



Whole School Pay Policy 2025/2026

Committee	Date of ratification	Date to be Reviewed
Resources Committee	26.09.2016	Annual EPM Update
Resources Committee	18.09.2017	Annual EPM Update
Resources Committee	12.11.2018	Annual EPM Update
Resources Committee	09.11.2020	Annual EPM Update
Full Governing Body	06.12.2021	Annual EPM Update
Full Governing Body	14.11.2022	Annual EPM Update
Full Governing Body	02.12.2024	Annual EPM Update
Full Governing Body	20.10.2025	Annual EPM Update

1. INTRODUCTION

September 2025 Pay Award

- 1.1 The minimum and maximum of the pay ranges and allowances for the September 2024 pay award are set out in the STPCD 2025, along with the advisory rates for the pay ranges.
- 1.2 The Governing Body of the Queens' Federation will operate a Whole School 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 Governing Body.
 - Take into account pay relativities between posts within the teachers and support staff employed by the Governing Body.
 - 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 31st October 2025 at the latest; 31st December 2025 for the Executive Headteacher.
 - Where a pay determination leads, or may lead, to the start of a period of safeguarding, the Governing Body 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 applied 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).
 - Optional until September 2026 – The Governing Body will ensure that all teachers employed by the Governing Body undertaking duties that attract a TLR1 or TLR2 will be paid in proportion to the responsibilities being carried out. This means the TLR will not be subject to the "pro-rata principle" by default. This applies to both full and part time teachers.
 - 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 the school support staff.
- 1.3 This policy statement will be available to the employees of the Governing Body.

2. DELEGATION OF DECISION MAKING

Executive Headteacher

- 2.1 The Governing Body will delegate the day-to-day management of the policy to the Executive Headteacher, except where otherwise stated. Where the Executive Headteacher has used discretion, as allowed under certain provisions of the STPCD and the pay provisions for support staff, they will ensure the Governing Body is informed.
- 2.2 The Executive Headteacher shall make annual recommendations on the salary of all employees to the appropriate committee of the Governing Body. This will include sufficient information for the Governors to assess their position with regard to the gender pay gap reporting requirements and public sector equality duty.
- 2.3 The Executive Headteacher will have regard to the budget approved by the Governing Body and the requirements of employment legislation, in particular the following, and shall seek advice as and when required:
- The Equality Act 2010 (including requirements under the Public Sector Equality Duty and Gender Pay Gap reports 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

The Governing Body expects the Executive Headteacher to seek advice, where appropriate, from persons engaged by the Queens' Federation to provide such advice.

An Appropriate Committee Structure

- 2.4 The Governing Body will appoint a Committee of Governors (hereafter referred to as the "Review Committee") who will be responsible for making decisions arising out of this policy. The number of Governors on the Committee shall normally be five, of which at least three Governors shall sit in rotation. Staff governors cannot be a member of this committee.
- 2.5 The Governing Body will also appoint a committee of governors (hereafter referred to as the 'Review Appeals Committee') to hear any appeals. The number of governors on the committee shall normally be 5, of which at least 3 governors shall sit in rotation. These governors must be different governors to those who sit on the review committee and cannot be employed by the Governing Body.

- 2.6 The Clerk to the Governing Body will be responsible for arranging meetings of the above committees. Such meetings will normally be arranged within 20 working days of the date the employee requests the meeting, and 5 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 Appendices A and B.

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

- 2.7 Prior to submitting a salary recommendation to the Review Committee the Executive Headteacher (or Chair of the Appraisal Review Committee in the case of the Executive Headteacher, (see 2.21) will inform the Employee of their recommendation along with confirmation as to when the Review Committee is meeting.
- 2.8 If an employee is not satisfied with the pay recommendation, they will have the opportunity to discuss the recommendation informally with the Appraiser or the Executive Headteacher (or Chair of the Appraisal Review Committee in the case of the Executive Headteacher) before the recommendation is passed to the Review Committee.
- 2.9 If the employee does not agree with the recommendation, they are entitled to attend a meeting with the Review Committee. The employee must, however, provide a written statement in advance of this meeting.

This statement 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;
- In the case of a teacher, who failed to have proper regard for the STPCD statutory/contractual guidance;
- 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 5 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 statement should be submitted to the Clerk of the Governing Body who will provide a copy to the Review Committee and the Executive Headteacher (or Chair of the Headteacher's Appraisal and Review Committee in the case of the Executive Headteacher) prior to the meeting.

- 2.10 At the meeting, the employee will have the opportunity to make representations, including presenting evidence, calling witnesses and the opportunity to ask questions.

- 2.11 The decision of the Review Committee will be provided to the employee in writing, along with details of how to appeal (see below).
- 2.12 The procedure to be followed for the review hearing is attached at **Appendix A**.

Appeals Against Salary Decisions

- 2.13 The employee may appeal against the decision of the Review Committee. Any appeal must be in writing to the Clerk to the Governing Body, within 5 working days of receipt of the Review Committee's decision. The appeal should outline the grounds for appeal, in line with 2.9 above.
- 2.14 The decision of the Review Appeal Committee shall be final. Once any appeal has been resolved, the final decisions regarding the assessment of salaries shall be reported to the Governing Body.
- 2.15 The procedure to be followed for the appeal is attached at **Appendix B** of this policy.

Threshold Application

- 2.16 An application must be made by 31st August and submitted to the Executive Headteacher.

A successful applicant will progress to a point on the Upper Pay Range determined by the Executive Headteacher from 1st September, from which progression to the Upper Pay Range will be paid. Increases in pay will be effective from this date and will be backdated if required.

The policy may determine that successful applicants will progress to the minimum of the Upper Pay Range or delegate discretion to the Executive Headteacher to determine to which point on the Upper Pay Range to which point on the Upper Pay Range the successful applicant may progress. See Appendix C.

A successful applicant will have demonstrated through the appraisal process:

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

See **Appendix C** for the Queens' Federation's definition of "highly competent" and "substantial and sustained".

- 2.17 The Executive Headteacher shall inform the teacher of the recommendation that they will be making to the Review Committee regarding the threshold application as soon as possible after the closing date has passed. The Executive Headteacher shall provide verbal 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 2.7 to 2.14.
- 2.18 Upper pay range decisions will only apply to posts within the Queens' Federation.

Statement of Salary

- 2.19 Salary assessment forms will be issued to confirm salary decisions reached.

The Chair of the Governing Body

- 2.20 The Chair of Governors will be available to the Executive Headteacher for consultation, should they be required. For this reason, the Chair of Governors may not be a member of the Review Committee or Review Appeal Committee.

The Appraisal Review Committee for the Headteacher's Review

- 2.21 The Governing Body will delegate 2/3 governors, none of whom shall be employees of the Federation, to carry out the appraisal review for the Executive Headteacher. The delegated governors may be supported by an external adviser appointed by the Governing Body. The agreed performance objectives and indicators/measures may be referred for moderation to the Chair of Governors.
- 2.22 It is the stated wish of the Governing Body that the delegated Governors 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 Finance and Resources Committee will agree the range of salaries they are prepared to pay, subject to qualifications and experience. The Finance and Resources Committee will not normally agree to match current/previous salaries without first considering the merits of the application and the salary of teachers employed at the Federation.
- 3.2 Where the Executive Headteacher or selection panel regards a teacher to have the 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 Executive Headteacher will confirm salary decisions, and the rationale behind them, to the appropriate committee of the Governing Body.

Calculation of Part Time Teachers' Salaries

- 3.4 The Governing Body will ensure that all part-time teachers employed by the Governing Body will have their salaries calculated in accordance with the STPCD and the "pro rata principle", except where a part-time teacher is awarded at TLR3.
- 3.5 The Governing Body 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 Governing Body may have a policy with regard to any payment of recruitment/retention incentives or benefits in accordance with paragraph 27 of the STPCD.
- 3.8 Any policy adopted by the Governing Body will be made known to employees. The criteria for recruitment and retention incentives are set out as Appendix D to this policy.

Staffing Structure

- 3.9 The Executive Headteacher will recommend to the Governing Body a staffing structure for each school that:
- Takes account of any financial limits determined by the Governing Body or delegated committees;
 - Identifies the posts to which allowances will be allocated for permanent Teaching and Learning Responsibilities (TLR) 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 Governing Body;
 - 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 STPC Document, and the different levels that may be paid within each TLR in the staffing structure in accordance with the STPC Document;
 - 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 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 Governing Body shall be published with this pay policy.

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

Special Educational Needs

- 3.11 The Governing Body 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 are relevant for the post and the relative demands of the post.

4. PAY PROGRESSION FOR TEACHERS PAID ON THE MAIN PAY RANGE, THE UPPER PAY RANGE OR UNQUALIFIED TEACHERS' PAY RANGE

- 4.1 On or before 1st September of each year, or as soon as possible thereafter, the Executive Headteacher will consider whether or not to increase the salary of teachers who have completed a year of employment since the previous annual pay determination.
- 4.2 Pay progression must be awarded to teachers on the unqualified, main and upper pay ranges, except where the teacher is in capability proceedings, in which case the Executive Headteacher may decide to withhold progression.
- 4.3 The Review Committee will receive the pay recommendations from the Executive Headteacher by 31st October at the latest, and will then make any decisions relating to salary increase, or otherwise. Any awards will be backdated to 1st September of the current year.
- 4.4 In the case of Early Career Teachers (ECTs), the Executive Headteacher must determine the teacher's performance and any pay recommendation by means of the statutory induction process, set out in the Education (induction arrangements for school teachers) (England) regulations 2012. The Executive Headteacher must also ensure that ECTs are not negatively affected by the extension of the induction period for one to two years. This change does not prevent the Federation from awarding pay progression to ECTs at the end of the first year.
- 4.5 In the case of Leading Practitioner posts, the Governing Body may decide to include such a post in the structure where it receives a recommendation from the Executive Headteacher to consider this.
- 4.6 Where a leading practitioner is appointed, the Governing Body shall select an individual post range on the pay range designated for leading practitioners, taking into account the criteria as set out in Appendix F.
- 4.7 Where a teacher has been absent through long term illness or on maternity leave (or other long term leave) the Executive Headteacher will ensure that a performance review has been conducted. In the event that a review cannot be conducted until the teacher returns to work, the Executive 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.

5. THE LEADERSHIP GROUP (See Appendix G)

Deputy and Assistant Headteachers

- 5.1. The Governing Body, following consideration of the relevant criteria set out in the STPCD, will determine the range for a newly appointed Deputy Headteacher or Assistant Headteacher's salary. These should be determined with reference to the School's Headteacher Pay Range (see below).
- 5.2. At the time of appointing a new Deputy Headteacher or Assistant Headteacher, the selection panel of the Governing Body shall determine the salary point on the pay range. The selection panel shall have regard to advice available from persons engaged by the Governing Body.

Pay Progression for Deputy and Assistant Heads

- 5.3. On or before 1st September each year, or as soon as possible thereafter, the Executive Headteacher will consider whether or not to increase the salary of any Deputy or Assistant Headteacher's who have completed a year of employment since the previous annual pay determination.
- 5.4. The Review Committee will receive the pay recommendations from the Executive Headteacher by 31st October of the current year at the latest, and will then make any decisions related to salary increase or otherwise. Any awards will be backdated to 1st September of the current year.
- 5.5. Where there are substantial difficulties in retaining the services of a current Deputy or Assistant Headteacher the Governing Body may decide to change the salary range in accordance with the STPCD. Only in exceptional circumstances may the Deputy or Assistant Headteacher's range overlap the Executive Headteacher's pay range.

EXECUTIVE HEADTEACHERS DETERMINATION OF LEADERSHIP GROUP SALARIES

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

- 5.6. On an annual basis, the Governing Body will re-calculate the group size of the schools to ensure that the unit total of the school is still correct.
- 5.7. The Governing Body will assign the Federation to the appropriate Headteacher Group (HTG) whenever a new Executive Headteacher is to be appointed and on such occasions as the Governing Body sees fit. The Executive Headteacher may make representations to the Review Committee to consider assigning the Federation to a new HTG.
- 5.8. If the Governing Body changes the group of the Federation having re-calculated the unit total, the Governing Body will identify any new HTPR which will ensure that the minimum of the HTPR is not below the minimum of the salary range for the HTG.
- 5.9. The HTPR of the Federation shall be a range of consecutive salary points selected by the Governing Body within the HTG range for the school.

- 5.10 The Recruitment Selection Committee, set up to appoint a new Executive Headteacher, shall determine the salary point on the HTPR to be paid, ensuring that there is room for salary progression. The Recruitment Selection Committee shall have regard to advice available from persons engaged by the Governing Body.
- 5.11 If the Governing Body agrees to the Federation's Executive Headteacher also being made the Executive Headteacher of additional schools permanently, the Executive Headteacher's salary will be determined in accordance with STPCD 2024 (paragraph 6.6).
- 5.12 Where such a decision is made, then the Governing Body 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.

Annual Review of Executive Headteacher's Salary

- 5.13 At the beginning of each academic year, or at any such time as may seem fit, the Governing Body in consultation with the Executive Headteacher may decide whether or not to increase the salary of the Executive Headteacher. The Governing Body may decide on how this pay progression will be determined. The Appraisal Review Committee referred to in 2.2 will agree with the Executive Headteacher or (in the absence of agreement) set objectives together with indicators/measures appropriate to each objective. The objectives will reflect priorities identified in the Federation's development plan.
- 5.14 The salary progression decision must be informed by a written recommendation included in the Executive Headteacher's report. The Governing Body should consider this recommendation when deciding on any salary increase.
- 5.15 If a previous document set a pay range where the maximum salary is higher than is allowed under the current guidelines, the Executive Headteacher will continue to receive the higher salary until the pay range is reviewed and updated according to the new guidelines.
- 5.16 An external adviser appointed by the Federation will support the Appraisal Review Committee in carrying out the annual review of the Executive Headteacher. The review and review statement will conform with the Federation's Appraisal policy.
- 5.17 Prior to submitting the recommendation to the Review Committee, the Appraisal Review Committee will advise the Executive Headteacher of the proposed pay recommendation. If they are not satisfied with the recommendation, they may seek a review in accordance with 2.8 – 2.10 above.
- 5.18 In the Autumn Term of each year, (or where determined differently by the Governing Body as referred to in 5.13 above, in the half term immediately prior to the anniversary of the setting of the performance criteria), the Review Committee will receive a written recommendation from the Appraisal Review Committee (having consulted the Chair of the Governing Body, if they are not an appraisal review governor) regarding the salary of the Executive Headteacher.
- 5.19 The recommendation will give reasons for the recommendation and the level of salary that it is recommended should be paid from 1st September, including any

additional payments as identified in the STPCD, paragraph 10. Any recommendation for progression within the HTPR will identify the number of points proposed.

- 5.20 The Review Committee will consider the recommendation, together with any representations from the Executive Headteacher, and inform the Executive Headteacher in writing by providing a salary statement, by 31st December, to be backdated to 1st September.
- 5.21 The Executive Headteacher will have the right to appeal against the decision of the Review Committee in accordance with the procedure set out in paragraph 2.12 of this policy.

Determination of Discretionary Payments to Headteachers

- 5.22 The Governing Body may decide to pay additional payments to the Executive Headteacher in accordance with paragraph 10 of the STPCD.
- 5.23 Where a decision is made to increase the Executive Headteacher's salary beyond the maximum of the appropriate HTG determined in accordance with paragraph 5.14 above, the total sum of all payments made to the Executive Headteacher will not exceed 25% of the maximum of the HTG, except in wholly exceptional circumstances, which will be approved by the Governing Body.
- 5.24 If it is considered necessary to exercise the provision set out in 5.14 above, the Governing Body will take external independent advice in accordance with paragraph 9.3 of the STPCD before agreeing to such a decision.

Acting Up Allowances

- 5.25 If, during any absence of the Executive Headteacher, Deputy Headteachers, Assistant Headteacher or a TLR post holder, the acting appointment is made and maintained for a period, then the Governing Body will consider, within four weeks of the acting appointment, whether or not the teacher shall be paid an acting allowance calculated in accordance with 5.21 above. If no allowance is paid the Governing Body may reconsider the position at any time.
- 5.26 In the prolonged absence of the Executive Headteacher, a Deputy Headteacher, an Assistant Headteacher or a TLR post holder, the Governing Body may appoint a teacher to act up during the absence of the post holder. From the date that the Governing Body 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 Governing Body. The relevant conditions of service detailed within the STPCD will apply to any person in receipt of such an acting allowance.

6 ADDITIONAL PAYMENTS FOR TEACHING STAFF

6.1 If the Executive Headteacher, following consultation with the teacher(s) affected, requests teachers to undertake:

- CPD undertaken outside of the school day;
- Activities relating to the provision of ITT as part of the ordinary conduct of the school day; or
- Out of school hours learning activities,

then payments as below will be made to teachers agreeing to participate in such activities.

6.2 The daily rate payable to each teacher undertaking such CPD or ITT activities will be determined by the Governing Body. Periods of less than a day will be paid pro rata.

6.3 Where additional responsibilities and activities are undertaken by a teacher resulting from the Executive Headteacher having responsibility for more than one school, as provided for in paragraph 5.11 of this policy, the Review Committee of the Governing Body will review the teacher's salary to reflect the additional responsibilities and activities. The decision of the Review Committee will be reported to the next meeting of the Governing Body.

7. UNQUALIFIED TEACHERS

7.1 The Governing Body may employ unqualified teachers/instructors in the Federation. Such unqualified teachers will be paid in accordance with paragraph 17 of the STPCD.7.2.

7.2 The point on the Governing Body's unqualified teacher scale, 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 Executive Headteacher, in consultation with the Chair of Governors, and will take account of the qualifications and experience considered to be relevant to the post.

7.3 In addition to the appropriate point on the unqualified teachers' pay range the Executive Headteacher, in consultation with the Chair of Governors, 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 Executive Headteacher and Chair of Governors believes has additional qualifications and/or experience to warrant such an award.

7.4 The Executive Headteacher will report any award of such an allowance to the Review Committee of the Governing Body.

7.5 The arrangements for salary progression and salary safeguarding for teachers also applies to unqualified teachers.

8. SALARIES OF SUPPORT STAFF

- 8.1 On appointing a member of support staff, the job description determined for the post will be evaluated in accordance with the adopted Local Authority job evaluation scheme or via benchmarking internally and externally. Advice on appropriate evaluation processes will be sought from persons engaged by the Governing Body.
- 8.2 The Executive Headteacher, in consultation with the Chair of Governors, will determine the appropriate point on the evaluated range having regard to:
- relevant qualifications and / or competencies; and
 - recruitment / retention needs of the Federation in respect of the post

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

- 8.3 If at any time the Executive Headteacher, in consultation with the Chair of Governors, 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 Executive 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 Local Authority's policy. The new salary level will be reported to the Review Committee at its next meeting.
- 8.4 The Executive Headteacher will make any recommendation to the Review Committee in respect of the salary of any member of the support staff to take effect annually on 1st April. Where the Executive Headteacher considers it appropriate, a recommendation may be made 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 1/12th increase in monthly salary over the next year.
- 8.5 If any member of support staff wishes to appeal against their salary level they may ask for a re-evaluation of their job description. In the event that 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 overheard by the Review Appeal Committee referred to in paragraph 2.5 above.
- 8.6 Support staff pay scales are set out in Appendix H.

9. APPRENTICES

- 9.1 Apprentices will not be paid in line with Appendix E or H; rather, the rates of pay will be determined with reference to the Government's statutory minimum rates for apprentices that take into account the age of the apprentice and the year of their apprenticeship.

10. SALARY SACRIFICE SCHEME

- 10.1 The Governing Body will support and encourage any salary sacrifice scheme as identified in the STPCD and made available by the Governing Body, from which teachers or support staff employed in the Federation benefit, where there is no additional cost to the Federation budget.*

11. REVIEW OF THE POLICY

- 11.1 The Governing Body will review this policy annually, or on any occasion when it is requested to do so by the Executive Headteacher.
- 11.2 The Governing Body will consult with the staff and the recognised trade unions at the time of the annual or any other review of the policy, where changes are made that affect the application of the policy.
- 11.3 However, where amendments to the policy are made that do not affect the application of the policy, these changes will not be consulted upon. The revised document will be circulated to staff.

** Governing Bodies should be aware that there may be a cost if they continue to operate the salary sacrifice childcare voucher schemes established prior to 5th October 2018 when an employee in receipt of child care vouchers is on maternity leave and is no longer receiving contractual pay.*

Appendix A: PROCEDURE FOR A REVIEW OF A SALARY DETERMINATION BY THE REVIEW COMMITTEE OF THE GOVERNING BODY

This procedure Complies with the Guidance of the Secretary of State 'Implementing your School's Approach to Pay'

1. Case for the Employee

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

2. The Chair of the Review Committee

- a) The Chair of the review committee 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 Executive Headteacher (or a governor as referred to in Note 3 below) to be present at the hearing the Executive Headteacher (or governor) may be asked questions by the members of the review committee, and by the employee or representative.

3. 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 5 below), are then required to withdraw.

4. Review Committee Decision

- a) The review committee and the person who is advising, if other than the Executive Headteacher or a governor, are to deliberate in private, only recalling other persons to clear points of uncertainty on evidence already given.
- b) The chair of the review committee will announce the decision of the review to the employee, which will be confirmed in writing within 5 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 2.8 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 Executive Headteacher (or in accordance with note 3 below, a governor) to be present. In that event the Executive Headteacher (or governor) may also be asked questions by the members of the Review Committee and by the employee or their representative. The Executive Headteacher (or governor) may not be involved in the decision of the Review Committee.
3. Where the Executive Headteacher has asked for the review the Review Committee may ask the Chair of Governors or a representative of the governors referred to in 2.20 above to be present, as an observer.
4. The Review Committee may have an adviser present.
5. The review is not an appeal against the recommendation/decision.

Appendix B: PROCEDURE FOR AN APPEAL AGAINST A SALARY DECISION OF THE REVIEW COMMITTEE TO THE REVIEW APPEAL COMMITTEE OF THE GOVERNING BODY

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

1. The Appeal of the Employee

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

The employee or representative:

- a) Introduces the employee's written reasons for the appeal. 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.

2. 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. 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.

3. 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.

4. 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.
- b) The Chair of the Review Appeal Committee will announce the decision to the employee, which will be confirmed in writing.

- Notes:**
1. For the purposes of the appeal, the Review Appeal Committee will have the following documents:
 - The written statement of reasons for the review committee decision previously provided to the employee;
 - The written statement of reasons for the appeal from the employee. (The grounds for the appeal must comply with paragraph 2.8 of the pay policy);
 - Any additional documents to be used at the appeal 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 appeal, the review committee representative may call the Executive Headteacher (or in accordance with note 3 below, a governor) as a witness for the Review Committee. In that event, the Executive Headteacher (or governor) may be questioned as a witness.
 3. Where the Executive Headteacher has asked for the review, the representative of the Review Committee may call the Chair of Governors and/or one of the governors referred to in paragraph 2.20 of the policy above as a witness.
 4. The Review Appeal Committee may appoint an adviser who must not be an employee of the Governing Body.

Appendix C: ACCESS TO THE TEACHERS UPPER PAY RANGE

This appendix sets out how the Governing Body will define “highly competent” and “substantial and sustained”.

Applications for the Upper Pay Range should be made by the **31st August** annually. Applications should be provided to the Executive Headteacher. Recommendations for progression will be made to the salary review committee.

The application should contain evidence that a teacher has demonstrated highly competent and substantial and sustained contributions to the school. Evidence should be presented from a two year period. The format of the application should be performance management documentation that will be assessed by the Executive Headteacher. Applicants will know the outcome within 15 school days following the first Full Governing Body meeting of each academic year. For a successful application the applicant will be paid on at least the minimum point of the Upper Pay Range.

A successful applicant will have demonstrated:

- That as a teacher they are highly competent in all elements of the relevant standards; and
- That their achievements and contributions to the Federation are substantial and sustained.

For the purpose of this pay policy:

- *Highly competent* means performance which is not only good but is 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 Federation in order to help them meet the relevant standards and develop their teaching practice;
- *Substantial* means of real importance, validity and value to the Federation; 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 achievement;
- *Sustained* means maintained continuously over a period of 2 years.

Further progression through the Upper Pay Scale points will need to demonstrate two consecutive Performance Management statements.

For further guidance on UPS progression see **Queens’ Federation Career Stage Expectation for UPS Progression**.

Appendix D: TEACHERS: RECRUITMENT AND RETENTION ALLOWANCES OR BENEFITS

This appendix identifies the circumstances under which the school will pay allowances and / or benefits for the purposes of recruiting and retaining teachers. Recruitment or retention allowances will be considered as a method of attracting or retaining outstanding teachers and support staff where the school would be adversely affected by not recruiting or retaining them. Recruitment and retention allowances will be pensionable payments. On expiry of a recruitment allowance it may be replaced by a retention allowance. Decisions on recruitment or retention allowances will be made by the Executive Headteacher following consultation with the Chair of the Finance and Resources Committee. Prior to consultation the Executive Headteacher will set out:

- The reason why the post should attract a recruitment or retention allowance with reference to other allowances awarded and any available recruitment or retention information;
- The start and end dates of the allowance and the date of review or withdrawal;
- The amount of the allowance and its percentage of substantive salary which will not exceed 10%.

The decision to award a recruitment or retention allowance will be communicated to the employee in writing stating the start date and end date, the amount and whether it is a recruitment or retention allowance. The decision to award a recruitment or retention allowance will be reported to the Finance and Resources Committee at the next meeting.

Appendix E: THE SALARY POINTS AND PROGRESSION ON THE MAIN, UPPER AND UNQUALIFIED TEACHER PAY RANGES

The Main Pay Range for 2025 (including anticipated 4% pay award)

The salary points for the main pay range 2025 are set out below.

- £32,916 in the rest of England
 - £34,398 in the Fringe
 - £37,870 in Outer London
 - £40,317 in Inner London
- Any part-time teachers whose full-time equivalent basic earnings meet the eligibility criteria receive the award on a pro-rata basis according to their working hours.
 - The award should be paid to all eligible teachers, whether located on a published pay point or not, and should be independent of any progression considerations.
 - The treatment of teachers between existing published pay points, including the management of possible leap-frogging, will be at the discretion of the relevant body, which should ensure that no teachers located just above the pay thresholds for eligibility are significantly disadvantaged, relative to other teachers.
 - Relevant bodies should ensure that the implementation of the pay award complies with the National Living Wage policy.

Salary Points on Main Pay Range

1 st September 2025		England & Wales	Inner London	Outer London	Fringe
Main Pay Range	M1 (MPR minimum)	£32,916	£34,398	£37,870	£40,317
	M2	£34,823	£36,373	£39,851	£42,234
	M3	£37,101	£38,627	£41,935	£44,238
	M4	£39,556	£41,075	£44,128	£46,339
	M5	£42,057	£43,545	£46,800	£48,952
	M6 (MPR maximum)	£45,352	£46,839	£50,472	£52,300

TLR Points

1 st September 2025 TLR Point	2025 (4% pay award included)
2.1	£3,526
2.2	£6,026
2.3	£8,610

Salary Points on Upper Pay Range (4% pay award included)

1 st September 2025		England & Wales	Inner London	Outer London	Fringe
Upper Pay Range	U1 (UPR Minimum)	£47,472	£48,913	£52,219	£57,632
	U2	£49,232	£50,668	£54,151	£60,464
	U3 (UPR Maximum)	£51,048	£52,490	£56,154	£62,496

Unqualified Teachers

1 st September 2025		England & Wales
UQT Pay Range	1 (UTPR minimum)	£22,601
	2	£25,193
	3	£27,785
	4	£30,071
	5	£32,667
	6 (UTPR maximum)	£35,259

Teachers on the Main Upper and Unqualified teachers' pay scales will have their salary reviewed annually in accordance with paragraph 6 of the Pay Policy. To move up the Main pay scale or the unqualified teachers' pay scale one point at a time teachers will need to have made good progress towards their objectives, have shown they are competent in all elements of the Teachers Standards.

Appendix F: TEACHERS: THE APPOINTMENT OF LEADING PRACTITIONERS

The Federation may decide to appoint Leading Practitioners as indicated in paragraph 4 of the Pay policy and in accordance with the provisions of paragraph 16 of the STPCD. All post will be advertised internally and externally. Governors will determine the appropriate salary and range, if a Leading Practitioner post were to be advertised. A Deputy Headteacher would line manage a Leading Practitioner. A person specification or job description would include the following:

- A leadership role in developing implementing and evaluating policies and practices in the Federation contribute to school improvement
- The improvement of teaching and learning at Queen Edith and Queen Emma Primary Schools and within local schools which impact significantly on pupil progress
- Improving the effectiveness of staff and colleagues through coaching and mentoring. Up to 20% of the Leading Practitioners time will be spent on this aspect of their role (including supporting other schools. Any costs associated with the provision of this service will be invoiced and be retained by the Federation).

Criteria for progression on the Leading Practitioner scale will be based on evidence that the leading Practitioner:

- Has made good progress towards their performance management objectives
- Is an exemplar of teaching skills which must impact significantly on pupil progress within Federation and within the wider Federation community, if relevant.
- Has made substantial impact on the effectiveness of staff colleagues including any specific elements of practice that have been highlighted as in need of improvement
- Is highly competent in all elements of the teachers standards
- Has shown strong leadership in developing implementing and evaluating policies and practices in the workplace which contribute to school improvement.

Appendix G: SALARY RANGES AND ARRANGEMENTS FOR TEACHERS PAID ON THE LEADERSHIP GROUP RANGE

The Queens' Federation Governing Body consider the leadership group range in accordance with the STPCD. The maximum of the Deputy Headteacher range must not exceed the maximum of the HTG.

- The HTG for the Federation is Leadership Scale L26-L32 (£95,735 - £110,892)
- The range for the Deputy HT is Leadership Scale L12-L16 (£67,898 - £75,049)

The Governing body may decide to review the salary arrangements for the Leadership Group at any time.

Appendix H: SUPPORT STAFF PAY SCALES: April 2025

NJC Pay Scale 2025

This pay scale applies to Local Government Employees and is effective 1 April 2025.

Grade	Spinal Column Point (SPC)	Salary Figure 2024	Hourly Rate 2024	Salary Figure 2025	Hourly Rate 2025
SO2	28	£37,938	£19.66	£39,152	£20.29
	27	£37,035	£19.20	£38,220	£19.81
	26	£36,124	£18.72	£37,280	£19.32
SO1	25	£35,235	£18.26	£36,363	£18.85
	24	£34,314	£17.79	£35,412	£18.35
	23	£33,366	£17.29	£34,434	£17.85
6	22	£32,654	£16.93	£33,699	£17.47
	21	£32,115	£16.65	£33,143	£17.18
	20	£31,586	£16.37	£32,597	£16.90
	19	£31,067	£16.10	£32,061	£16.62
5	18	£30,559	£15.84	£31,537	£16.35
	17	£30,060	£15.58	£31,022	£16.08
	16	£29,572	£15.33	£30,518	£15.82
	15	£29,093	£15.08	£30,024	£15.56
	14	£28,624	£14.84	£29,540	£15.31
4	13	£28,163	£14.60	£29,064	£15.06
	12	£27,711	£14.36	£28,598	£14.82
	11	£27,269	£14.13	£28,142	£14.59
	10	£26,835	£13.91	£27,694	£14.35
	9	£26,409	£13.69	£27,254	£14.13
	8	£25,992	£13.47	£26,824	£13.90
3	7	£25,584	£13.26	£26,403	£13.69
	6	£25,183	£13.05	£25,989	£13.47
2	5	£24,790	£12.85	£25,583	£13.26
	4	£24,404	£12.65	£25,185	£13.05
1	3	£24,027	£12.45	£24,796	£12.85
	2	£23,656	£12.26	£24,413	£12.65