
L34	120,532	124,148
L35A	122,305	125,975
L35B	123,528	127,234
L36	126,587	130,385
L37	129,733	133,625
L38	132,943	136,932
L39A	134,834	138,880
L39B	136,184	140,270
L40	139,581	143,769
L41	143,069	147,362
L42	146,653	151,053
L43	148,829	153,294

Note:

- *points 18A, 21A, 24A, 27A, 31A, 35A and 39A are the salary figures for headteachers at, or moving to, the top of their school group range only. These figures are a legacy of the STPCD 2015 which provided for no uplift to the maxima of the eight headteacher group ranges.*

Use if the School/Trust wishes to continue to use the current TLR values and maintain a minimum difference in value between TLRs of different value

TLR RANGES		
	Annual Value from September 2026	Annual Salary from September 2027
TLR3		
Minimum	727	749
Maximum	3,600	3,708
TLR2		
TLR2A (Minimum)	3,651	3,761
TLR2B	6,080	6,263
TLR2C	8,509	8,765
TLR2C (Maximum)	8,913	9,181
TLR1		
TLR1A (Minimum)	10,531	10,847
TLR1B	12,961	13,350
TLR1C	15,392	15,854
TLR1D (Maximum)	17,819	18,354

Use if the School/Trust wishes to exercise its discretion under the STPCD and to cease to maintain a minimum difference in value between TLRs of different value

TLR RANGES		
	Annual Value from September 2026	Annual Salary from September 2027
TLR3		
Minimum	727	749
Maximum	3,600	3,708
TLR2		
Minimum	3,651	3,761
Maximum	8,913	9,181
TLR1		
Minimum	10,531	10,847
Maximum	17,819	18,354

SEN ALLOWANCE RANGE		
	Annual Value from September 2026	Annual Salary from September 2027
Minimum	2,885	2,972
Maximum	5,690	5,861