St John and St Nicolas Schools Federation

For the good of all through curiosity, creativity and love

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Change Record				
Version	Approved	Minute Reference	Description of Amendments	Review Date
1.0	*6.12.22*	*Pay Minutes 06.12.21* *FGB Minutes 06.12.21*	New policy for the federation consulted upon with staff and unions. Temporary approval given and further modifications to be consulted upon in January.	Jan 2022
1.1	*7.2.22*	*Pay Minutes 06.12.21* *FGB Minutes 07.02.22*	Proposed amendments: removal of references to half-points (Sections 4, 8 + 9), ref to HTPM involvement in decisions on executive headteachers pay added to section 7. Staff and unions consulted with no concerns raised.	Oct 2022
1.2	*5.12.22*	*Pay Committee Minutes 18.11.22* *FGB Minutes 05.12.22*	Reviewed by Pay Committee: references to new STPCD for 2022 added throughout plus figures for all pay and allowance ranges and advisory points updated. Minor amendment to wording of points 9 + 12. Added first paragraph referencing the vision.	Dec 2023
1.3	*4.12.23*	*Pay Committee Minutes 20.11.23, Pay Committee Minutes 04.12.23,* *FGB Minutes 04.12.23*	Reviewed by Pay: references to new STPCD for 2023 added throughout plus 4.1.4 updates to TLR2 values, Appendices 2 + 3 updated with revised pay reference points. Appendix 4 – timeline updated for 2024. Pay meeting on 04.12.23 agreed to raise value of TLR2 for Foundation Stage Lead. Ratified by FGB.	Nov 2024
1.4	*2.12.24*	*2.12.24 FGB Minutes*	Update dates and version number and updated as per guidance	Nov 25
	20.1.25 approved *31.3.25 ratified*	*20.1.25 FC Minutes* *31.3.25 FGB Minutes*	Updated based on performance pay removal for teachers and new pay scales	Nov 25
1.5	*21.10.25*	*21.10.25 FGB Minutes*	Updated based on change in pay scales following inflationary rise	Oct 26
1.6	*08.12.25*	*08.12.25 Minutes*	Change to allowances following staffing structure change	Oct 26

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Governing Boards should consult teachers and their representatives before ratifying the Pay Policy for adoption in the school.

School Name	**St John and St Nicolas Schools Federation**
Date of consultation with staff & trade union representatives	V1.1: 25th November - 6th December 2021 V1.2: 14th January - 28th January 2022 V1.3: 8th January - 26th January 2024 V1.4: February 2025 V1.5: October 2025

St John and St Nicolas Schools Federation
Pay Policy

At St John and St Nicolas Schools Federation, our vision is 'For the good of all – through curiosity, creativity and love.' This vision inspires everything that the federation does. It applies equally to all the federation's policies with the intention that our policies impact as fairly and positively as possible to meet the needs of all members of our schools' community.

1. Purpose

The purpose of this policy is to set the framework for determining the pay of teachers employed in the federation.

The policy has been developed to comply with current legislation, including that relating to equality, and the requirements of the School Teachers' Pay and Conditions Document (STPCD). It has been the subject of consultation with staff and recognised trade unions in the schools.

It is the intention of the governing board that the policy will support the aims of the schools in promoting high standards of educational achievement by;

- Supporting the recruitment and retention of a high-quality teaching workforce
- Enabling the school to recognise and reward teachers appropriately for their contribution to the schools
- Helping to ensure that decisions on pay are managed in a fair, just and transparent way.

All teachers employed at the schools are paid in accordance with the statutory provisions of the School Teachers' Pay and Conditions Document as updated from time to time. This includes arrangements for safeguarding of salaries.

2. Pay Decisions

All decisions on teachers' pay will be made within the terms of this policy. In making such decisions, the governing board will act with integrity, confidentiality, objectivity and honesty, and will be open about decisions made and actions taken.

The Finance Committee will receive a report from the executive headteacher, when setting the schools' budgets, which sets out recommendations on the financial provision that should be included to provide for teachers' pay progression each year.

Pay on appointment

2.1.1 Decisions with respect to the pay of teachers on appointment, other than the executive headteacher and heads of school, are delegated to the executive headteacher in consultation with any governors on the selection panel.

2.1.2 Decisions with respect to the pay of the executive headteacher and heads of school on appointment are delegated to the selection panel formed to carry out the recruitment and selection process.

Pay progression

2.1.3 Annual decisions with respect to the pay progression of teachers (including the executive headteacher and heads of school) are delegated to the Finance Committee of the governing board.

2.1.4 The Finance Committee will have regard to the recommendations of the appraisers and the executive headteacher and senior leadership team in making these decisions.

3. Pay reviews and written statements

The governing board will ensure that each teacher's salary is reviewed annually, with effect from 1st September, and no later than 31st October (31st December for the executive headteacher) each year, and that all teachers are given a written statement setting out the salary to which they are entitled. The written statement will be issued to teachers by the executive headteacher on behalf of the governing board, and by the chair(s) of governors in the case of the executive headteacher.

A review of salary may take place at other times in the year to reflect any changes in circumstances or job description that leads to a change in the basis for calculating a teacher's pay. A written statement will be given after any review and will give information about the basis on which it was made.

Where a pay determination leads to the start of a period of salary safeguarding, the executive headteacher (on behalf of the governing board) will give the required notification as soon as possible, and no later than one month after the date of the determination.

4. School pay structure

The national pay award from September 2025 has resulted in a 4% increase to all pay and allowance ranges and advisory points with higher increases to some parts of the Main Pay Range to achieve a minimum starting salary of £32,916.00.

Classroom teachers: This federation will use the advisory pay points published in the STPCD 2025 within the unqualified, main and upper pay ranges.

Leading Practitioner posts; the governing board has determined that **0** Leading Practitioner posts are to be included in the federation staffing structure.

Leadership posts:

4.1.1 The individual pay ranges for the posts of executive headteacher and heads of school will be drawn from the leadership pay range, and will take account of;

- The headteacher group of the federation
- The duties and responsibilities of the post
- The level of skills, qualifications and experience required
- The complexity and challenge of the role
- The particular context of the schools
- Any recruitment or retention difficulties

4.1.2 The schools headteacher group is 3. The governing board has determined an individual pay range for the post of executive headteacher as follows;

- Leadership point range (21-25) - £84,699-£93,424

4.1.3 The governing board has determined that the federation staffing structure should include 2 posts of head of school, paid on individual pay ranges as follows;

- Leadership point range (11-15) - £66,368-£73,105

TLR posts: Teaching and Learning Responsibility payments are awarded to the holders of classroom teaching posts which the governing board has identified as a permanent part of the management structure of the federation. TLR1 and TLR2 payments will be made where the responsibility of the post meets the definition as set out in paragraph 20 of the STPCD 2024. The values of the TLRs to be awarded in this school are set out below:

4.1.4 TLR2s will be awarded to the following values:

Four TLR2s will be awarded to the following value:

- £5,899 (pro rata) to the holder of the posts of English Lead, Maths Lead, Foundation Stage Lead and Inclusion Manager

SEN allowances; the governing board will award a SEN allowance to any classroom teacher whose post meets the definition set out in paragraph 21 of the STPCD 2025. In this federation the governing board has determined that no SEN allowances will currently be awarded.

5. Other payments to teachers

Teachers who take on an additional significant responsibility – which is focussed on teaching and learning, requires the exercise of a teacher's professional skills and judgement, and has an impact on the educational progress of pupils other than the teacher's assigned classes/groups – on a temporary basis for a fixed period of time may be paid a TLR3 allowance. The STPCD 2025 states that a TLR3 can also be awarded for a teacher delivering tutoring to provide catch-up support to pupils on learning lost to the pandemic where that tutoring work takes place outside of normal directed hours but during the school day. TLR3s which relate to tutoring can be awarded consecutively (unlike for any other reason for awarding a TLR3). The governing board will determine when, and for how long, such an allowance will be payable, and the amount of the allowance to be paid taking account of the level of responsibility.

Teachers who undertake voluntary continuing professional development outside the school day will be entitled to an additional payment based on an hourly rate calculated as 1/1265 x full time equivalent salary.

Teachers who agree to provide learning activities outside of the normal school hours on a voluntary basis, and whose salary range does not take account of such activity, will be entitled to a payment based on an hourly rate calculated as 1/1265 x full time equivalent salary based on the top of the main teaching range. Activities that will attract payment will be agreed between the teacher and the executive headteacher.

Teachers who agree to take on additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards in one or more additional schools, may be paid an additional allowance. The amount of the payment will be determined on a case by case basis.

Where the executive headteacher takes on additional temporary responsibilities or duties over and above those for which the salary for the post has been determined (e.g. temporary appointment as headteacher of one or more additional schools), an additional payment of up to 25% of annual salary may be made. The amount of the payment will be determined on a case by case basis.

The governing board will consider making additional payments to teachers where it considers this necessary as an incentive for the recruitment of new teachers and/or the retention of existing teachers. Any such payment will be reviewed annually (in September each year) or at a different interval as determined by the governing board and it will be made clear at the outset, in writing, that the benefit may be withdrawn as a result of such a review.

Where appropriate, additional payments will be made to recognise additional responsibilities due to acting up arrangements. These will be paid in accordance with paragraph 23 of the STPCD 2025.

No recruitment/retention payment may be made to leadership group post holders except as reimbursement of reasonably incurred housing or relocation costs.

6. Pay determination on appointment

The governing board will determine the pay range (and allowances where appropriate) for a vacancy prior to advertising it. The executive headteacher will provide advice to the governing board on appropriate pay for all posts other than that of executive headteacher.

Classroom teaching posts

6.1.1 The governing board may advertise all classroom teaching posts with a potential starting salary that includes the main and upper pay ranges. However, it may choose to restrict the starting salary in the advertisement to either the main pay range or the upper pay range because of the experience and/or skills demanded by the type of post, or because of the budget available.

6.1.2 The governing board will determine, for each post, what level (if any) of Teaching and Learning Responsibility and/or Special Educational Needs allowances are applicable, and whether or not to offer additional allowances for recruitment and retention.

6.1.3 The successful candidate for a post will be appointed on a salary within the minimum and maximum of the relevant pay range. In determining the starting salary, the governing board will take into account the skills, qualifications and experience of the teacher.

6.1.4 Classroom teachers who were previously paid on the upper pay range, or employed as Advanced Skills Teachers or in Leadership posts, may be appointed on a salary within the upper pay range or the main pay range. All others will be appointed on a salary within the main pay range.

6.1.5 There is no assumption that a teacher will be paid the same rate as they were being paid in a previous school.

6.1.6 Teachers will be informed in writing of the actual starting salary when they are offered the post.

6.1.7 The executive headteacher will determine the pay of a short notice supply teacher engaged directly by the schools in accordance with the criteria set out above.

Other teaching posts

6.1.8 The governing board will advertise the post of executive headteacher with the individual pay range determined in accordance with the paragraph 9 of the STPCD 2025, taking account of the headteacher group, all the permanent responsibilities of the post, any challenges specific to the role, and all other relevant considerations. A fresh determination of the individual executive headteacher pay range will be made every time there is a need to advertise the post.

6.1.9 The governing board will advertise the post of head of school with the individual pay range drawn from within the leadership range.

6.1.10 The governing board will advertise the post of Leading Practitioner, if applicable, with the individual post range drawn from the LP salary range. Salary on appointment will normally be to the minimum of the individual post range.

6.1.11 The governing board will determine, for each teaching post, whether or not to offer additional allowances for recruitment and retention. Any decision to do so will take account of market information.

7. Pay progression

The Department of Education and the updated STPCD 2025 has confirmed that performance related pay is no longer mandatory. It will be a decision made by the individual school/governing board. It is for the school to stipulate within their pay policy whether they wish to continue with performance related pay, or move to automatic pay increments (unless a teacher is within a formal capability process). This must be clearly defined within their pay policy.

In this school all teachers can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future and helps enhance their professional practice. The arrangements for teacher appraisal are set out in the school's appraisal policy.

7.1 Performance Related Pay requirements have been removed therefore all teachers (who are not following a formal capability procedure) will receive automatic pay increase each year, in line with the pay progression outlined in this policy

7.2 A report to governors will include enough information for the committee to be able to make a confident decision to approve the recommended pay decisions (confirming if a Teacher is on a Formal Capability procedure), based on advice from the headteacher (and the senior leadership team). It will not include names of individual teachers, nor information on individual objectives or appraisal outcomes for teachers. It may contain this information in anonymised form. The Finance Committee will agree with the headteacher the format and content of the report.

7.3 The Finance Committee will confirm final decisions about the pay recommendations in the report. It will have regard to the information in the report and the advice from the senior leadership team. The committee will consider its approach in the light of the school's budget and ensure that appropriate funding is allocated for pay progression at all levels.

7.4 In the case of the headteacher, the Finance Committee is responsible for both the appraisal of the headteacher and for making a determination about any pay increase to be awarded on the basis of his or her performance.

The Finance Committee will clearly minute decisions about pay progression and the reasons for them

8. Evidence of level of performance – leadership group

The executive headteacher and heads of school must demonstrate sustained high quality of performance, having regard to the most recent appraisal, before any pay increase will be awarded.

In reaching a decision about the level of performance demonstrated by the executive headteacher, the governing board will take account of the advice of the external adviser appointed to support the appraisal of the headteacher.

In reaching a decision about the level of performance of the heads of school, evidence for performance will be drawn from a range of different sources, as appropriate. The governing board will take account of the advice of the executive headteacher and their recommendation as appraiser.

Account will be taken, as part of the appraisal process, of any published national standards for teachers and/or headteachers.

The governing board may decide to award a teacher on the leadership range either no increase or an increase of up to two 'reference' points on the leadership range (subject to the maximum of the individual pay range for the post not being exceeded).

The level of pay award will be clearly attributable to the performance of the individual in post.

9. Movement to the upper pay range

Any qualified teacher may apply to be paid on the upper pay range and any such application must be assessed in line with the federation's procedure for upper pay range applications (see Appendix 1). It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range.

Applications will be considered once each year, by 30th November. Successful applicants will be placed on the minimum of the upper pay range with effect from 1st September in the year in which they apply.

An application from a qualified teacher will be successful where the governing board is satisfied that:

- The teacher is highly competent in all elements of the Teachers' Standards and any other relevant published standards; and
- The teacher's achievements and contribution to an education setting or settings are substantial and sustained.

The criteria used for assessment of applications, across both schools, are set out in Appendix 1.

10. Part-time teachers

Teachers employed on part-time contracts of employment will be provided, by the executive headteacher (on behalf of the governing board), with a written statement detailing their working time obligations and the mechanism used to determine their pay. Pay and working hours will be determined in accordance with the STPCD and by comparison with the school's timetabled teaching week for a full-time teacher in an equivalent post.

11. Short notice supply teachers

Teachers employed on a day-to-day or other short notice basis will be paid on a daily rate calculated on the assumption that a full working year consists of 195 days, unless there are any additional bank holidays. Periods of employment for less than a day will be calculated pro-rata.

12. Arrangements for grievances arising from the application of this policy

A teacher may seek a review of any determination in relation to their pay or any other decision taken by the governing board (or a committee or individual acting with delegated authority) that affects their pay. This may include where the teacher believes that the person or committee making the decision has;

- Incorrectly applied the federation's pay policy;
- Incorrectly applied any provision of the STPCD;
- Failed to have proper regard to statutory guidance;
- Failed to take proper account of relevant evidence;
- Taken account of irrelevant or inaccurate evidence;
- Been biased; or
- Unlawfully discriminated against the teacher.

The process for dealing with pay grievances in this federation will be as follows;

12.1.1 The teacher will receive confirmation from the appraiser of the pay recommendation, or from the executive headteacher of the result of an application to be paid on the Upper Pay Range, at or soon after the appraisal meeting (or closing date for applications). Teachers will be notified of pay recommendations at least fifteen working days before the Finance Committee at which formal pay determinations will be made. The notification will include information on the process for dealing with pay grievances (set out in 13.2.2 to 13.2.5 below).

12.1.2 If the teacher is not satisfied, they should seek to resolve this by discussing the matter informally with the appraiser or executive headteacher who took the decision. This discussion should happen as soon as possible, and well before the recommendation is considered by the Finance Committee.

12.1.3 Where this is not possible, or where the teacher continues to be dissatisfied, they may follow a formal process to request a review of the decision.

12.1.4 The teacher should set down in writing the grounds for not agreeing with the pay decision and send it to the chair of the Finance Committee as soon as possible and preferably at least five working days before the date of the formal committee meeting at which pay decisions will be made.

12.1.5 The Finance Committee will provide the teacher with the opportunity to attend and make representations at the meeting. The teacher will be able to present evidence, call witnesses and ask questions, and may be accompanied by a trade union representative or work colleague if they wish. The Finance Committee will then make a pay determination and the employee will be informed in writing of the decision and the right to appeal against it.

12.1.6 If the teacher does not agree with the determination of the Finance Committee, they may appeal against the decision by writing to the clerk to the governors within ten working days of the written confirmation of the decision, giving the grounds for appeal.

12.1.7 Any appeal should be heard by a panel of three governors who were not involved in the original determination, normally within 20 working days of the receipt of the written appeal notification. The teacher will be able to present evidence, call witnesses and ask questions, and may be accompanied by a trade union representative or work colleague if they wish. The management representative will also be able to present evidence and call witnesses. Each side will have the opportunity to question the other and the panel will be able to ask exploratory questions. 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.

The decision of the appeal panel will be final.

13. Monitoring the policy

The governing board will monitor the outcomes and impact of this policy on an annual basis, including trends in progression across specific groups of teachers, to assess its effect and the school's continuing compliance with equalities legislation.

The governing board will review the content of the policy on an annual basis to ensure that it continues to deliver its aims. Any significant changes will be the subject of consultation with staff and their trade union representatives in school before being implemented.

Appendix 1 – Procedure for applications to be paid on the upper pay range

1. Key Principles

1.1 Any qualified teacher may submit an application, to the executive headteacher, to be paid on the upper pay range. It is the responsibility of individual teachers to decide whether or not to make an application to be paid on the upper pay range.

1.2 Teachers who are simultaneously employed to teach at two or more schools may submit separate applications to both (all) headteachers if they wish to apply to be paid on the upper pay range in both (all) schools. Each headteacher will make their own assessment and a decision made by one school will not be binding on another.

1.3 For an application to be successful, the governing board must be satisfied that the teacher is highly competent in all elements of the Teachers' Standards, and any other relevant published standards, and that the teacher's achievements and contribution to an education setting or settings are substantial and sustained.

2. Procedure for applications

2.1 Applications to be paid on the upper pay range will be assessed once a year, after 31st October and before 30th November, to allow for appraisal reviews to take place.

2.2 Teachers whose applications are successful will be paid on the minimum of the upper pay range, backdated to 1st September of the same year.

2.3 Teachers may make one application in any year.

2.4 Applications should be made in writing to the executive headteacher, and should be submitted by 31st October.

2.5 Applications should include a copy of the last two appraisal review statements, and any additional documentation or data that the teacher wishes to be taken into account in the assessment of their application and that provide evidence of how the teacher meets the criteria for payment on the upper pay range.

2.6 The executive headteacher will assess each application (or will delegate the assessment to one or more members of the senior leadership team after which the assessments will be moderated by the executive headteacher).

2.7 The executive headteacher will write to the applicant on or before 30th November to inform them of the outcome of the assessment. This will be either;

- The application has been successful and the teacher will be paid on the upper pay range with effect from 1st September of the same year; or
- The application has not been successful, in which case the reasons for rejecting the application will be given together with details of how to seek a review of the decision if the teacher disagrees with it.

2.8 In the case of successful applications, the executive headteacher will inform the governing board of their decision and seek confirmation that the teacher will be paid on the upper pay range.

3. Minimum criteria and evidence requirements:

3.1 Evidence from a two year period up to the date of assessment (which will be 31st August in any one year) will be used to assess whether the teacher meets the criteria below. This applies equally to full and part time teachers.

3.2 Teachers making applications to be paid on the upper pay range in this federation will be required to have at least two years' post-qualification teaching experience to allow sufficient evidence to be provided that the criteria are met.

3.3 Teachers who have been out of school for a significant period due to sickness absence or maternity leave, but who otherwise meet the two year qualifying period, will have their applications assessed on the basis of the evidence available from this period.

3.4 Teachers who have been employed in this school for less than two years may submit evidence from other schools to demonstrate that they meet the criteria set out above. This must, as a minimum, include appraisal review statements for the period. The executive headteacher may, at their discretion, ask for additional evidence to be submitted before an assessment is made.

4. Criteria for assessment

4.1 Substantial and sustained are defined as:

- Substantial: 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
- Sustained: maintained continuously over a long period of at least two school years.

4.2 A teacher will be judged highly competent if they consistently meets all aspects of the Teachers' Standards in full ('highly competent' means performance which is not only good but also good enough to provide coaching and mentoring to other teachers, give evidence to them and demonstrate effective teaching practice and how to make a wider contribution to the work of the schools, in order to help them meet the relevant standards and develop their teaching practice).

4.3 Substantial and sustained achievements and contribution to an educational setting or settings will be judged by reference to at least two annual appraisal reviews, in which the appraiser should confirm that the teacher has demonstrated consistent high standards of competence.

4.4 There should be evidence of the teacher's positive impact on pupil achievement (for those pupils/students for which they are directly responsible and/or in the schools more generally).

4.5 There should be evidence of the teacher's wider contribution to the life of the school.

4.6 All teaching observations within the two year period should be judged at least good with at least one outstanding judgement within the period.

Appendix 2 – Pay reference points for classroom teachers at the school from 1st September 2025

Main Pay Range

M1	**£32,961**
M2	**£34,823**
M3	**£37,101**
M4	**£39,556**
M5	**£42,057**
M6	**£45,362**

Upper Pay Range

U1	**£47,472**
U2	**£49,232**
U3	**£51,048**

Appendix 3 – Pay reference points for Unqualified Teachers at the school from 1st September 2025

Unqualified Pay Range

Unq 1	£22,601
Unq 2	£25,193
Unq 3	£27,785
Unq 4	£30,071
Unq 5	£32,667
Unq 6	£35,259

Appendix 4 – Pay ranges for Leadership group

The STPCD 2025 sets out the leadership range as £51,773 - £143,796
The STPCD also provides guidance on setting pay ranges for headteachers, according to the school's group size, and also for deputy headteachers and assistant headteachers. The governing body will be mindful of this advice in setting pay ranges for our school leaders.