Pay Policy

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Changes to this Edition

DATE	VERSION	DETAILS OF CHANGES
January 2026	1.0	First Edition
September 2026	2.0	No Changes

This Pay Policy has been approved and adopted by the Trust for use in all its academies.

Definitions

In this Pay Policy, unless the context otherwise requires, the following expressions shall have the following meanings:

i. 'Academy' means any academy operated by St Francis Catholic Multi-Academy Trust and includes all sites upon which the Academy undertaking is, from time to time, being carried out.

ii. 'Board' means the Board of Directors of the Trust.

iii. 'Companion' means a willing work colleague not involved in the subject matter of the issue being dealt with under this policy, or a trade union official, an accredited representative of a trade union or other professional association of which the employee is a member, who should be available for the periods of time necessary to meet the timescales under this Pay Policy.

iv. 'Headteacher' means the most senior teacher in the Academy who is responsible for its management and administration. Such teacher may also be referred to as the Head of School or Principal.

v. 'Local Academy Committee' means the body carrying out the employment functions of the Trust in relation to the Academy.

vi. 'Trust' means St Francis Catholic Multi-Academy Trust, which is the company responsible for the management of the Academy and, for all purposes, means the employer of staff at the Academy.

vii. 'Working Day' means any day on which you would ordinarily work if you were a full-time employee. In other words, 'Working Day' will apply differently to teaching and non-teaching staff. However, part-time and full-time staff will not be treated differently for the purposes of implementing this Pay Policy.

1.0 About this Policy

1.1 This policy sets out the framework for the Trust and its schools for making decisions about pay.

1.2 For the avoidance of doubt employees working on a part-time basis shall have the same opportunity to progress through the pay ranges as those working full-time.

1.3 The Trust complies with School Teachers Pay and Conditions and Burgundy Book for school teachers and the National Joint Council for support staff and Green book.

2.0 Responsibilities for implementing the policy

2.1 The Trust Board has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant contractual framework. The Headteacher has delegated day-to-day responsibility for operating the policy at schools. Whilst the CEO has delegated day to day responsibility for the operation of the policy for the Central Team/Trust Officers.

2.2 Managers have a specific responsibility to ensure the fair and consistent application of this policy and all members of staff are responsible for supporting colleagues and ensuring its success.

3.0 Purpose of this Policy

3.1 This policy supports the recruitment and retention of an effective workforce; recognising and rewarding staff appropriately for their contribution to the School or Trust Central Team/Trust ensuring that decisions on pay are managed in a fair, consistent and transparent way; and focussing on the importance of quality teaching, learning and service delivery and in doing so improving standards and making a positive impact on pupil and organisational development, progress and outcomes.

4.0 Pay progression

4.1 There is expectation that all employees covered by this policy are meeting the requirements of their role and where applicable the Teachers Standards. Pay progression will be made automatically within the relevant grade, unless the employee is subject to a performance improvement plan in accordance with the formal stage of the Trust's Performance and Capability Policy. Normal pay progression is defined as one increment. This also, includes Early Careers Teachers after 1 year.

4.2 Where performance concerns have been identified a support plan will be agreed and put in place to improve performance, in accordance with the Capability Policy and Procedure. If despite this, and the employee enters the formal stage of the Capability Policy, there will be no progression during that academic year.

4.3 Where the formal stage of the Capability Policy is concluded with the outcome that performance has returned to a satisfactory level, any incremental progression that may have been due on the previous 1 September/1 April (as appropriate), will be paid from the date the process/meeting has decided that performance is satisfactory.

5.0 Teacher Leadership Pay Range

5.1 The Leadership Pay Range is set out at in the following link: STPCD. This applies to the following roles:

- Head Teacher
- Deputy/Assistant Head
- Curriculum Leaders

5.2 Neither a new post on the Leadership Pay Range nor any vacant post on the Leadership Pay Range will be advertised without prior approval of the Trust who shall set the appropriate range for the relevant role in accordance with statutory guidance.

5.3 TLRs and Project Bonuses cannot be paid to employees on the Leadership Pay Range.

6.0 Basic Pay Determination on Appointment – Classroom Teachers

6.1 Any vacant posts for classroom teachers will be advertised as being between the minimum of the Main Pay Range and the maximum of the Upper Pay Range set out in the School teachers' pay and conditions document 2025 (STPCD), see link STPCD

6.2 On appointment the Trust will determine the starting salary to be offered to the successful candidate within those ranges.

6.3 In making such determinations, a range of factors may be considered including the following:

(a) the current salary earned by the candidate and is evidenced by their last employer via a pay slip/letter or contract of employment.

(b) the requirements of the post;

(c) any specialist knowledge required for the post;

(d) the experience required to undertake the specific duties of the post;

(e) the wider Trust and Academy context;

(f) the local labour market for teachers of particular subjects;

(g) the candidate's academic qualifications;

(h) the candidate's experience of teaching;

(i) any verified evidence of the candidate's responsibility for improvement in pupil progress, achievement or attainment or in modelling school improvement.

6.4 The Trust adopts pay portability for classroom teachers, so that a newly appointed teacher does not start on less than the FTE salary (pro rata for part time) of their previous classroom teacher post.

6.5 Teachers employed on an ongoing basis who work less than a full working week are deemed to be part-time. They will be given a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to working time arrangements and by comparison with the schools timetabled teaching week for a full-time teacher in an equivalent post.

6.6 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.

7.0 Pay Review

7.1 Support staff salaries will be effective from 1 April and will be applied when the annual NJC outcome is announced. Pay awards notified later in the year will be backed dated and arrears of pay, paid to 1 April.

7.2 The Trust will apply teachers STPC pay increases with effect from 1 September and implement no later than 31 October each year, and that all teachers (including those on the Leadership Pay Range) are given a written statement setting out their salary and any other financial benefits to which they are entitled.

8.0 The Upper Pay Range

8.1 The Upper Pay Range is set out in this link STPCD

8.2 Any qualified teacher within the Trust may apply to be promoted to the Upper Pay Range. Only one such application may be made in an academic year and should be made by 31 October of that academic year.

8.3 If a person is placed on the Upper Pay Range, that promotion will take effect immediately unless further evidence is required to support the application, e.g. examination results, when it will be backdated to the start of the academic year.

8.4 Applications should be made to the Headteacher in writing with supporting evidence the teacher considers appropriate. The Headteacher should assess the application within 20 working days.

8.5 The Headteacher may exercise discretion in considering an application from a teacher to join the Upper Pay Range if the Headteacher is satisfied that:

(a) the teacher is highly competent in all elements of the Teachers' Standards, as applicable; and

(b) the teacher's achievements and contribution to the Academy are substantial and sustained.

8.6 To pass these two tests, the teacher must demonstrate clear and secure evidence covering a continuous period of 2 years of:

(a) all their teaching being at least consistently good with a significant proportion excellent;

(b) excellent depth and breadth of knowledge, skills and understanding of the Teacher's Standards, as applicable, and of developing adherence to those Standards by colleagues;

(c) consistently positive impact on pupil progress to achieve or exceed expected outcomes;

(d) consistently positive impact on raising standards across the Academy, not just in the teacher's own classroom;

(e) effectively demonstrating to colleagues good and excellent teaching and learning practice and how to make a contribution to the work of the Academy;

(f) effectively working collaboratively across the Academy and/or the Trust in a wider role or outside the Trust;

(g) effectively leading and developing a team; and

(h) effective or innovative use of CPD opportunities.

The Head teacher in considering an application for the Upper Pay Range, will consult with the Executive to ensure consistency across the Trust.

8.7 A teacher will normally progress one point on the Upper Pay Range each year until they reach the top of the scale.

9.0 Accelerated progression

9.1 In exceptional circumstances, the Headteacher may recommend additional progression of a further increment for those teachers where outstanding performance can be identified. To ensure consistency and fairness, these recommendations will be considered by the CEO/Exec team. Cases of exceptional performance are likely to include demonstration of:

- Consistently delivering exceptional quality of teaching and learning practice
- Consistently delivering exceptional outcomes for children
- Successful leadership of a whole Trust initiative where impact can be evidenced.
- Meeting all Teacher Standards to an exceptional standard
- Successful leadership of a whole school initiative where impact can be evidenced

10.0 Leading Practitioners

10.1 The Leading Practitioner Range is set out in the appropriate table in this link: Link

10.2 Leading Practitioner roles which must have the primary purpose of modelling and leading improvement of teaching skills may only be advertised with the approval of the Trust.

10.3 TLRs and Project Bonuses may not be paid to Leading Practitioners.

11.0 Teaching and Learning Responsibility Payments (TLRs)

11.1The Trust Board will award TLRs as indicated in the staffing structure and in accordance with STPCD 2025. The Trust Board has determined the values as follows:

- TLR 1 – no less than £10,174 and no greater than £17,216
- TLR2 – no less than £3,527 and no greater than £8,611
- TLR3 – no less than £702 and no greater than £3,478

The relevant body may award a fixed-term third TLR (TLR3) to a classroom teacher for clearly time-limited improvement projects, or one-off externally driven responsibilities. The annual value of an individual TLR3 must be no less than £702 and no greater than £3478.

11.2The Trust Board acknowledges the requirement of determining the value of all existing and new TLR1 and TLR 2 payments based on the proportion of the TLR the teacher is undertaking – i.e. the proportion of the full-time equivalent responsibility.

11.3Responsibilities of equal weight will equate to equal value. The responsibilities-based calculation for TLR proportion will include factors like:

- The size of the department or year group being led.
- The number of staff being line-managed or supported.
- The complexity of the curriculum area.
- The number of students impacted.
- The proportion of the responsibility being undertaken.

11.4 Some full-time teachers may only receive a proportion of the full TLR 1 or TLR 2 payment if they are only undertaking a proportion of the responsibilities allocated with the full teaching and learning responsibility. The responsibilities agreed should be capable of being undertaken within the normal hours of the teacher, regardless of part-time or full-time contract.

11.5Those undertaking the whole responsibility for the TLR, regardless of part-time or full-time working pattern, will be in receipt of the full TLR value as awarded.

11.6Recruitment and Retention considerations will not be applied for the awarding of this allowance.

11.7 TLRs will only be reviewed by the Trust Board where;

- The School Teachers Review Board recommends, and the Secretary of State accepts and introduces general change in the TLR values.

- The Trust Board reviews its staffing structure and determines that the responsibilities of the post have changed materially.

12.0 Recruitment and Retention Allowances and Incentives

12.1 We may make such payments or provide such other financial assistance, support or benefits to a teacher as we consider to be necessary as an incentive for the recruitment of new teachers and the retention in their service of existing teachers.

12.2 We will review the use of existing and future allowances annually.

12.3 Recruitment and Retention Allowances and Incentives require the prior approval of the Executive Team up to a limit of £5,000 and the full Board for amounts above £5,000 and will need to be receipted in accordance with the Trust Finance Policy.

12.4 Recruitment and Retention Allowances are pensionable under the Teachers' Pension Scheme.

13.0 Special Educational Needs Allowance

13.1 Special Educational Needs Allowances may be awarded to a classroom teacher in accordance with STPCD 2025. The Trust Board has determined that the annual value of a SEN allowance will be no less than £2787 and no greater than £5497.

14.0 Additional Payments for Teachers

14.1 The Trust/school will decide on a case-by-case basis.

14.2 The Trust may make additional payments in accordance with STPCD to staff (other than the Headteacher):

(a) for CPD outside of the academy day;

(b) activities relating to the provision of initial teacher training as part of ordinary conduct of the Trust and/or school;

(c) participation in out-of-school hours learning activity agreed by the Headteacher; and

(d) additional responsibilities and activities due to or in respect of the provision of service by a Headteacher relating to the raising of educational standards to one or more additional schools.

PROVIDED:

(a) the Headteacher shall have given prior approval;

(b) Participation in any such activities is entirely voluntary for classroom teachers;

(c) All additional payments are pensionable under the Teachers' Pension Scheme.

15.0 Acting Allowances

15.1 We will pay an acting allowance to a staff member who is temporarily assigned and carrying out duties of higher graded role (support staff) or a teacher on the Leadership Pay Range after 4 continuous weeks, commencing from the day on which such duties are first assigned and completed (pro rata where less than 1 FTE).

16.0 Supply Teachers

16.1 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. Teachers working in this capacity will be paid the rate for the job, which will normally be a maximum of main pay range point 6.

17.0 Support Staff Pay

17.1 Support staff pay will follow the NJC pay scales for local government support staff and any relevant local agreements. Pay progression through any pay range is automatic for support staff.

17.2 New roles created will have the job description and person specification evaluated in accordance with an approved scheme prior to advertising. Advice will be sought from suitably trained persons engaged by the Trust to advise on grading.

17.3 The Headteacher/Manager, in consultation with the Trust, will determine the appropriate point on the evaluated scale that a new appointee starts, having regard to relevant experience, expertise, qualifications and/or competencies; and/or recruitment/retention needs of the Trust/school/Central Team in respect of the post. The salary decided will be within the evaluated grade scale point range.

17.4 If at any time the Headteacher/Manager, in consultation with the Trust, considers that a member of support staff is being asked to undertake, or has undertaken, increased responsibility on a permanent basis, they shall refer the job description of the post, with the new responsibilities, to be evaluated using the Trusts agreed process for this. If the evaluation provides for a higher salary, that salary will be paid to the post holder from a date determined by the Headteacher/Manager.

17.5 A Headteacher/Manager may also make any recommendation to Executive Team in respect of the salary of any member of the support staff. Where the Headteacher considers it appropriate they may recommend that a named member(s) of the support staff shall be awarded an honorarium for excellence in performance during the previous year. The honorarium may either be paid as a lump sum payment at the next salary payment after the appropriate committee's decision, or as a 1/12 increase in monthly salary over the next year. The payment of an honorarium in one year shall not entitle you to payment of an honorarium in subsequent years and shall not confer on you a contractual entitlement to an honorarium each year. The honorarium will be treated as a non-consolidated payment.

18.0 Overtime

18.1 The Trust shall not pay any member of support staff overtime unless it is approved in advance in writing by the Headteacher/Manger in accordance with Green book conditions for staff on scale points at or below SCP 22, once more than 37 hours has been worked in a working week.

18.2 Any overtime paid will be paid in accordance with section 2.6 of the Green book.

19.0 Salary Sacrifice Arrangements – All Staff

19.1 We may operate a salary sacrifice arrangement to all staff which may include any arrangement under which the member of staff gives up the right to receive part of their gross salary in return for the Trust's agreement to provide a benefit-in-kind under the following schemes. These schemes will be from time to time reviewed and amended and do not form part of contracts of employment: -

a) A childcare voucher or other childcare benefit scheme (this was closed to new members in 2018)

b) Opportunity to purchase AVCs

c) that benefit-in-kind is exempt from income tax

20.0 Statutory Leave – e.g. Maternity Leave, Shared Parental Leave and Adoption Leave

20.1 Those staff absent from work will receive pay progression in the normal way, see section 4.

21.0 Appeals

Where any employee feels that a determination on their pay is unfair, they have the right to appeal.

Employees should attempt to resolve the matter informally at first, by speaking to their line manager.

If the employee is not satisfied that the matter has been resolved through an informal approach, they can make a formal appeal by writing to the relevant appeal manager*, setting out their reasons for the appeal. Reasons may include:

- The pay policy was incorrectly applied
- The pay determination contravenes statutory guidance
- The pay determination contravenes equality legislation
- Relevant evidence was not taken into account when making the determination

If the appeal is upheld, the Trust will re-issue the pay statement with the correct information and ensure it is applied through payroll.

*The procedure to follow in the case of an appeal is the same as that which is set out in the formal stage of the Trust Grievance Policy. This procedure identifies the appropriate manager at the first and second formal stage.

21.0 Monitoring and Review

This policy will be reviewed by the Trust on an **annual** basis; they will make any necessary changes and communicate these to all members of staff and relevant stakeholders.

The next scheduled review date for this policy is **September 2027**.