



Emmanuel

Diocese of Liverpool
Academies Trust

School Pay Policy (Teachers)

Produced by Human Resources

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DOCUMENT STATUS

Version	Date consulted on with TU's	Date adopted by school
1	September 2024	
2	July 2025	Agreed at JCC 16/07/25

The Trust Board of EMMANUEL DIOCESE OF LIVERPOOL ACADEMIES TRUST adopted this policy on 13 NOVEMBER 2025.

1. INTRODUCTION

1.1 This policy sets out the framework for making decisions on teachers' pay. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) and has been consulted on with staff and/or the recognised trade unions.

1.2 In adopting this pay policy the aim is to:

- assure the quality of teaching and learning at the school
- support the recruitment and retention of a high-quality teacher workforce
- enable the school to recognise and reward teachers appropriately for their contribution to the school
- help to ensure that decisions on pay are managed in a fair, just and transparent way whilst eliminating unnecessary bureaucracy for all concerned, demonstrating equality of opportunity.

1.3 Pay decisions at this school are made by the governance board and may be delegated to a pay committee.

2. SCOPE

2.1 This policy applies to all teaching staff, including leadership teachers and unqualified teachers. It also applies to part-time teaching staff and supply teachers.

3. THE PAY COMMITTEE

3.1 **The terms of reference for the Pay Committee include:**

- To achieve the aims of the whole school pay policy in a fair and equal manner;
- To make decisions on expenditure following recommendations from other committees;
- To ensure that public services remain affordable and sustainable.
- To keep abreast of relevant development and to advise the governance board when the schools pay policy needs to be revised;
- To work with the Headteacher in ensuring that the governance board complies with the Appraisal Regulations 2012 (teachers).

4. PAY REVIEWS

- 4.1 The governance board will ensure that each teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October each year, that the Headteacher's salary is reviewed with effect from 1 September and no later than 31 December, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.
- 4.2 Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.
- 4.3 Where a pay determination leads or may lead to the start of a period of safeguarding, the governance board will give the required notification as soon as possible and no later than one month after the date of the determination.

5. BASIC PAY DETERMINATION ON APPOINTMENT

- 5.1 The governance board will determine the pay range for a vacancy prior to advertising it. On appointment it will determine the starting salary within that range to be offered to the successful candidate.
- 5.2 In making such determinations, the governance board may take into account a range of factors, including:
- the nature of the post
 - the level of qualifications, skills and experience required
 - market conditions
 - the wider school context
 - There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school.

6. PAY PROGRESSION

- 6.1 In this school all teachers can expect to receive regular, constructive feedback on their performance and development and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the school's appraisal policy.
- 6.2 Following an individual teacher's annual appraisal and, subject to the provisions of the published pay policy, they should expect to receive pay automatic progression within the maximum of their pay range unless they are subject to capability procedures.

7. MOVEMENT TO THE UPPER PAY RANGE

Applications and Evidence

- 7.1 Any qualified teacher may apply to be paid on the upper pay range and any such application must be assessed in line with this policy. It is the responsibility of the teacher to decide whether they wish to apply to be paid on the upper pay range. Applications may be made at least once a year.
- 7.2 Applications may be made at least once a year and this should be submitted to the Headteacher between 1st September and the end of the performance review cycle, which should be no later than 31st October.
- 7.3 If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the upper pay range in that school or schools. This school will not be bound by any pay decision made by another school. All applications include the results of reviews or appraisals under the 2011 or 2012 regulations, (or, where that information is not applicable or available, a statement and summary of evidence to demonstrate that the applicant has met the assessment criteria).
- 7.4 Applications should normally contain evidence from the last two years appraisals or reviews and a summary designed to demonstrate that the applicant has met the assessment criteria. Where two years appraisals are not available the headteacher should consider the reasons for this and seek HR advice.
- 7.5 Where an individual is absent for a protracted period (e.g. on maternity/adoption or sick leave) pay progression will be automatic unless they were subject to capability prior to their absence..

The Assessment

- 7.6 An application from a qualified teacher will be successful where the governance board is satisfied that:
 - (a) the teacher is highly competent in all elements of the relevant standards; and
 - (b) the teacher's achievements and contribution are substantial and sustained.

For the purposes of this pay policy:

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

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

and

- **‘sustained’** means maintained continuously over a long period and can be demonstrated in the two most recent appraisal reviews.

7.7 The application will be assessed robustly, transparently and equitably by the Headteacher and will make recommendations to the Pay Committee. It will be the Pay Committee who will make the final determination.

Processes and procedures

7.8 The assessment will be made by 31st October. If successful, applicants will move to the upper pay range from the start of the academic year.

7.9 If unsuccessful, feedback will be provided by the Headteacher to the teacher no later than 5 working days following communication of the decision. The feedback will cover the reasons for the decision and make specific reference to any areas for further development. The teachers will be informed of the appeals process.

7.10 Any appeal against a decision not to move the teacher to the upper pay range will be heard under the school’s general appeals arrangements. An example of an appeals hearing format can be seen in Appendix B.

8. PART-TIME TEACHERS

8.1 Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part-time. The governance board will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school’s timetabled teaching week for full-time teacher in an equivalent post.

9. SHORT NOTICE/SUPPLY TEACHERS

9.1 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.

10. Teaching and Learning Responsibility Payments (TLRs)

10.1 The TLR allowance range is as set out in Appendix A.

10.2 A Teaching and Learning Responsibility payment ("TLR") may be awarded to a classroom teacher for undertaking a sustained additional responsibility in the context of the school's staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning for which they are made accountable. The value of a TLR appropriate for the post, should be within the parameters laid down within the School Teachers Pay and Conditions Document and in accordance with job weight. Posts of equal weight should be allocated equal value. The award may be while the teacher remains in the same post or occupies another post in the temporary absence of the post-holder.

10.3 A TLR3 may be awarded for clearly time-limited school improvement projects, or one-off externally driven responsibilities. The Governing Board will set out in writing to the teacher the duration of the fixed term and the amount of the award to be paid. A TLR3 award will be paid in monthly instalments. Safeguarding does not apply to a TLR3.

Any TLR will be paid in accordance with the criteria set out in STPCD. All job descriptions will be regularly reviewed and will make clear, the responsibility or package of responsibilities for which a TLR is awarded.

11. SPECIAL EDUCATIONAL NEEDS (SEN) ALLOWANCES

11.1 SEN allowance range is as set out in Appendix A.

11.2 SEN allowance must be awarded to a classroom teacher:

- in any SEN post that requires a mandatory SEN allowance
- In any special school;
- Who teaches pupils in one or more designated special classes or units in a school or, in a case of an unattached teacher, in a local authority unit or service.

11.3 Where an SEN allowance is to be paid, the governing body will determine the spot value of the allowance, taking into account the structure of the school's SEN provision and the following factors:

- Whether any mandatory qualifications are required for the post;
- The qualifications or expertise of the teacher relevant to the post; and
- The relative demands of the post.

11.4 Where the relevant body makes a change in its pay policy or to the school's staffing structure, such that the criteria and factors cease to be met or now merit the payment of a lower allowance, this could result in the value of the allowance being reduced or withdrawn. In these cases, the general safeguarding rules under Section 2, Part 5 of the School Teachers Pay and Conditions Document will apply.

12. MONITORING THE IMPACT OF THE POLICY

12.1 The governance board will monitor the outcomes and impact of this policy on a regular basis, including trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with equalities legislation.

APPENDIX A**TEACHERS PAY SPINES AND ALLOWANCES FROM
1 SEPTEMBER 2025****MAIN PAY RANGE**

	England and Wales
1	32,916
2	34,823
3	37,101
4	39,556
5	42,057
6	45,352

UPPER PAY RANGE

	England and Wales (excluding the London Area)
1	47,472
2	49,232
3	51,048

UNQUALIFIED TEACHER PAY RANGE

	England and Wales (excluding the London Area)
1	22,601
2	25,193
3	27,785
4	30,071
5	32,667
6	35,259

LEADING PRACTITIONER PAY RANGE

	England and Wales (excluding the London Area)
Minimum	52,026
Maximum	79,092

LEADERSHIP GROUP PAY RANGE (incorporating the eight headteacher group ranges)

	England and Wales (excluding the London Area)
1	51,773
2	53,069
3	54,394
4	55,747
5	57,137
6	58,569
7	60,145
8	61,534
9	63,070
10	64,691
11	66,368
12	67,898
13	69,596
14	71,330
15	73,330
16	75,049
17	76,772
18*	77,924
18	78,702

19	80,655
20	82,654
21*	83,860
21	84,699
22	86,803
23	88,951
24*	90,255
24	91,158
25	93,424
26	95,735
27*	97,136
27	97,106
28	100,540
29	103,030
30	105,595
31*	107,131
31	108,202
32	110,892
33	113,646
34	116,456
35*	118,169
35	119,350
36	122,306
37	125,345
38	128,447
39*	130,274
39	131,578

40	134,860
41	138,230
42	141,693
43	143,796

* These points and point 43 are the maximum salaries for the eight head teacher group ranges

TLR RANGES

TLR2

Minimum	3,527
Maximum	8,611

TLR1

Minimum	10,174
Maximum	17,216

TLR3

	England and Wales (excluding the London Area)
Minimum	702
Maximum	3,478

SPECIAL NEEDS ALLOWANCES

	England and Wales (excluding the London Area)
Minimum	2,787
Maximum	5,497

APPENDIX B

FORMAT FOR APPEAL HEARING

One governor from the appeals committee should be nominated to chair the hearing.

The chairperson shall introduce all the parties and will outline the procedure. The chairperson will confirm that notes of the hearing will be taken.

The appeal hearing should take place in the following sequence:-

1. Employee or their representative presents their case.
2. Members of appeal panel/employee or their representative may place questions direct to employee.
3. The Headteacher presents the case on reason for the decision.
4. Members of appeal panel/chair of panel may place questions direct to chair of panel.
5. Employee and/or trade union representative may place questions direct to chair of panel.
6. Employee or representative sums up their case
7. The Headteacher sums up their case
8. All retire from the room except members of the appeal panel and the HR representative supporting the panel. The panel will refer to all the details of the case.
9. Confirmation of decision in writing by chairperson within 5 working days.