School Mission Statement

"To create and sustain, with God's help, a learning, caring and serving community where all people are valued for who they are and who they may become in the light of Jesus Christ."

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Approved by the Board of Directors: October 2026

1. Introduction

September 2026 Pay Award – 3.5% pay rise for all teaching staff (5% on the minimum of the unqualified teacher range)

1.1. The minimum and maximum of the pay ranges and allowances for the September 2026 pay award are set out in the draft STPCD 2026.

1.2. Decisions about teachers' pay progression must be linked to the Appraisal Policy and are based on criteria set out in the School's Pay Policy.

1.3. The Board of Directors will operate the Pay Policy as the 'relevant body', as defined in the STPCD, and for the pay arrangements agreed for all the support staff which will:

- Grade posts appropriately within the conditions of employment identified in the current STPCD and the conditions of service for support staff employed by the Board of Directors.
- Consider pay relativities between posts within the teachers of the Board of Directors and support staff of the Board of Directors.
- Ensure that the annual appraisal of all teaching staff, including those absent from duty for any reason, is fairly and properly conducted in accordance with the School's Appraisal Policy as soon as possible, by 31 October 2026, at the latest; 31 December 2026, for the Headteacher.
- Where a pay determination leads or may lead to the start of a period of safeguarding, the Board of Directors will give the required written statement of notification as soon as possible, and no later than one month after the date of the determination.
- Ensure that discretion available under the STPCD is exercised in a fair and equitable manner.
- Give recognition to assigned Teaching and Learning Responsibilities (TLR), whether for a permanent post, an acting period, or a temporary project (TLR3).
- Comply with the salary safeguarding arrangements in the current STPCD.
- Ensure that an appropriate evaluation process is used to determine the salary range for members of support staff.

1.4. This policy statement will be available to employees of the Board of Directors.

2. Delegation of Decision Making

Headteacher

2.1. Except where otherwise stated, the Board of Directors will delegate the day-to-day management of the policy to the Headteacher in consultation with the Chair of the Board of Directors. The Headteacher will report to the Board of Directors those occasions when the delegated responsibility has been exercised in respect of the discretionary elements of the STPCD and the pay provisions for support staff.

2.2. The Headteacher shall make annual recommendations on the salary of all employees to the appropriate committee of the Board of Directors. This will include sufficient information for the Board of Directors to assess their position regarding the gender pay gap reporting requirements and public sector equality duty.

2.3. The Board of Directors requires that the Headteacher has regard to the budget approved by the Board of Directors or Trust and the requirements of employment legislation; in particular:

- The Equality Act 2010 (including requirements under the Public Sector Equality Duty and Gender Pay Gap reporting requirements)
- The Employment Rights Act 1996
- The Employment Relations Act 1999
- The Employment Act 2002
- The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- The ACAS Code of Practice (section 199 of the Trade Union and Labour Relations (Consolidation) Act 1992
- The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002
- National Minimum Wage Act 1998

The Board of Directors expects the Headteacher to seek advice, where appropriate, from persons engaged by the Board of Directors to provide such advice.

An Appropriate Committee Structure

2.4. The Board of Directors will delegate to a Pay Panel review committee of Directors (hereafter referred to as the "Review Committee") decisions arising out of this policy and/or the Appraisal Policy. The number of Directors on the committee shall normally be five, of which at least three Directors shall sit in rotation. No member of the Review Appeal Committee, referred to below, will be a member of the Review Committee. No Director who is employed by the Board of Directors may be a member of the Review Committee or the Review Appeal Committee.

2.5. The Board of Directors will delegate to a committee of Directors (hereafter referred to as the “Review Appeal Committee”) any appeals by individual employees against decisions of the Review Committee in 2.4 arising out of this policy or the Appraisal Policy. The number of Directors on the committee shall normally be five, of which at least three Directors shall sit in rotation. Any appeal will be dealt with before a final decision is reported to the Board of Directors.

2.6. Meetings of the Review Committee and the Review Appeal Committee will be convened by the Governance Professional. Such meetings will normally be arranged within 20 working days of the date

the employee requests the meeting, and five working days' notice of the date and time of the meeting will be given.

Those entitled to attend meetings of these Committees are outlined in Annex A and B.

Review of Recommendations to, or Decisions of, the Review Committee

2.7. Prior to making a salary recommendation to the Review Committee the Headteacher (or Chair of the Appraisal Review Committee in the case of the Headteacher) will inform the employee of their recommendation to the Review Committee and the date this Committee will be considering their recommendation.

2.8. A teacher who is dissatisfied with a pay recommendation can discuss the recommendation informally with the appraiser or Headteacher before the recommendation is actioned.

2.9. Whilst there is no right of appeal to the Headteacher's recommendation, if the employee does not agree with the recommendation to be made, then they may provide a written statement to the Clerk of the Board of Directors which will be provided to the Review Committee to consider alongside the pay recommendation and the employee will be invited to attend a formal meeting with the Review Committee.

The statement provided by the employee must indicate the reason/s why they disagree with the recommendation and must fall within one or more of the following:

That the recommendation:

- incorrectly applied any provision of the appropriate salary and/or appraisal policy
- in the case of a teacher, failed to have proper regard for statutory/contractual guidance of the STPCD
- failed to take proper account of relevant evidence
- took account of irrelevant or inaccurate evidence
- was biased; or
- otherwise unlawfully discriminated against the employee

The employee will have a minimum of five working days' notice between the date they are informed of the recommendation and the date of the meeting of the Review Committee to provide this written statement. The Governance Professional will provide the Headteacher (or Chair of the Headteacher's Appraisal Review Committee, in the case of the Headteacher) with a copy of the written statement submitted by the employee prior to the meeting of the Review Committee.

2.10. 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 Review Committee. The decision of the Review Committee will be provided to the employee in writing. The employee will be advised of the right of appeal against the decision of the Review Committee to the Review Appeal Committee.

2.11. The procedure to be followed for the review hearing is attached at Annex A.

Appeals against Salary or Appraisal Decisions

2.12. The employee may appeal against the decision of the Review Committee within five working days of receipt of the determination by notifying the Governance Professional in writing of the reasons for the appeal, which must be as stated in paragraph 2.9 above.

2.13. The decision of the Review Appeal Committee shall be final. Once an appeal has been resolved, the final decisions regarding the assessment of salaries shall be reported to the Board of Directors.

2.14. The procedure to be followed for the appeal is attached at Annex B of this policy.

Threshold Application

2.15. An application must be made by 31 October and submitted to the Headteacher.

A successful applicant will progress to a point* on the upper pay range determined by the Headteacher from 1 September of the current academic year from which progression to the upper pay range will be paid. This may be termly or annually.

* The policy may determine that successful applicants will progress to the minimum of the upper pay range or delegate discretion to the Headteacher to determine to which point on the upper pay range the successful applicant may progress.

A successful applicant will have demonstrated through the appraisal process:

- that they are highly competent in all elements of the relevant standards; and
- that their achievements and contributions are substantial and sustained.

The Headteacher shall inform the teacher of the recommendation to be made to the Review Committee regarding the threshold application as soon as possible after the closing date has passed. The Headteacher shall provide oral feedback on the relevant criteria indicated or, in the case of an unsuccessful application, in writing on the original application form. Feedback shall also include advice on aspects of performance that would benefit from further development. The process to be followed where the employee does not agree with the recommendation is as outlined in paragraph 2.8 to 2.14.

2.16. Upper pay range decisions will only apply to posts under the employment of this Board of Directors.

Statement of Salary

2.17. Salary assessment forms will be issued to confirm salary determinations.

The Chair of the Board of Directors

2.18. The Chair of the Board of Directors will be available to the Headteacher for consultation on those matters of this policy delegated to the Headteacher. In this instance, the Chair of Board of Directors may not be a member of the Review Committee or Review Appeal Committee.

The Appraisal Review Committee for the Headteacher's Performance Review

2.19. The Board of Directors will delegate 3 Directors, none of whom shall be employees of the Board of Directors, to carry out the appraisal review for the Headteacher. The delegated Directors may be supported by an external adviser appointed by the Board of Directors. The agreed performance objectives and indicators/measures may be referred for moderation to a meeting of a Chair of the Board of Directors.

2.20. It is the stated wish of the Board of Directors that the delegated Directors should be appropriately trained.

3. Exercise of Discretion Under the STPCD

Starting Salary of New Classroom Teacher Appointments

3.1. When advertising a teaching post the Board of Directors, or delegated committee, will identify the range of salaries the Board of Directors is prepared to pay, subject to qualifications and experience. The Board of Directors will not normally agree to match current/previous salaries without first considering the merits of the application and the salary of teachers employed by the Board of Directors.

3.2. Where the Headteacher or selection panel regards a teacher has relevant teaching experience or non-teaching experience, which is **directly relevant** to the post being offered, then an appropriate salary will be offered within the advertised range.

3.3. The Headteacher will provide a statement for the appropriate committee of the Board of Directors detailing the reasons the salary has been awarded, together with the position on the appropriate range in the Board of Directors' salary structure.

Calculation of Part-Time Teachers' Salaries

3.4. The Board of Directors will ensure that all part-time teachers employed by the Board of Directors will have their salaries calculated in accordance with the STPCD and the "pro-rata principle", except where a part-time teacher is awarded a TLR3.

3.5. The Board of Directors will ensure that the total amount of time for which a part-time teacher may be directed is calculated in accordance with the STPCD and the "pro-rata principle".

3.6. All part-time teachers will be advised of the way in which their salary and directed time are calculated.

Recruitment/Retention Incentives

3.7. The Board of Directors may have a policy regarding any payment of recruitment/retention incentives or benefits in accordance with paragraph 27 of the STPCD.

3.8. The policy adopted by the Board of Directors will be made known to employees and set out as Annex D to this policy.

Staffing Structure

3.9. The Headteacher will annually recommend to the Board of Directors a staffing structure for the school that:

- Takes account of any financial limits determined by the Board of Directors or delegated committees
- Identifies the posts to which allowances will be allocated for permanent TLRs, in accordance with the requirements of the STPCD
- Will determine the value of any TLR post that is to be paid for a short-term period. A statement identifying a payment within the range for TLR3, the length of time for which it will be paid, and the reason for the short-term payment will be provided to the appropriate committee of the Board of Directors
- Identifies the level of allowance to be allocated to each permanent TLR post between the minimum and maximum limits set out for each TLR in the STPCD, and the different levels that may be paid within each TLR in the staffing structure in accordance with the STPCD

- Identifies the level of salary to be allocated to any Leading Practitioner posts together with the salary ranges to be assigned to each post
- Identifies posts to be paid on the leadership group pay range together with the salary ranges assigned to each post
- Identifies any post to which a salary from the Special Educational Needs (SEN) range of salaries will be allocated together with the level of each allowance to be paid
- Identifies the staffing structure for support staff posts together with the evaluated salary range assigned to each post

The staffing structure and pay ranges approved by the Board of Directors shall be published with this pay policy.

3.10. If the recommendation contains changes in the staffing structure that will directly impact on employees employed by the Board of Directors, employees and recognised trade unions will be informed and consulted before the final salary structure is published.

Special Educational Needs

3.11. The Board of Directors will award an allowance to any teacher who satisfies the requirement of the STPCD, paragraph 21.

3.12. The post and allowance/s will be identified in the staffing structure and will be spot salaries selected from the SEN range. The value of allowances should be based on whether any mandatory qualifications are required, other qualifications and expertise relevant for the post and the relative demands of the post.

Awards for Performance Progression to Teachers Paid on the Main Pay Range, the Upper Pay Range or Unqualified Teachers' Pay Range (Pay progression will be linked to the assessment of performance, as determined under the Appraisal Policy).

3.13. At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the Review Committee will consider written recommendations from the Headteacher that a teacher be paid a higher salary on the classroom teachers' main pay range as determined by the Board of Directors, or the upper pay range, depending on which range the teacher is currently paid. The Headteacher will also provide written reasons why any teacher should not progress on either range. Please note comments under section 2.2.

3.14. Any recommendations for progression to a higher salary made by the Headteacher shall be in respect of the teacher's performance during the previous year measured against the performance review under the Board of Directors' Appraisal Policy, with particular reference to the achievement of objectives identified in Annex E and their individual performance management objectives set at their last review.

3.15. Recommendations for increases in pay will be differentiated in order that any increase is clearly attributable to the performance of each teacher.

3.16. A teacher on the main pay range whose performance meets the criteria set out in Annex E could reasonably expect to reach the maximum of the range after five years. The Headteacher may recommend that there will be no progression on the range each year where the outcome of the appraisal does not warrant progression. An early career teacher who achieves the required standards at the end of induction will normally progress to the second point on the main pay range from the following September in accordance with paragraph 2.3.

3.17. Where a teacher has been absent through long term illness or on maternity leave (or other long-term leave) the Headteacher will ensure that a performance review has been conducted. If a review cannot be conducted until the teacher returns to school, the Headteacher will conduct a review following the teacher's return. If the recommendation is to pay the teacher on a higher salary on the appropriate pay range the award may be backdated to the date on which the award would normally have been paid.

4. Leading Practitioner Posts

4.1. The Board of Directors may decide to include leading practitioner post/s in the structure where it receives a recommendation from the Headteacher to consider such a post.

4.2. Where a leading practitioner is appointed the Board of Directors shall select an individual post range on the pay range designated for leading practitioners.

4.3. At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the Review Committee will consider recommendations from the Headteacher that any leading practitioner be paid a higher salary subject to the maximum of the individual range. The criteria on which such a recommendation will be based is set out in Annex C.

5. The Leadership Group

Deputy and Assistant Headteachers

5.1. The Board of Directors, following consideration of the relevant criteria set out in the STPCD, will determine the pay range for a newly appointed Deputy Headteacher or Assistant Headteacher's salary.

5.2. At the time of appointing a new Deputy Headteacher or Assistant Headteacher, the selection panel of the Board of Directors making the new appointment shall determine the salary point on the pay range. The selection panel shall have regard to advice available from persons engaged by the Board of Directors.

Awards for Performance to Deputy and Assistant Heads

5.3. At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the Review Committee will consider recommendations from the Headteacher that any Deputy Headteacher or Assistant Headteacher be paid additional points subject to the maximum of their range. The Board of Directors expects that the objectives for a deputy or assistant Headteacher will have become progressively challenging as the teacher has gained experience in the role.

5.4. Where there are substantial difficulties in retaining the services of a current Deputy Headteacher or Assistant Headteacher the Board of Directors may decide to change the salary range in accordance with the STPCD. Only in exceptional circumstances may the Deputy Headteacher or Assistant Headteacher's range overlap the Headteacher's pay range.

6. Annual Assessment of the Salary of Teachers

Annual Assessments

6.1. On or before 1 September of each year, or as soon as possible thereafter, the Headteacher will carry out an annual assessment of salary for each teacher, including Deputy Headteacher's and Assistant Headteachers, leading practitioners and unqualified teachers employed in the school.

The Review Committee will receive the pay recommendations from the Headteacher by 31 October of the current year at the latest, awards will be backdated to 1 September of the current year.

7. Determination of Leadership Group Salaries

Group of the School; Headteacher Pay Range (HTPR) and Pay Ranges for Other Members of the Leadership Group

7.1. For the purposes of determining the group of the school by which the HTPR is identified, the Board of Directors will re-calculate annually the appropriate unit total of the school.

7.2. The Board of Directors will assign the school to the appropriate Headteacher Group (HTG) whenever a new Headteacher is to be appointed and on such occasions as the Board of Directors sees fit. The Headteacher may make representations to the Review Committee to consider assigning the school to a new HTG.

7.3. If the Board of Directors changes the group of the school having re-calculated the unit total, the Board of Directors will identify a HTPR which will ensure that the minimum of the HTPR is not below the minimum of the salary range for the HTG.

7.4. The HTPR of the school shall be a range of consecutive salary points selected by the Board of Directors within the HTG range for the school.

7.5. The Recruitment Selection Committee, set up to appoint a new Headteacher, shall determine the salary point on the HTPR to be paid, ensuring that there is room for salary progression to be determined by subsequent performance. The Recruitment Selection Committee shall have regard to advice available from persons engaged by the Board of Directors.

7.6. If the Board of Directors agrees to the Headteacher also being made the Headteacher of another School on a permanent basis, the Headteacher's salary will be determined in accordance with the current STPCD.

7.7. Where such a decision is made then the Board of Directors will also review the salary ranges of any other teachers affected by the arrangement by increased responsibilities. Where such arrangements are temporary the safeguarding provisions will not apply.

7.8. The pay ranges for a Deputy Headteacher or Assistant Headteacher shall be determined with reference to the school's HTPR as defined by the STPCD.

Annual Review of Headteacher's Salary

7.9. At the beginning of each academic year, or at any such time as the Board of Directors (in consultation with the Headteacher) may decide, the Appraisal Review Committee referred to in 2.19 will agree with the Headteacher or (in the absence of agreement) set performance objectives together with performance indicators/measures appropriate to each objective. The performance objectives will reflect the priorities identified in the school's development plan.

7.10. An external adviser appointed by the school will support the Appraisal Review Committee in carrying out the annual performance review of the Headteacher. The performance review and review statement will be conducted in accordance with the Board of Directors' Appraisal Policy.

7.11. In the Autumn Term of each year, (or when determined differently by the Board of Directors as referred to in 7.9 above, in the half term immediately prior to the anniversary of the setting of the performance criteria), the Review Committee will receive recommendations from the Appraisal Review Committee (having consulted the Chair of Board of Directors, if they are not an appraisal review Director) regarding the salary of the Headteacher. The recommendation shall reflect the Appraisal Review Committee views based on the outcomes of the annual performance review and the Chair of Board of Directors' view of the Headteacher's overall performance during the year. Any recommendation for progression within the HTPR will identify the recommended number of points

proposed. The Headteacher will be advised of the proposed recommendation and may make a written response to the recommendation.

7.12. The recommendation for the Headteacher will be made in a written statement to the Review Committee, giving reasons for the recommendation and the level of salary that it is recommended should be paid from 1 September, including any additional payments as identified in the STPCD, paragraph 9. The Review Committee will consider the recommendation, together with any written response from the Headteacher, and inform the Headteacher in writing by providing a salary statement, by 31 December, to be backdated to 1 September. The Headteacher will not be entitled to attend the meeting of the Review Committee.

7.13. If the Headteacher wishes to seek a review of the decision of the Review Committee regarding their pay, they may do so in accordance with the procedure set out in paragraph 2.12 of this policy.

Determination of Discretionary Payments to Headteachers

7.14. The Board of Directors may decide to pay additional payments to the Headteacher in accordance with paragraphs 10 of the STPCD.

7.15. Where a decision is made to increase the Headteacher's salary beyond the maximum of the appropriate HTG determined in accordance with paragraph 7.14 above, the total sum of all payments made to the Headteacher will not exceed 25 per cent above the maximum of the HTG, except in wholly exceptional circumstances, which will be approved by the Board of Directors.

7.16. If it is considered necessary to exercise the provision set out in 7.15 above, the Board of Directors will take external independent advice in accordance with paragraph 9.3 of the STPCD before agreeing to such a decision.

Acting Up Allowances

7.17. If, during any absence of the Headteacher, Deputy or Assistant Headteacher or a TLR post holder, the acting appointment is made and maintained for a period then the Board of Directors will consider within four weeks of the acting appointment whether or not the teacher shall be paid an acting allowance calculated in accordance with 7.18 below. If no allowance is paid the Board of Directors may reconsider the position at any time.

7.18. In the prolonged absence of the Headteacher, a Deputy Headteacher, an Assistant Headteacher or a TLR post holder, the Board of Directors may appoint a teacher to act up during the absence of the post holder. From the date that the Board of Directors considers it necessary to make an acting appointment, an allowance will be paid equal to the difference between the salary currently paid to the person appointed to act up and a point considered appropriate by the Board of Directors. The relevant conditions of service detailed within the STPCD will apply to any person in receipt of such an acting allowance.

8. Unqualified Teachers

8.1. The Board of Directors may employ unqualified teachers/instructors in the school. Such unqualified teachers will be paid in accordance with paragraph 17 of the STPCD.

8.2. The point on the Board of Directors' unqualified teacher range, within the maximum and minimum of the range as set out in paragraph 17 of the STPCD, at which a new appointment will be paid, will be determined by the Headteacher, in consultation with the Chair of the Board of Directors, and will take account of the qualifications and experience considered to be relevant to the post.

8.3. In addition to the appropriate point on the unqualified teachers' pay range the Headteacher, in consultation with the Chair of the Board of Directors, may award an additional annual allowance in

accordance with paragraph 22 of the STPCD to a person appointed as an unqualified teacher who either takes on a sustained additional responsibility, which is focussed on teaching and learning and requires the exercise of a teacher's professional skills and judgement, or who the Headteacher and Chair of the Board of Directors believes has additional qualifications and/or experience to warrant such an award.

8.4. The Headteacher will report any award of such an allowance to the Review Committee of the Board of Directors.

8.5. The arrangements for salary progression and salary safeguarding for teachers also apply to unqualified teachers.

9. Salaries of Support Staff

9.1. On appointing a member of support staff, the job description determined for the post will be evaluated in accordance with the adopted scheme, the NJC pay scales (National Joint Council for Local Government Services pay scales). Advice on appropriate evaluation processes will be sought from persons engaged by the Board of Directors.

9.2. The Headteacher, in consultation with the Chair of the Board of Directors, will determine the appropriate point on the evaluated range having regard to:

- Relevant qualifications and/or competencies; and
- Recruitment/retention needs of the school in respect of the post.

The decision of the Headteacher will be reported to the Review Committee.

9.3. If at any time the Headteacher, in consultation with the Chair of the Board of Directors, considers that a member of the support staff is being asked to undertake increased or decreased responsibilities on a permanent basis, the job description may be re-evaluated. If the evaluation provides for a higher salary, that salary will be paid to the post holder from a date determined by the Headteacher and, in the case of a temporary increase in responsibility, the date to which the new salary will be paid will also be stated. If the evaluation provides for a lower salary, the employee will be entitled to salary safeguarding for a period in accordance with the Board of Directors' policy. The new salary level will be reported to the Review Committee at its next meeting.

9.4. At the time of making the annual assessment of the teachers' salaries, the Headteacher may also make any recommendation to the Review Committee in respect of the salary of any member of the support staff. Where the Headteacher considers it appropriate, a recommendation to the Review Committee that a named member/s of the support staff shall be awarded an honorarium for the excellence of their performance during the previous year. The honorarium may either be paid as a lump sum payment at the next salary payment after the Review Committee's decision, or as a 1/12 increase in monthly salary over the next year.

9.5. If any member of support staff wishes to appeal against their salary level, they may ask for a re-evaluation of their job description. If a member of the support staff decides to appeal against a decision of the Review Committee, then they shall enter a formal written statement of appeal. The appeal shall be heard by the Review Appeal Committee referred to in paragraph 2.5 above.

10. Salary Sacrifice Scheme

10.1. The Board of Directors will support and encourage any salary sacrifice scheme as identified in the STPCD and made available by the Board of Directors, from which teachers or support staff employed in the School benefit where there is no additional cost to the Board of Directors' budget.

11. Review of the Policy

11.1. The Board of Directors will review this policy annually, or on any occasion when it is requested to do so by the Headteacher.

11.2. The Board of Directors will consult with employees and the recognised trade unions at the time of the annual or any other review of the policy.

Procedure for a Review of a Salary Determination by the Review Committee of the Board of Directors

This procedure complies with the guidance of the Secretary of State 'Implementing your School's Approach to Pay'.

12. Case for the Employee

The employee is entitled to be accompanied by a representative of their trade union or a workplace colleague.

The employee or representative:

a) Presents the employee's written application for the review.

b) The members of the Review Committee may ask questions of the employee.

13. The Chair of the Review Committee:

a) Explains the process and evidence used to come to the recommendation/decision under review with reference to the written statement of reasons for the recommendation/ decision previously provided to the employee.

b) If the Review Committee has asked the Headteacher (or a director as referred to in note 3 below) to be present at the hearing the Headteacher (or Director) may be asked questions by members of the Review Committee, and the employee or representative.

14. Summing Up and Withdrawal

a) The employee, or representative, has the opportunity, to sum up, their case if they so wish.

b) All persons other than the members of the Review Committee and the adviser (See note 4 below) are then required to withdraw.

15. Review Committee Decision

a) The Review Committee and the person who is advising, (other than the Headteacher or a Director) are to deliberate in private, only recalling other persons to clear points of uncertainty on evidence already given. Any recall will involve both parties.

b) The Chair of the Review Committee will announce the decision of the review to the employee, which will be confirmed in writing within five working days.

Notes:

1. For the purposes of the review, the Review Committee and the employee will have the following documents:

- The written statement of reasons for the recommendation/decision previously provided to the employee.
- The written statement of reasons for the application for the review from the employee. (The grounds for the appeal must comply with paragraph 2.9 of the pay policy).
- Any additional documents to be used at the review hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.

2. For the purposes of the review, the Review Committee may ask the Headteacher (or in accordance with note 3 below, a director) to be present. In that event, the Headteacher (or Director) may also be asked questions by the members of the Review Committee and by the employee or their representative. The Headteacher (or Director) may **not** be involved in the decision of the Review Committee.
3. Where the Headteacher has asked for the review, the Review Committee may ask the Chair of the Board of Directors or a representative of the Directors referred to in 2.19 above to be present.
4. The Review Committee may have an adviser present.
5. The review is not an appeal against the recommendation/decision.

Procedure for an Appeal against a Salary Decision of the Review Committee to the Review Appeal Committee of the Board of Directors

This procedure complies with the guidance of the Secretary of State 'Implementing your School's Approach to Pay'.

16. The Appeal of the Employee

The employee is entitled to be accompanied by a representative of their trade union or a workplace colleague.

The employee or representative:

a) Introduces the employee's written reasons for the appeal and the representative of the Review Committee and then members of the Review Appeal Committee may ask questions of the employee.

b) May call witnesses, each of whom will have provided a written statement of the information they wish to give, and each witness may be asked questions by the representative of the Review Committee and then by the Review Appeal Committee.

17. The Response of the Review Committee

The representative of the Review Committee:

a) Explains the process and evidence used to come to the decision being appealed with reference to the written statement of reasons for the decision of the Review Committee previously provided to the employee, and the employee or representative and then members of the Review Appeal Committee may ask questions of the representative of the Review Committee.

b) May call witnesses, who will have provided a written statement of the information they wish to give, and each witness may be asked questions by the employee or their representative and then by the Review Appeal Committee.

18. Summing Up and Withdrawal

a) The representative of the Review Committee has the opportunity, to sum up, if they so wish.

b) The employee, or representative, has the opportunity, to sum up, their case if they so wish.

c) All persons other than the Review Appeal Committee and its adviser (see note 4 below) are then required to withdraw.

19. Review Appeal Committee Decision

a) The Review Appeal Committee and adviser are to deliberate in private, only recalling the parties to clear points of uncertainty on evidence already given. Any recall must involve both parties.

b) The Chair of the Review Appeal Committee will announce the decision to the employee, which will be confirmed in writing.

The Salary Points and Progression on the Main, Upper and Unqualified Teacher Pay Ranges
2026-2027 Pay Ranges

Salary Points on Main Pay Range

£		
	M1	£34,069
	M2	£36,042
	M3	£38,400
	M4	£40,941
	M5	£43,529
	M6	£46,940

Salary Points on Upper Pay Range

£		
	U1	£49,134
	U2	£50,956
	U3	£52,835

Salary Points on Unqualified Pay Range

£		
	UQ1	£23,732
	UQ2	£26,075
	UQ3	£28,758
	UQ4	£31,124
	UQ5	£33,811
	UQ6	£36,494

TLR Ranges

£	Min	Max
TLR3	727	3,600
TLR2	3,651	8,913
TLR1	10,531	17,819
SEN	2,885	5,690

Salary Ranges and Arrangements for Teachers Paid on the Leadership Group Range

£ Min £53,586 - Max £148,829

Leading Practitioner Pay Range

£ Min £53,847 - Max £81,861

The maximum of deputy and assistant headteachers must not exceed the maximum of the HTG.