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Primitas Learning Partnership promotes the safeguarding and welfare of all children in its care; all policies are developed and formulated with this in mind

Primitas Learning Partnership

Trust Pay Policy

Introduction

1. Introduction and Aims

This Policy sets out the framework for making decisions on pay for all Trust staff including the procedures for determining appeals. It has been developed to comply with current legislation and the requirements of the School Teachers Pay and Conditions Document (STPCD) 2026 and the locally agreed 'Framework for Support Staff Profiles'. PLP has adopted the Staffordshire County Council's Framework for Support Staff Profiles to ensure that the requirements of the Single Status Agreement 1997 are met.

Primitas Learning Partnership (PLP) is committed to taking decisions in accordance with the 'key principles of public life': objectivity, openness and accountability. It recognises the requirement for a fair and transparent policy to determine the pay and grading for all staff employed in the Trust, which takes account of the conditions of service under which staff are employed and relevant statutory requirements. The Trust recognises its responsibilities under relevant legislation including the Equality Act 2010, the Employment Relations Act 1999, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, and will ensure that all pay related decisions are taken equitably and fairly in compliance with statutory requirements.

In adopting this pay policy the decisions on pay will be managed in a fair, just and transparent way. This policy aims to support the Trust school's Education Improvement Plans by recognising that a school's staff are its most important resource and by providing a system which will enable Governors to recruit, retain and motivate staff of the best quality. Pay decisions at each school are made by the Pay Committee of the Local Governing Body and for the Central Team they are made by the Trust Board. When taking pay decisions, schools and the Trust Board must have regard both to their pay policy and to the individual's particular post within the staffing structure.

PLP will consider any recommended pay awards agreed nationally and will decide annually on whether or not these should be applied to the pay ranges detailed in this policy and to the remuneration of the Central Team. Where a pay award is applied it may be awarded on the basis of whole school improvement.

2. Scope

Teachers employed at Trust schools will be paid in accordance with the statutory provisions of the STPCD as updated from time to time.

Associate staff employed at the Trust schools will be paid in accordance with the scheme of conditions of service agreed by the National Joint Council for Local Government Services (referred to as the "Green Book" in this policy), unless specifically advised by the Academy endorsed by the Trust to apply alternative conditions.

Specific arrangements may be applied to the Central Team as detailed in the contract of employment.

The Trust Board will consult staff and review it each year, or when other changes occur to:

- a. The School Teachers' Pay and Conditions Document, to ensure that it reflects the latest legal position.
The pay policy will comply with the current School Teachers' Pay and Conditions Document and the

accompanying statutory guidance. It will be used in conjunction with them, but, in the event of any inadvertent contradictions, the document and guidance will take precedence.

- b. The scheme of conditions of service agreed by the National Joint Council for Local Government Services (referred to as the “Green Book” in this policy).
- c. The Trust’s Associate Staff pay range.

3. Job Roles and Responsibilities

All members of staff will be provided with a job description outlining the roles and responsibilities of the post. This will also include the pay range and any additional payments or allowances. The job description will state the reason for any additional allowances or payments and whether this is a permanent or temporary payment.

Any significant changes to duties and responsibilities of a post will be subject to discussion with the member of staff with a view to reaching agreement. Where there is a significant change in duties and responsibilities of a post a new job description will be issued.

Where the staffing structure of the Academy needs to be changed, resulting in broader changes to roles and responsibilities, this will be the subject of consultation with staff before any changes are made and with a view to seeking to agree the changes before new job descriptions are issued.

4. Associate Staff

PLP Trust Board has adopted a Framework of Associate Staff Profiles within a Pay Grading Structure. Each Local Governing Body has the power to use the framework to determine job descriptions and person specifications which match the duties and responsibilities required by positions within the support staffing structure for each school.

In adopting the Pay Grading Structure and Framework the Trust Board is therefore assured that:

- all decisions will be based on an objective approach to pay and grading according to criteria laid down in the relevant national agreements;
- decisions will be applied as consistently as possible across the staff groups concerned as well as within those staff groups;
- any differences in pay between two employees within the same staff group will be justified in terms of a genuine and material difference in their circumstances and duties and responsibilities undertaken;
- all decisions will have regard to equality of opportunity, and in particular, relevant employment legislation;
- posts carrying similar levels of responsibility will be rewarded equally and all staff will be treated equitably.

The Local Governing Body will determine the staffing structure for each school. This will set out the agreed posts, duties and responsibilities, and reporting lines. The STPCD and Green Book require that salaries and salary ranges attached to each post be based on the duties and responsibilities attached to it in the staffing structure.

Associate staff will be appointed to a profile within the Framework of Associate Staff Profiles.

The Pay and Grading Structure has grades with incremental points within it. New employees will start at the bottom of the grade.

When the Framework does not cover a position, HR advice will be taken to ensure that duties and responsibilities are evaluated and an appropriate grade attached.

Associate staff will be given a written statement setting out their salary and any other financial benefits to which they are entitled following a salary increase.

5. Pay Progression for Associate Staff

In April of each year Associate staff will automatically move to the next incremental point plus any standard of living increase.

Incremental progression will take place on 1 April each year, except where a member of staff starts after 1 October in the previous year, in which case incremental progression will occur at the start of the month following completion of 6 months service and then on 1 April in subsequent years.

Associate staff may, subject to satisfactory performance, progress by annual increments to the maximum of the scale for the post. In exceptional circumstances, incremental progression may be withheld where the performance of the member of staff is poor and where appraisal targets are not being met or if attendance or conduct record justifies such action.

6. Apprentices

Apprentices must be paid at least the Government's National Minimum Wage rates. Those on a post-graduate teaching apprenticeship must be paid in accordance with the minimum of the unqualified teachers' pay range for the training period.

7. Pay Reviews

The Local Governing Body Pay Committee will ensure that a teacher's salary is reviewed annually, with effect from 1 September and by no later than 31 October each year (In the case of the Headteacher by the 31st December each year) and that teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.

Reviews may take place at other times of the year to reflect any changes in circumstances or job description that leads 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.

Decisions on the pay of the Headteacher of each Academy within the Trust will be informed by the Appraisal process undertaken by the Local Governing Body, external adviser and supported by the CEO (or other colleague appointed by the Trust to undertake the process) and communicated in writing to the Trust by the Chair of each Local Governing Body by 31 December at the latest.

Pay reviews for the CEO will be carried out by the Trust annually and are aligned to the performance management cycle. A written statement will be given after any review and where applicable will give information about the basis on which a determination was made.

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

Teacher Salary Safeguarding will apply in accordance with the STPCD for teachers.

8. The Pay Committee

The Terms of Reference of the Pay Committee/Remuneration Committee are outlined at Appendix 1. Pay decisions are made by each Local Governing Body or the Trust Board which has delegated pay responsibilities to the Pay Committee/Remuneration Committee.

9.(a) Determination of the CEO pay

The Trust will convene a CEO Remuneration Committee to review the CEO's performance and determine their annual pay. The review will be completed by 31st October in any review year and any salary increase will be applied from 1 September in that academic year. The committee will be advised by an independent external reviewer and will make an executive pay recommendation to the Trust Board in accordance with the requirements of the Academy Trust Handbook.

For the other Senior Executive Leaders, namely the Chief Education Officer and Chief Finance & Operations Officer, the CEO will advise the Remuneration Committee of any salary increase as part of the performance management process. The committee will then make an executive pay recommendation to the Trust Board in accordance with the requirements of the Academy Trust Handbook.

The executive pay recommendations of the Remuneration Committee will be ratified by the Trust Board, who will formally ensure that its decisions about executive pay are transparent, proportionate and justifiable, have followed a robust and evidence-based process and have given full consideration to:

- Roles and responsibilities of executive leaders;
- Remuneration package overall, including pensions, etc;
- Sustainability and affordability in the medium to long term;
- The Nolan principles and the Framework for Ethical Leadership in Education;
- The complexities of the Trust (including number of sites, pupils, staffing levels);
- Recognition that any differentials are explained solely on the basis of experience and no other factors;
- Recruitment and retention issues;
- Benchmarking against similar MATs;
- For the CEO, performance against agreed objectives as determined by the Trust's CEO Performance Management Committee (consisting of three Trustees, and meeting annually).

9.(b) Determination of the PLP Central Team Pay

As part of the recruitment to a central team vacancy the CEO will undertake a benchmarking exercise to establish appropriate salary for the post which is dependent upon the specific responsibilities and skills required.

Central team pay is linked to performance which is reviewed annually in September. Any pay progression will be in accordance with the individual contractual terms and the Appraisal Policy.

9.(c) Determination of the Headteacher Ranges

The Individual School Range (ISR)

Group	Range of Spine Points
1	L16 – L18
2	L8 – L21
3	L11 – L24

4	L14 – L27
5	L18 – L31
6	L21 – L35
7	L24 – L39
8	L28 – L43

The Individual School Range (ISR) is assigned by the Local Governing Body for the Headteacher and Leadership Groups of individual academies.

The Headteacher pay range may exceed the maximum where the relevant body determines that circumstances specific to the role or candidate warrant a higher than normal payment.

The Local Governing Body will ensure that the total sum of additional payments made to a Headteacher in any school year must not exceed 25% of the maximum of the Group size other than in exceptional circumstances. In such circumstances, the Local Governing Body will seek Trust Board approval and support its position with a business case.

10. Determination of Leadership Pay Ranges

Determination of the pay and allowances for Headteacher and the Leadership Group from September 2026 will be considered in accordance with STPCD in circumstances only applicable to:

- New posts from September 2026
- For those in post where there are significant changes to responsibility

When determining the appropriate pay range for Headteacher, Deputy and Assistant Headteachers, the Local Governing Body will ensure that there is appropriate scope within the range to allow for performance related progress over time.

The maximum of the Deputy or Assistants pay range must not exceed the maximum of the Headteacher group for each school. The pay range for a Deputy or Assistant should only overlap the Headteacher's pay range in exceptional circumstances.

The leadership pay range is set out in Appendix 4

11. Temporary Payments to Headteachers

The Local Governing Body may recommend to the Trust Board that payment be made to a Headteacher for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined.

The total sum of the temporary payments made to a Headteacher in any school year must not exceed 25% of the annual salary which is otherwise payable to the Headteacher, and the total sum of salary and other payments made to a Headteacher must not exceed 25% above the maximum of the Headteacher group except in wholly exceptional circumstances. In such circumstances, the Local Governing Body will seek Trust Board approval and support its position with a business case.

This does not apply to additional payments made:

- in accordance with any payments for residential duties as a requirement of the post or;
- in respect of relocation expenses which relate solely to the personal circumstances of that Headteacher.

At PLP schools, all such payments require ratification by the Trust Board.

12. Leadership Group Progression Criteria

Members of the School Leadership Groups must demonstrate sustained high quality performance, with particular regard to leadership, management and pupil progress at the school and will be subject to a review of performance against performance objectives before any performance points will be awarded. The Local Governing Body will consider movement by more than one point in line with the provisions of the STPCD.

The salary point of members of school Leadership Groups will be reviewed annually taking account of the performance objectives set under the Academy's appraisal system and the progression arrangement set out in the STPCD.

PLP have determined a 5 point range for all other Senior Leadership posts within the indicative pay points for the Leadership scale contained in the STPCD.

13. Accelerated Progression

As part of their annual appraisal meeting at the start of the appraisal cycle, a teacher may request to be considered for accelerated pay progression within the pay band or to the next pay band at the end of that review cycle. This will be subject to review of performance against the Academy's Skills Level Descriptors and may require additional or more challenging objectives to be set for the appraisal period.

14. Recruiting Teaching Staff

Advertisements for vacant posts in the school will be considered by the Headteacher and relevant Committee where appropriate. All posts will be advertised.

The advertisement will include the relevant pay range for the post determined by the Local Governing Body as appropriate for the post and as contained in the relevant section of this pay policy. The advertisement must reflect the expected level of skills and experience for appropriate candidates relevant to the post. The advertisement will also include details of any additional payments or allowances applicable to the post.

Where the post is on a temporary or fixed term basis, the advertisement will specify the reason for and duration of the post. The advertisement will clearly state the pay range applicable to the post.

15. Basic Pay Determination on Appointment of a Classroom Teacher

On appointment the Headteacher will determine the starting salary within that range to be offered to the successful candidate for all posts with the exception of Senior Leaderships posts (Deputy Headteacher, Assistant Headteacher and School Business Manager where the starting salary will be determined by the Local Governing Body and the Headteacher in line with the Trusts' Scheme of Delegation).

In making such determinations, the Headteacher and the Local Governing Body will take into account a range of factors including;

- current salary
- the nature of the post
- the nature of the qualifications, skills and experience required
- the wider school context

There is no assumption in the STPCD that a teacher will be paid at the same rate as they were being paid in

a previous school or Academy. It is up to Governors to decide on this issue.

16. Pay Progression for Main Pay Range Teachers

In the case of Early Qualified teachers, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process set out in the Education (Induction Arrangements for School Teachers) England (Regs 2012).

All teachers will progress annually without the requirement to meet performance criteria until they reach the top of their pay range. However, if the teacher is subject to capability procedures, pay progression may be withheld. The Headteacher will report to the Pay Committee.

The Trust Board has determined that normally progression within a range will be by annual increments. However, where a teacher's performance has been of a sustained high quality, exceeding school expectations at that level, the Local Governing Body may award accelerated progression (of up to two increments) within the range. Progression to the next point will be subject to the criteria for the higher point being met.

To be fair and transparent, assessments of performance will be properly rooted in evidence. Each school will ensure fairness by the arrangements detailed in the Appraisal Policy.

The evidence used will be only that available through the appraisal process and this is detailed in the Appraisal Policy. Teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Local Governing Body, having regard to the appraisal report and taking into account advice from the senior leadership team who will have regard to the confidential appraisal report.

Reviews will be deemed to be successful unless significant concerns about their performance have been raised in writing with the teacher during the annual appraisal cycle and have not been sufficiently addressed through support provided by the school by the conclusion of that process.

17. Leading Practitioner Roles

PLP has decided not to establish posts of Leading Practitioner.

18. Working Time

A qualified teacher employed full-time must be available for work for 195 days, of which-

- (a) 190 days must be days on which the teacher may be required to teach pupils and perform professional duties; and
- (b) 5 days must be days on which the teacher may only be required to perform other duties

N.b. In extraordinary circumstances where additional National Bank Holidays are announced the provisions of the School Teachers Pay and Conditions Document (STPCD) will be applied.

19. Upper Pay Range

20.a. Application and Assessment

Any qualified teacher may apply to be paid on the upper pay range and any such application must be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to

apply to be paid on the upper pay range.

The Trust Board has established a pay structure for classroom teacher posts paid on the upper pay range. See appendix 4.

20.b. Application Process

Applications may be made once a year. A teacher wishing to apply for assessment against the threshold standards should submit a written application to the Headteacher by no later than 31 August using the template application form in Appendix 2b and their appraisal review in order to be considered for the following academic year.

If a teacher is simultaneously employed at another school, they may submit separate applications if they wish to apply to be paid on the upper pay range in that school or other schools. The schools will not be bound by any pay decision made by another school.

In order to ensure that applications are assessed robustly, transparently and equitably, all applications will be assessed by the Headteachers with the Pay Committee making the final determination

20.c. Evidence to be included in the Upper Pay Scale application

All Upper Pay Scale applications should be made using the application form in Appendix 2b and two consecutive appraisal reviews, including a summary or statement of evidence designed to demonstrate that the teacher has met the UPS assessment criteria detailed in Appendix 2a.

All pay related decisions will be taken in accordance with relevant equalities legislation, Employment Relations Acts and Part-time Workers and Fixed-term Employees Regulations. Appropriate consideration will be given where staff have been absent for long periods e.g. due to sickness or maternity leave.

20.d. The Assessment

An application from a qualified teacher will be successful where the Local Governing Body is satisfied that:

- the teacher is highly competent in all elements of the relevant standards and;
- the teacher's achievements and contribution to the school are substantial and sustained. (STPCD 15.2)

Example definitions:

- **'highly competent'** may mean experience and practice which is not only good enough to provide coaching or mentoring to other teachers but also to 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 to meet the relevant standards and develop their teaching practice.
- **'substantial'** may mean 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 pupils' standards, take advantage of appropriate opportunities for professional development and use outcomes effectively to improve pupils' learning.
- **'sustained'** may mean maintained continuously over a significant period of time which would normally be no more than two academic years. At PLP the period considered is usually **2 academic years** for both full time and part time employees.

For the purposes of this policy the Local Governing Body will be satisfied that the teacher has met the expectations for progression to the Upper Pay Range where the above assessment criteria have been evidenced by 2 successful and consecutive appraisal reviews.

The assessment will be made within 10 working days of the receipt of the application or the conclusion of the appraisal process whichever is later.

If successful, a teacher will move to the Upper Pay Range from the previous 1 September and will be placed on point 1 of the range.

If unsuccessful, feedback will be provided by the Headteacher as soon as possible and at least within 5 working days of the decision.

This will include the right of appeal against this pay decision under the appeal arrangements.

Progression through the UPS is not automatic and requires evidence that the teacher continues to demonstrate that they have met the expectations detailed above, and that their performance continues to be highly competent, substantial and sustained. Performance will be documented via the appraisal process and using the assessment criteria. Usually progression will be after 2 years of sustained high quality performance although this may be earlier where there is evidence that performance has exceeded Academy expectations.

21. Teachers Main Pay Range

Other qualified teachers will be paid on the main pay range within the minimum and maximum of the main pay range as set out in the STPCD.

22. Unqualified Teachers Pay Range

An unqualified teacher will be paid on the pay range for unqualified teachers within the minimum and maximum of the unqualified pay range set out in the STPCD.

For unqualified teachers on the unqualified teachers' pay range, pay progression will be awarded annually.

23. Unqualified Teacher Allowance

The Local Governing Body may pay an additional allowance to unqualified teachers when the Local Governing Body considers that the teacher has: taken on a sustained additional responsibility which:

- is focused on teaching and learning and;
- requires the exercise of a teachers' professional skills and judgement or qualifications or experience which bring added value to the role being undertaken.

Unqualified teachers may not hold TLR's or SEN allowances.

24. Special Educational Needs (SEN) Allowance

The eligibility criteria for a teacher to receive a SEN allowance is set out in the [STPCD](#).

At PLP, the LGB **must** award a SEN allowance to:

- A classroom teacher undertaking the role of SENCO which requires a mandatory SEN qualification (if this teacher does not hold a TLR payment for such responsibility).
- A classroom teacher who teaches pupils in one or more designated special classes

The value of the SEN allowance is stated in Appendix 4a.

If, as a result of a change in the school's staffing structure the Pay Committee determines that a teacher's duties will no longer attract a SEN allowance, safeguarding principles will apply as outlined in the [STPCD](#).

25. Part-time Teachers

Teachers employed on an ongoing basis at the school but who work less than a full working day or week are deemed to be part-time. The teacher will receive a written statement detailing their working time obligations and the 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 a full time teacher in an equivalent post.

The remuneration of part time teachers including salary and any allowances (except for TLR), will be determined in accordance with the pro rata principle as defined in the STPCD.

26. Short Notice/Supply Teachers

Short Notice/Supply Teachers who work 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.

27. Recruitment and Retention

PLP recognises the importance of recruiting and retaining high-performing specialist staff as a key driver for its success. It also recognises that in a national and local context of teacher shortages, it may be appropriate and necessary to incentivise recruitment and secure retention through additional payments such as recruitment and retention allowances or the allocation of temporary Teaching and Learning Responsibility allowances i.e. TLR3s as determined by the Headteacher.

28. Teaching and Learning Responsibility Payments (TLRs)

TLR values within the Trust are detailed in Appendix 4.

Before awarding a TLR, the Local Governing Body must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers, and that;

- a. is focused on teaching and learning;
- b. requires the exercise of a teacher's professional skills and judgement;
- c. requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
- d. has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and
- e. involves leading, developing and enhancing the teaching practice of other staff.

The Local Governing Body will ensure that the use of TLR3 applies only to clearly time limited Academy improvement projects or one-off responsibilities and where there is a genuine development or operational need.

TLR3 payments will not be used to replace or otherwise limit teachers' pay progression on the Main, Upper.

From 2026 it will be a mandatory requirement that the value of any existing or new TLR1 and TLR2 will be based on the proportion of the whole TLR responsibility being undertaken and the pro rata principle for part time workers must not be used.

This means that if a part time employee were carrying out all the responsibilities that a full-time teacher was undertaking, then they too should receive the allowance based on the percentage of the whole TLR being undertaken. For example, where two 0.6 teachers shared equally the responsibilities of a TLR, they would receive 0.5 of the whole equivalent value

29. Additional Payments

The circumstances in which additional payments may be made to teachers are set out in Part 4 of the School Teachers' Pay and Conditions Document STPCD.

The STPCD does not provide for the payment of "honoraria" to teachers in any circumstances.

Governors are permitted to make additional payments to all teaching staff (including the Leadership Group) in respect of continuing professional development and activities and out of school hours learning undertaken other than on any of the 195 days of the normal working year (i.e. at weekends and during school closure periods).

Activities that will attract payment include: revision sessions and Summer school activities undertaken during school holiday periods.

Governors accept that the absence from the normal duties of a Teacher undertaking training will cause disturbance to the pupils' education. They have therefore authorised the payment of a special allowance where, in the opinion of the Headteacher, essential training can be received outside of the normal year and it is in the interests of the school for it to be received then. All such payments must be contained within the in-service training budget.

The allowance will be calculated as follows:

A daily rate of 1/195 of the Teacher's actual salary (or the full time equivalent salary for part time staff). Payments for part days will be based on the hours involved; a full day being deemed to be 6½ hours. The basis of these payments will be reviewed annually. In all cases, the Teacher's participation in training

30. Acting-Up Allowances

Governors reserve the right to pay any member of staff additional salary where he/she covers in the prolonged absence of a more senior colleague. A review will take place within 20 working days of the start of the absence.

31. Salary Sacrifice Arrangements/childcare Vouchers

The Local Governing Body may offer salary sacrifice arrangements to allow staff to participate in voluntary schemes such as the childcare voucher scheme. Salary sacrifice arrangements can be subject to change at any time dependent on HMRC regulations.

32. Cover Arrangements

Teachers should be required to cover only rarely, and only in circumstances that are not foreseeable; This does not apply to teachers who are employed wholly or mainly for the purpose of providing such cover.

33. Appeals

All employees are entitled to seek a review of any determination in relation to their pay and therefore the appeals process contained in this document will be adopted in all cases where an employee wishes to make an appeal against a pay decision.

Any member of staff wishing to appeal must complete the form at Appendix 5.

34. Re-grading Process and Appeal Process – Associate Staff

Associate staff should address all queries regarding re-grading of their post to their Headteacher in the first instance. They must put in writing the grounds for their request for consideration for a re-grade. A decision will be confirmed in writing within 20 working days and will detail the rationale for the decision and the mechanism for the appeal process.

35. Appeals - Teachers

The arrangements for considering appeals are as follows:

An employee may seek a review of any determination in relation to his/her pay or any other decision taken by the Local Governing Body (or a committee or individual acting with delegated authority) that affects his/her pay.

The following list includes the usual reasons for seeking a review of pay. i.e. that the person or committee by whom the decision was made –

- incorrectly applied any provision of the relevant conditions of service;
- failed to have proper regard for statutory 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.

36. Procedure For Considering Appeals Relating to Salary

The order of proceedings is as follows:

1. The employee receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
2. If the employee is not satisfied, he/she should seek to resolve this by discussing the matter informally with the Headteacher or CEO making the recommendation to the Pay or Remuneration Committee within ten working days of the decision. Where this is not possible or where the employee continues to be dissatisfied, he/she may follow a formal appeal process.
3. The employee should set down in writing the grounds for questioning the pay decision and send it to the chair of the appeal committee (Trust Board) who was not involved in the original determination normally within 10 working days of receiving the outcome of the informal discussion with the Headteacher or CEO.
4. Any appeal should be heard by a panel of three Trustees who were not involved in the original determination. The teacher or Associate staff member will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.
5. An appeal against a pay decision relating to the CEO/CFO must be submitted in writing to the Governance Professional to the Trust within 5 working days of receipt of the decision.

37. Teacher Safeguarding of Salary (Pay Protection)

Where pay decisions are taken which lead to a teacher receiving safeguarding, they will be given written notification as soon as possible and no later than one month after the decision.

Circumstances which may lead to safeguarding are:

- Where the school staffing structure has changed.
- Where the duties and responsibilities which have led to the payment of a TLR 1 or 2 are no longer required.

A safeguarded sum will not be increased during the safeguarding period. The safeguarded sum will be payable for a maximum period of three years from the relevant date as per the [STPCD](#).

Teachers entitled to safeguarding in excess of £500 may be required to undertake additional responsibilities commensurate with the safeguarded sum for the period of safeguarding.

There is provision for teachers who occupy another post on a temporary basis to have their safeguarding restored on return to their original post (unless it would otherwise have ceased).

Pay Committee Terms of Reference (This Committee has delegated authority)

Where the Terms of Reference effects the Central Team staff, Academy should be replaced with Central Team, Local Governing Body should be replaced with the Trust Board and Headteacher should be replaced with Chief Executive Officer.

Membership: Three Governors from a pool (not including the Headteacher)

Quorum: Three Governors

Meetings: Once a year and then as required.

Clerk: Governance Professional

The Pay Committee will consist of at least 3 Governors, taken from a pool of Governors. Normally, wherever possible, the Pay Committee will not include any member of staff employed by the Governing Body at the Academy. The quorum for this Committee will be 3 Governors. The Headteacher has the right to attend in an advisory capacity except where their salary is being discussed.

The Pay Committee will be authorised by the Governing Body to determine all matters relating to pay and related performance of staff to establish a whole school pay policy for adoption by the Governing Body and to monitor and review the Pay Policy as necessary.

Remit

The Pay Committee will have full delegated powers from the Governing Body to take all decisions relating to pay in accordance with the approved Academy Pay Policy.

Specifically, this will include:

- i. Ensuring that the Pay Policy is statutorily compliant, including where relevant the School Teachers' Pay and Conditions Document and the National Joint Council for Local Government Services for Associate Staff.
- ii. Reviewing the Pay Policy and making recommendations to the full Governing Body for amendment where necessary.
- iii. Reviewing the school pay structure on an annual basis to consider the impact of any changes to nationally recommended pay rates and reporting to the governing body as appropriate.
- iv. Ensuring that the policy is applied equitably and consistently for all staff.
- v. Ensuring that pay decisions are fair and equitable, link with the Academy Appraisal Policy and take account of the recommendations of the Headteacher and where appropriate other members of the Senior Leadership Team.
- vi. In accordance with the Pay Policy, determine appropriate pay ranges for all staff employed in the school, including allowances and temporary recruitment and retention payments where appropriate.
- vii. Review the school staffing structure specifically in respect to pay relativities of posts in the structure. Maintain an up to date staffing structure as an appendix to the Pay Policy.
- viii. Recommend the annual pay budget, including pay progression to the Governing Body.
- ix. Ensure that external advice is sought where appropriate, particularly in respect of salary matters relating to the Headteacher.
- x. Ensure accurate and up to date person specifications and job descriptions are maintained in school to inform pay decisions where necessary.

- xi. Ensure annual pay statements are issued to all staff in accordance with the school Pay Policy.
- xii. Provide an annual report to the full Governing Body summarising pay decisions and issues arising.
- xiii. To attend or commission appropriate training for Governors.

Appeals will be held by three Trustees

Upper Pay Range Criteria

UPR has been developed in line with the current School Teachers' Pay & Conditions Document:
Criteria:

- The Teacher is highly competent in all elements of the Teaching Standards; AND,
- The Teacher's achievements and contribution to the Trust and Academy are substantial and sustained. (STPCD)

In Primitas Learning Partnership, a UPR Teacher consistently:

- demonstrates that they meet all Teaching Standards, both in terms of teaching and personal and professional conduct
- meets their performance management objectives
- demonstrates high quality teaching
- demonstrates an ability to support some pupils to exceed expected levels of progress/achievement
- takes responsibility for identifying and meeting their own professional development needs and uses their learning to improve their own practice and the learning of pupils
- demonstrates that they make an impact on the Academy or Trust beyond their own class/group(s) This may include:
- demonstrating an ability to coach, mentor, advise and demonstrate best practice to other Teachers, to enable them to improve their teaching practice
- contribution to policy and practice which has improved teaching and learning across the Academy.

All UPR Teachers are expected to consistently maintain high standards, as defined for Main Scale Teachers and in addition, role model exemplar practice specifically by:

Main Responsibilities:

- 1. Setting high expectations which inspire, motivate and challenge pupils**
 - Share good practice and support other colleagues in maintaining the standards
 - In setting targets, take into account cohort targets and how these will be met
 - In setting targets, take account of the level of challenge for pupils of all backgrounds, abilities and specific needs
- 2. Promoting good progress and outcomes by pupils**
 - Share good practice and support other colleagues in maintaining the standards
 - Demonstrate clear understanding of the needs of pupils of all backgrounds, abilities and specific so that the majority of pupils make good progress
 - Engage with colleagues in review and evaluation of pupil progress and attainment
 - Actively promote parent/carers involvement and initiate opportunities to involve them
- 3. Demonstrating good subject and curriculum knowledge**
 - Demonstrate knowledge and expertise across the range of subjects through coherent planning and lively, inspirational teaching
 - Develop co-ordination of a subject/SEN area identifying areas for development and bring about improvement through action planning
 - Take responsibility for own CPD, keeping abreast of changes/developments across a range of subjects and leading improvement within area of responsibility

- 4. Planning and teaching well-structured lessons**
 - Share good practice and support other colleagues in maintaining the standards
 - Consistently demonstrates high quality teaching
- 5. Adapting teaching to respond to the strengths and needs of all pupils**
 - Share good practice and support other colleagues in maintaining the standards
 - Demonstrate how teaching has been adapted to accommodate the needs of groups and individuals
- 6. Making accurate and productive use of assessment**
 - Share good practice and support other colleagues in maintaining the standards
- 7. Managing behaviour effectively to ensure a good and safe learning environment**
 - Share good practice and support other colleagues in maintaining the standards
 - Inspire pupil respect and form positive relationships
- 8. Fulfilling wider professional responsibilities**
 - Share good practice and support other colleagues in maintaining the standards
 - Form highly effective relationships with pupils that generate respect, confidence and high self-esteem
 - Form highly effective relationships with parent/carers e.g. through good communication, listening to and acting upon concerns, providing professional support and guidance in respect to all aspects of school life
 - Recognise responsibility and accountability for the effective deployment of support staff

Additional Responsibilities:

Code of Conduct

Primitas Learning Partnership expects all staff to ensure that their standards of conduct are, at all times, compliant with the Code of Conduct for employees.

Appendix 2b

UPS Progression Application

If you wish to apply for UPS progression, please complete the application form and refer to the UPR criteria detailed above (Appendix 2a) which is based on the national framework for Teachers' Standards (Parts 1 and 2). All applications are to provide evidence for decisions on pay progression.

PERSONAL INFORMATION	
Name:	Job title:
Academy:	Date of application:

WRITTEN STATEMENT
Summary of results from the two most recent appraisals (if you do not have two appraisals then please provide evidence to support where you feel you have met the Teacher Standards and UPR criteria).
UPR criteria based on Teachers' Standards Parts 1 and 2: Please list the standard and summarise how you have met or exceeded it. 1. 2. 3. 4.
In this section summarise any additional evidence, e.g. extracurricular responsibilities, whole school activities and evidence to demonstrate high quality teaching. Clearly state the impact of these activities and how they have resulted in sustained improvement.

WRITTEN STATEMENT

Summary of supporting evidence and explanation of the relevance to your application

DECLARATION

I confirm I believe that I met the eligibility criteria to be paid on the UPS.

Signed:

Date:

HEADTEACHER DECISION AND REASONING

Signed:

Date:

Procedure for Considering Appeals Relating to Salary

1. Introduction by Chair: explanation of procedure.
2. The Pay Committee representative (who may be the Headteacher) should put the case for the salary assessment decision.
3. The employee (or representative) may ask questions of the Pay Committee representative.
4. The Appeals Committee may ask questions of the Pay Committee representative.
5. The employee (or representative) should put the case explaining the objection to the decision of the Pay Committee.
6. The Pay Committee representative may ask questions of the employee.
7. The Appeals Committee may ask questions of the employee and ask further questions of the Pay Committee representative regarding the case made on behalf of the employee.
8. The Headteacher to be invited to express their views if they have not already done so.
9. The Pay Committee representative to sum up case.
10. The employee (or representative) to sum up case.
11. The parties to retire.
12. The Appeals Committee to consider the case and to notify parties of their decision.

This procedure may be varied by agreement of all the parties. The Appeals Committee may ask an external adviser (eg HR Provider) to attend to offer advice.

Leadership Pay Range**Senior Leadership Team at Erasmus Darwin Academy**

Post title	No of posts	Pay Range	School Group Size
Headteacher	1	L29 – L33	7
Deputy Headteacher	2	L17 – L21	
Assistant Headteacher	4	L11 to L15	

Senior Leadership Team at The Friary School

Post title	No of posts	Pay Range	School Group Size
Headteacher	1	L28 - 35	7
Deputy Headteacher	2	L20-24	
Assistant Headteacher	4	L12-16	

Senior Leadership Team at Greywood Primary Academy

Post title	No of posts	Pay Range	School Group Size
Headteacher	1	L8 – L14	2
Deputy Headteacher	0		
Assistant Headteacher	0		

Senior Leadership Team at Highfields Primary Academy

Post title	No of posts	Pay Range	School Group Size
Headteacher	1	L15 - 21	2
Deputy Headteacher	1	L5 – L9	
Assistant Headteacher	0		

Senior Leadership team at Henry Chadwick Primary School

Post title	No of posts	Pay Range	School Group Size
Headteacher	1	L5 – L8	1
Deputy Headteacher	1	L1 – L4	

Senior Leadership Team at Holly Grove Primary Academy

Post title	No of posts	Pay Range	School Group Size
Headteacher	1	L18 – L25	2
Deputy Headteacher	0		
Assistant Headteacher	2	L5 – L11	

Senior Leadership Team at Ridgeway Primary Academy

Post title	No of posts	Pay Range	School Group Size
Headteacher	1	L18 – L24	3
Deputy Headteacher	1	L11 – L15	
Assistant Headteacher	2	L1 – L5	

Senior Leadership Team at Queen's Croft High School

Post title	No of posts	Pay Range	School Group Size
Co-Headteacher/ Headteacher	2 (0.5)	L26 – L32	6
Deputy Headteacher	2 (0.5)	L16 - L20	
Assistant Headteacher	3	L8 - L12	

Teaching and Learning Responsibility

TLR	Amount
TLR2.1	£3,526
TLR 2.5	£5,866
TLR2.8	£8,606
TLR1.2	£12,515
SENCO	£2,786

The Friary School Teaching and Responsibility Structure

TLR	Amount
TLR1a	£10,174
TLR1b	£12,516
TLR1c	£14,865
TLR1d	£17,215
TLR2a	£3,527
TLR2b	£5,866
TLR2c	£8,611
TLR3	£702

Pay Structure/TLR structures 2025/26

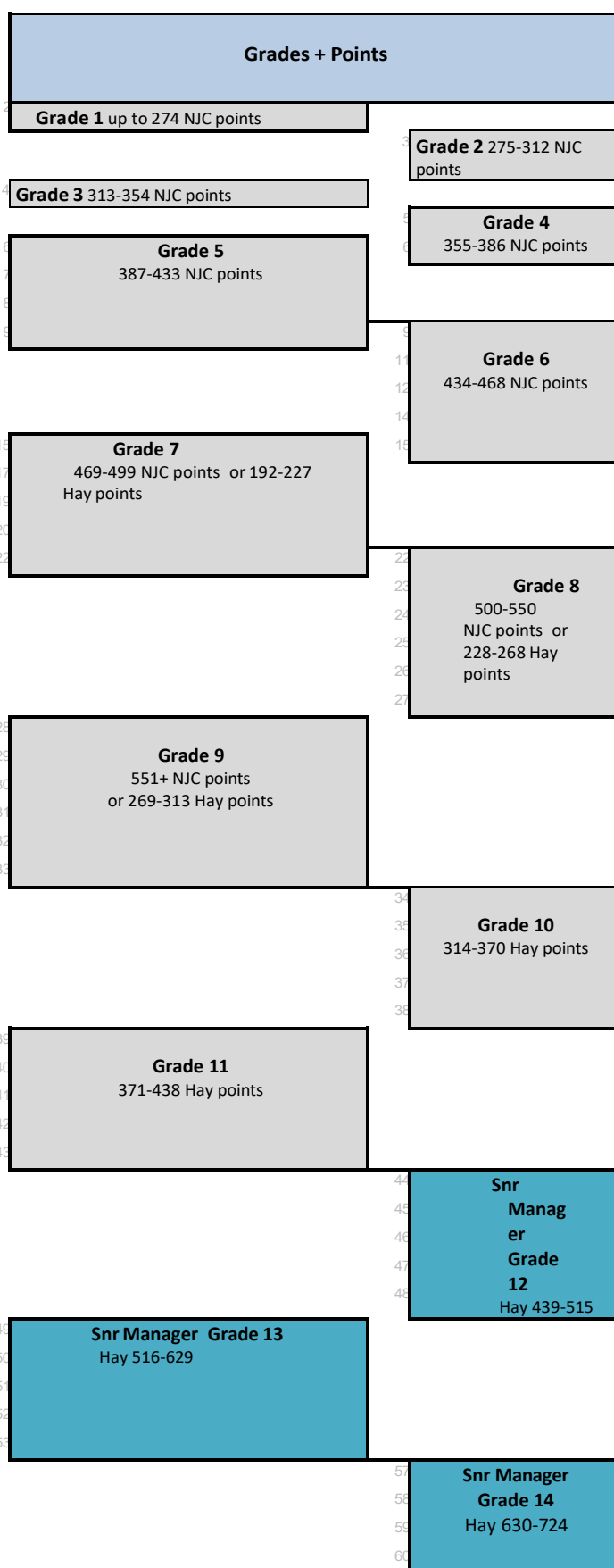
Appendix 4a Teachers' Pay

Unqualified Teacher pay Range	
Unqualified 1	22600
Unqualified 2	25192
Unqualified 3	27784
Unqualified 4	30069
Unqualified 5	32665
Unqualified 6	35257
Qualified Teacher Main Scale Range	
Teacher - Band 1 Point 1 / MS1	32916
Teacher - Band 1 Point 2 / MS2	34822
Teacher - Band 1 point 3 / MS3	37100
Accomplished Teacher - Band 2 Point 4 / MS4	39555
Accomplished Teacher - Band 2 Point 5 / MS5	42056
Accomplished Teacher - Band 2 Point 6 / MS6	45350
Qualified Teacher Upper Pay Range	
Expert Teacher - Band 3 Point 7 / UPS1	47472
Expert Teacher - Band 3 Point 8 / UPS2	49232
Expert Teacher - Band 3 Point 9 / UPS3	51048
Teaching and Learning Allowances Range	
TLR2.1 same	3526
TLR 2.5	5866
TLR 2.8	8606
TLR 1.4	17215
TLR 1.3	14866
TLR 1.2	12515
TLR 1	10173
TLR 3 Min	701
TLR 3 Max	3477
SENCO	2786
Leadership Range	
Leadership 1	51771
Leadership 2	53067
Leadership 3	54392
Leadership 4	55745
Leadership 5	57134
Leadership 6	58568
Leadership 7	60144
Leadership 8	61532
Leadership 9	63067
Leadership 10	64688
Leadership 11	66365
Leadership 12	67894

Leadership 13	69591
Leadership 14	71327
Leadership 15	73102
Leadership 16	75042
Leadership 17	76768
Leadership 18	78700
Leadership 19	80650
Leadership 20	82652
Leadership 21	84694
Leadership 22	86798
Leadership 23	88948
Leadership 24	91154
Leadership 25	93419
Leadership 26	95730
Leadership 27	98103
Leadership 28	100536
Leadership 29	103024
Leadership 30	105589
Leadership 31	108193
Leadership 32	110887
Leadership 33	113643
Leadership 34	116452
Leadership 35	119347
Leadership 36	122303
Leadership 37	125342
Leadership 38	128444
Leadership 39	131575
Leadership 40	134858
Leadership 41	138226
Leadership 42	141691
Leadership 43	143794

Appendix 4b Associate Staff pay scales 2025-2026

SCP	Salary at 01/04/2025	Monthly Salary	Hourly Rate (37 Hrs)	Hourly Rate (32.5 Hrs)
2	£24,413	£2,034.42	£12.65	£14.41
3	£24,796	£2,066.33	£12.85	£14.63
4	£25,185	£2,098.75	£13.05	£14.86
5	£25,583	£2,131.92	£13.26	£15.10
6	£25,989	£2,165.75	£13.47	£15.34
7	£26,403	£2,200.25	£13.69	£15.58
8	£26,824	£2,235.33	£13.90	£15.83
9	£27,254	£2,271.17	£14.13	£16.08
11	£28,142	£2,345.17	£14.59	£16.61
12	£28,598	£2,383.17	£14.82	£16.88
14	£29,540	£2,461.67	£15.31	£17.43
15	£30,024	£2,502.00	£15.56	£17.72
17	£31,022	£2,585.17	£16.08	£18.31
19	£32,061	£2,671.75	£16.62	£18.92
20	£32,597	£2,716.42	£16.90	£19.24
22	£33,699	£2,808.25	£17.47	£19.89
23	£34,434	£2,869.50	£17.85	£20.32
24	£35,412	£2,951.00	£18.35	£20.90
25	£36,363	£3,030.25	£18.85	£21.46
26	£37,280	£3,106.67	£19.32	£22.00
27	£38,220	£3,185.00	£19.81	£22.55
28	£39,152	£3,262.67	£20.29	£23.10
29	£39,862	£3,321.83	£20.66	£23.52
30	£40,777	£3,398.08	£21.14	£24.06
31	£41,771	£3,480.92	£21.65	£24.65
32	£42,839	£3,569.92	£22.20	£25.28
33	£44,075	£3,672.92	£22.85	£26.01
34	£45,091	£3,757.58	£23.37	£26.61
35	£46,142	£3,845.17	£23.92	£27.23
36	£47,181	£3,931.75	£24.46	£27.84
37	£48,226	£4,018.83	£25.00	£28.46
38	£49,282	£4,106.83	£25.54	£29.08
39	£50,269	£4,189.08	£26.06	£29.66
40	£51,356	£4,279.67	£26.62	£30.30
41	£52,413	£4,367.75	£27.17	£30.93
42	£53,460	£4,455.00	£27.71	£31.55
43	£54,495	£4,541.25	£28.25	£32.16
44	£55,609	£4,634.08	£28.82	£32.81
45	£56,727	£4,727.25	£29.40	£33.47
46	£57,868	£4,822.33	£29.99	£34.15
47	£58,887	£4,907.25	£30.52	£34.75
48	£60,047	£5,003.92	£31.12	£35.43
49	£61,217	£5,101.42	£31.73	£36.12
50	£62,395	£5,199.58	£32.34	£36.82
51	£63,567	£5,297.25	£32.95	£37.51
52	£64,731	£5,394.25	£33.55	£38.20
53	£65,908	£5,492.33	£34.16	£38.89
57	£70,053	£5,837.75	£36.31	£41.34
58	£71,752	£5,979.33	£37.19	£42.34
59	£73,452	£6,121.00	£38.07	£43.34
60	£75,147	£6,262.25	£38.95	£44.34



61	£82,799	£6,899.92	£42.92	£48.86
62	£84,813	£7,067.75	£43.96	£50.05
63	£86,832	£7,236.00	£45.01	£51.24
64	£88,850	£7,404.17	£46.05	£52.43
65	£98,126	£8,177.17	£50.86	£57.90
66	£100,526	£8,377.17	£52.11	£59.32
67	£102,927	£8,577.25	£53.35	£60.74

61
62
63
64

Snr Manager Grade 15
Hay 725-879
+ £4,395pa car allowance

65
66
67

Snr Manager Grade 16
Hay 880-1089
+ £4,395pa car allowance

**PRIMITAS LEARNING PARTNERSHIP
Appeals Form**

Please complete and return the form to the Trust Governance Professional info@primitas.co.uk
Receipt will be acknowledged.

Employee Name:
Please give details of your appeal:
Are you attaching any paperwork? If so, please give details.
Signature: Date:
<i>Official Use</i> Date acknowledgement sent: By who: Appeal referred to: Date:

The Appeals Form will be forwarded to the Chair of the Trust Board