



**Avenue**  
CENTRE FOR EDUCATION

## **WHOLE SCHOOL PAY POLICY 2025 - 2026**

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## **1. Introduction**

1.1 The Management Committee of Avenue Centre for Education will act with integrity, confidentiality, objectivity and honesty in the best interests of the school; will be open about decisions made and actions taken and will be prepared to explain decisions and actions to legitimate, interested persons. Its procedures for determining pay will be consistent with principles of public life: objectivity, openness and accountability.

1.2 The Management Committee has prepared this policy in respect of pay, which recognises the following: -

- The requirements of the School Teachers' Pay and Conditions Document (STPCD)
- The requirements of the NJC Conditions of Service Green Book
- The school's delegated budget
- The current staffing structure of the school
- Legislation in respect of equality and equal pay
- The School Staffing (England) Regulations 2009 (as amended in 2012)
- The Council's Single Status Agreement

1.3 The Pay Board of the Management Committee will receive an annual equality monitoring report as part of the Pay Board's review cycle. This report will include anonymised pay progression data analysed by protected characteristics (where information is available) in order to identify any trends or disparities. The findings will be used to inform the school's Equality Objectives and ensure that pay decisions remain fair, transparent, and compliant with the Equality Act 2010.

## **2. Background**

2.1 The Management Committee of Avenue Centre for Education will operate a policy in respect of its responsibilities which will: -

- ensure posts are graded appropriately within the appropriate conditions of service (i.e. STPCD, the Green Book and local agreements adopted by Luton Council)
- take into account pay relativities between posts within the school
- ensure that discretion in awarding allowances, payments, incentives or honoraria (where appropriate, for Green Book employees only) and the determination of salary and pay progression are exercised in a fair and equitable manner
- give recognition in line with statutory guidance to assigned increased responsibilities, whether on a temporary or permanent basis
- ensure the quality of teaching and learning at the school
- enable the school to recognise and reward employees appropriately for their contribution to the school

2.2 This policy will be subject to annual review, or on any other occasion as required, in consultation with the recognised trades unions.

- 2.3 Having determined the policy set out below, the Management Committee delegates the management of the policy to the Pay Board, or equivalent committee, which will be advised by the headteacher – see Terms of Reference at Appendix 3. The Committee will be responsible for the establishment and review of the Pay Policy, subject to the approval of the Management Committee, and has full authority to make pay decisions on behalf of the Management Committee in accordance with this policy. The headteacher is responsible for advising and making recommendations to the Committee on its decisions.
- 2.4 In exercising their delegated responsibilities, the Management Committee requires the Committee and the headteacher to have appropriate regard to the budget approved by the Management Committee and the requirements of employment legislation, particularly the Equality Act 2010, Part Time Workers Regulations, Fixed Term Employees Regulations 2002 and the school's equality policy. Where Luton Council is the employer, the Management Committee expects the Committee to seek advice from the Council where appropriate and applicable.
- 2.5 The Management Committee has adopted a whole school approach to matters of pay in order that the pay of no one employee is considered in isolation and will have particular regard to the issue of salary differentials and similar pay for posts carrying similar responsibilities. By adopting such an approach, the Management Committee hopes to ensure that discretion is exercised in a considered and careful manner and avoids potentially divisive initiatives or decisions.
- 2.6 In reviewing the implementation of this policy, the Management Committee will expect an annual report on the operation of performance pay progression mechanisms set out in this policy. This will include a statistical breakdown of the number of employees, by pay range, that have had pay progression during the appraisal cycle of one or two points and the number who had no pay progression (where progression was a possibility). This information will include analysis by equality characteristics where this information is available (model report format Appendix 5)

## **Teachers**

### **3. Pay Reviews**

- 3.1 The Management Committee will ensure that each teacher's salary is reviewed annually with effect from 1 September, that each teacher is notified of the outcome by no later than 30 November each year, and that all teachers are given written notification of their salary and any 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 led 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 a decision was made.
- 3.2 Any teacher away from school because of maternity leave must receive any pay increase that they would have received had they not been on maternity leave. Account should be taken of performance in previous appraisal periods if the teacher has been absent for much of the current appraisal year.

- 3.3 Consideration of reasonable adjustments which allow an equal opportunity to participate in appraisal and access to pay progression must be considered for any teacher absent for a disability related reason for much of the current appraisal year.
- 3.4 Where a pay determination leads or may lead to pay safeguarding, the Management Committee will give the required notification as soon as possible and no later than one month after the date of the determination.

#### **4. Starting salary of new appointments**

- 4.1 The Headteacher will determine the pay range for a vacancy prior to advertising it with the exception of Senior Leadership Team (SLT) vacant posts; The Management Committee will determine the pay range for a SLT post prior to advertising it. When advertising, the school must show the pay range on adverts and will not restrict the pay available for appointees to vacant classroom teacher posts to a specific pay range, other than the lower limit of the main pay range (MPR) and the upper limit of the upper pay range (UPR). On appointment it will determine the starting salary within that range to be offered to the successful candidate.

#### **5. Classroom teachers pay ranges**

- 5.1 The Management Committee has established the following pay scales for classroom teacher posts paid on the main pay range and upper pay range. No classroom teacher will be paid below the statutory minimum or above the upper limit.

##### **Main Pay Range\***

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

##### **Upper Pay Range\***

1	£47,472
2	£49,232
3	£51,048

*(\*As amended by the Department for Education's response to the 2025 School Teachers Review Body pay review process).*

- 5.2 The Management Committee will, if necessary, use its discretion to award a recruitment incentive benefit where a post may be hard to fill and/or to secure the candidate of its choice. See section 15.
- 5.3 The Management Committee will apply the principle of pay portability in making pay determinations of all new appointees. It will also exercise its discretion to take

into account previous relevant experience in determining the starting point on the appropriate scale.

### **Pay progression for existing main pay range teachers, effective from 1 September 2025**

- 5.4 The Management Committee review each teacher's salary annually where they have completed a year of employment since the previous annual pay determination.
- 5.5 Pay progression must be awarded within the maximum of the teacher's pay range, unless they are subject to capability proceedings. This may include being in a review period following an Informal Capability meeting under the appraisal policy or being under the formal capability procedure. Teachers will, in the vast majority of cases, move up the main pay range one annual point at a time.

In cases where a classroom teacher's performance is judged to be exceptional, the Pay Board may consider awarding accelerated pay progression (for example, two points instead of one). Exceptional performance will be determined through evidence demonstrating sustained and significant impact on teaching and learning across the school, beyond that expected for the teacher's role and career stage. Evidence should include, but is not limited to:

- Appraisal outcomes showing that all objectives have been fully met or exceeded;
- Lesson observations evidencing consistently outstanding teaching practice;
- Quantifiable improvements in pupil progress and attainment;
- Contribution to whole-school improvement through mentoring, leadership of initiatives, or curriculum development; and
- Positive feedback from pupils, colleagues, or external reviews where applicable.

Decisions regarding exceptional performance must be clearly recorded by the Pay Board, with supporting evidence referenced in the annual pay determination report.

- 5.6 A written pay determination will be provided to every teacher setting out their salary and any other allowances to which they are entitled, in alignment with the annual appraisal period.

The arrangements for teacher appraisal are set out in the school's Appraisal Policy.

### **Early Career Teachers (ECTs)**

- 5.7 In the case of early career teachers (ECTs), whose appraisal arrangements are different, performance and pay recommendations will be made by means of the statutory induction process. Teachers in their two-year induction period may be awarded pay progression on the successful completion of each year of their statutory induction period.

## **6. Movement to the upper pay range (UPR)**

### **Applications to be paid on the UPR**

- 6.1 To be eligible to apply to be paid on the UPR, teachers will normally have been at the upper point of the main pay range for a year and have a minimum of two years post ECT experience as a teacher. In exceptional cases, applications from teachers with two years post ECT teaching experience may be considered.
- 6.2 Appraisers should discuss career aspirations with the teacher at their appraisal meeting(s) and as part of those discussions, the teacher may express an interest in applying to the UPR. If a teacher wishes to progress to the UPR they should, where possible, discuss their intention to apply with their assessor at the start of the appraisal cycle. It is the responsibility of the teacher to decide whether or not they wish to apply to the UPR.
- 6.3 If a teacher is simultaneously employed at another school, they will need to submit separate applications if they wish to apply to be paid on the UPR in each school. This school will not be bound by any pay decision made by another school.
- 6.4 In order for the assessment to be robust and transparent, it will be an evidence-based process only. Teachers may supply evidence to support their application including evidence from the previous two years appraisals. Those teachers who have been absent for an extended period (through sickness, maternity leave or disability), may cite written evidence from a three-year period before the date of application. This should be agreed with the headteacher in advance.

### **Process**

- 6.5 One application may be submitted annually. The closing date for applications is normally 31 October each year; however, exceptions may be made in particular circumstances, for example, maternity leave or long-term sickness. Where this is the case, teachers should speak to the headteacher at the earliest opportunity.
- 6.6 The process for applications is as follows:
  - the teacher must complete the school's application form (Appendix 4)
  - the teacher must submit the application form, copies of the two most recent appraisal documents and any other information they wish to include where gaps may exist
  - the teacher will be notified who their assessor will be. The assessor may be their line manager, a member of SLT, the headteacher or where the school is part of a trust an appropriate representative from the trust
  - the application will be assessed by the assessor including making a recommendation
  - where the headteacher is not the assessor, the application, evidence and assessment will be passed to the headteacher for final assessment and moderation
  - the Committee will make the final decision, advised by the headteacher
  - the teacher will be notified of the outcome within five working days of the

Committee having met. If unsuccessful, the teacher will receive written notification by 30 November

- written notification will include feedback on why this was so and the areas for improvement. If requested, oral feedback will be provided within 10 working days of notification
- successful applicants moving to the base of UPR will have their salaries backdated to 1 September
- unsuccessful applicants may appeal the decision in accordance with Appendix 2

## **Assessment**

6.7 The appraisal is an evidence-based process, therefore in applying to move to the UPR the teacher will be required to demonstrate that they have met the criteria set out in paragraph 15.2 of the School Teachers Pay and Conditions Document (STPCD) namely 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

6.8 The definition of these terms in this school is as follows:

*'highly competent'* - the teacher has demonstrated depth and breadth of knowledge, skill and understanding of all of the Teachers' Standards in their particular role and the context within which they are working. The majority of pupils for which they are responsible are making good progress.

*'substantial'* - the teacher's achievements and contribution to the school are significant and in raising standards of teaching and learning in their own classroom. They are a role model for teaching and learning and take advantage of professional development opportunities using these highly effectively to improve pupils' learning.

*'sustained contribution'* - the teacher must have had two consecutive successful appraisal reports which demonstrate the above. They will have shown that their teaching expertise has grown over the relevant period and is of a consistently high quality.

## **7. Upper pay range pay determinations**

### **Pay determinations effective from 1 September 2025**

7.1 Movement on the UPR will be considered on a biannual basis. Where the teacher has had two appraisals since movement onto the UPR or up to the second point of UPR, the Management Committee will consider movement to the next point on the UPR, i.e. to UPR2 or to UPR3. Pay progression must be awarded on this basis within the maximum of the upper pay range, unless the teacher is subject to capability proceedings. This may include being in a review period following an Informal Capability meeting under the appraisal policy or being under the formal



capability procedure.

- 7.2 A written pay recommendation is required for every teacher following the outcome of the teacher's appraisal and, in making its decision, the Management Committee must have regard to this recommendation. The arrangements for teacher appraisal are set out in the school's Appraisal Policy.
- 7.3 Following recommendations from the headteacher, the Committee will confirm whether they support the movement on the UPR. In making such a determination, it will take into account:
- the criteria set out in paragraph 15.2 of the STPCD 2025, as set out at paragraph 6.7, and as defined above by this school at paragraphs 6.8.
  - there is evidence demonstrating continued work at the level appropriate to the expectations of a teacher on the UPR

The Committee must be able to objectively justify its decisions.

- 7.4 Where the evidence shows the teacher has continued to maintain the criteria set out above, the teacher will move to the next reference point of the UPR.
- 7.5 Where the headteacher recommends that, based on evidence, the UPR teacher's performance has been exceptional, and the teacher has met or exceeded their objectives, the Committee may consider the use of its discretion to award enhanced pay progression of a further reference point.

## **8. Moderation**

- 8.1 The headteacher (in conjunction with other members of the senior leadership team where relevant) will undertake anonymised cross-phased moderation to ensure that objectives set across the school are consistent in terms of challenge for teachers, having regard to the career stage of individual teachers and to their job role and responsibilities and fair. The headteacher will be able to explain and evidence all pay recommendations made to the Pay Board. Record of moderation decisions will be retained for audit purposes.

## **9. Teaching and learning responsibility payments (TLRs)**

- 9.1 The Management Committee will determine a school staffing structure which identifies specific posts that include a TLR payment.
- 9.2 A permanent TLR payment may be made to a classroom teacher for undertaking a sustained additional responsibility, for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable. Unqualified teachers may not be awarded TLRs.
- 9.3 Before awarding a TLR1 or TLR2, the Pay Board must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers. It also requires the teacher to lead, manage and develop a subject or curriculum or to lead and manage pupil development across the

curriculum; has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils and involves leading, developing and enhancing the teaching practice of other staff. In addition, before awarding a TLR1 the Management Committee must be satisfied that the sustained additional responsibility includes line management responsibility for a significant number of people.

- 9.4 From 1<sup>st</sup> September 2025, the Management Committee may determine that the value of any existing or new TLR1 and TLR2 payment, is based on the proportion of the TLR responsibility the teacher is undertaking i.e. the proportion of the full duties. Where a part-time teacher is undertaking a TLR1 or TLR 2, the Management Committee are no longer mandated to utilise the pro-rata principle (as set out in STPCD) when determining the value of the TLR1 or TLR 2 payment. The Management Committee will act fairly and appropriately when determining the value of a TLR1 or TLR2 payment.
- 9.5 From 1<sup>st</sup> September 2026, Governing Bodies must determine the value of any existing or new TLR1 and TLR 2 payment based on the proportion of the TLR responsibility the teacher is undertaking i.e. the proportion of the full duties.
- 9.6 The pro-rata principle does not apply to any TLR3 award.
- 9.7 The Management Committee has determined the value of TLRs as follows:

TLR2 -	a*	£3,527
	b*	£5,868
	c*	£8,212 or £8611
TLR1* -	a*	£10,174
	b*	£12,513
	c*	£14,850 or £17,216

*(\*as amended by the Department for Education's response to the 2025 School Teachers Review Body pay review process).*

- 9.8 The Committee may award a fixed-term TLR, known as a TLR3, to a classroom teacher for clearly time-limited school improvement projects, or one-off externally driven responsibilities. The annual value of an individual TLR3 must be no less than £702 and no greater than £3,478. Although a teacher cannot hold a TLR1 and a TLR2 concurrently, a teacher in receipt of either a TLR1 or a TLR2 may also hold a concurrent TLR3. TLR3s are not subject to safeguarding.

## **10. Special schools and classes**

- 10.1 The Management Committee may award a SEN Allowance where a post meets the statutory criteria as set out in the staffing structure. The Management Committee has determined the value of this as follows:

\* (no less than £2,787 and no more than £5,497)

10.2 This takes account of:

- whether any mandatory qualifications are required for the post
- the qualifications or expertise of the teacher relevant to the post
- the relative demands of the post

10.3 SEN Allowances will be paid to those teaching in:

- SEN posts that require a mandatory SEN qualification (all settings)
- special schools and in designated special classes

10.4 SEN allowances will also be paid to those teaching in non-designated settings that are analogous to designated special classes or units, where the post:

- involves a substantial element of working directly with children with special educational needs
- requires the exercise of a teacher's professional skills and judgment in the teaching of children with special educational needs
- has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the school or unit or service

***These three criteria, in a mainstream school, are mutually exclusive.***

## **11. Part time teachers**

11.1 Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part-time.

Part-time teachers' salary and allowances, except for TLR3's, will be determined in accordance with the pro rata principle, as set out in the STPCD.

## **12 Short notice/supply teachers**

12.1 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.

## **13. Unqualified teachers**

13.1 The Management Committee has established the following pay range for unqualified teachers\*

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

(\* as amended by the Department for Education's response to the 2025 School Teachers Review Body pay review process)

- 13.2 The Management Committee can employ individuals and pay them on the unqualified teacher's pay range in the following circumstances **only**:
- a) as an instructor in any art or skill, or subject or group of subjects, the teaching of which requires special qualifications or experience
  - b) as a trainee teacher undertaking training for the purpose of an employment-based initial teacher training scheme, such as schools direct, until such time as they successfully complete or stop their training
  - c) they are an Overseas Trained Teacher (a maximum four year period may apply)

Where there is uncertainty as to whether one of the criteria set out above applies, schools must contact the HR team for advice.

- 13.3 With effect from 1 September 2012, unqualified teachers/instructors may be recruited and contracted on an indefinite basis, subject to the above criteria. The Management Committee has determined that instructors may be recruited into posts which will 'give instruction in any art or skill or any subject or group of subjects (including any form of vocational training) where special qualifications or experience or both are required' (The Education (Specified Work and Registration) England) Regulations 2003. In this school the Management Committee have determined that the school may recruit Instructors only for the delivery of instruction in all vocational subjects.
- 13.4 The school will pay any unqualified teacher in accordance with paragraph 17 of the STPCD.

#### **Pay progression for unqualified teachers effective from 1 September 2025**

- 13.6 The arrangements for unqualified teacher appraisals are set out in the school's Appraisal Policy.
- 13.7 The Management Committee will consider annually whether or not to increase the salary of unqualified teachers who have completed a year of employment since the previous annual pay determination.
- 13.8 A written pay recommendation is required for every unqualified teacher following the outcome of their appraisal and, in making its decision, the Management Committee must have regard to this recommendation. Pay progression must be awarded within the maximum of the relevant pay range, unless an unqualified teacher is subject to capability proceedings. This may include being in a review period following an Informal Capability meeting under the appraisal policy or being under the formal capability procedure.

#### **14. Leading practitioners**

- 14.1 The Management Committee will determine whether to include a leading

practitioner role(s) in the staffing structure and the role to be performed. Additional duties will be set out in the job description of the leading practitioner and will include:

- a leadership role in developing, implementing and evaluating policies and practices in the school that contribute to school improvement
- leading the improvement of teaching within school which impacts significantly on pupil progress
- modelling and improving the effectiveness of staff and colleagues

### **Pay on appointment**

- 14.2 The Management Committee will determine a pay range for each leading practitioner post in accordance with paragraph 16 of the STPCD. The leading practitioner pay range is set out at Appendix 6; a five point range should be determined. The Management Committee will do this by reference to the weight of the responsibilities of the post and must bear in mind the need to ensure pay equality and fair pay relativities between posts of different levels of responsibility.

### **Pay determinations with effect from 1 September 2025**

- 14.3 Based on the evidence provided by the headteacher, the Management Committee is annually required to consider whether or not to increase the salary of members of the leadership team who have completed a year of employment since the previous pay determination, and if it determines to do so, to what salary within the pay range.
- 14.4 A recommendation on pay must be made in writing as part of the individual's appraisal report, and in making its decision the Management Committee must have regard to this recommendation. Pay progression must be awarded, unless a teacher is subject to capability proceedings. This may include being in a review period following an Informal Capability meeting under the appraisal policy or being under the formal capability procedure.
- 14.5 Leading practitioners will usually move up the pay range one annual point at a time. If the evidence provided by the headteacher shows that a leading practitioner has performed exceptionally well, demonstrating sustained high quality of performance, the Committee may consider the use of its discretion to award enhanced pay progression of two performance points. A leading practitioner should not be awarded more than two performance points in the course of a single pay review.

## **15 Headteacher, deputy and assistant headteacher salaries and pay progression**

- 15.1 The relevant body must assign its school to a headteacher group in accordance with paragraphs 4, 5, 6, 7, 8 and 9 of the STPCD.
- 15.2 The current assigned headteacher group and headteacher range for the school has been determined as:

- Group 5
- Headteacher Range L25 – L31 the leadership pay range is attached at Appendix 7.

### **Pay on appointment after 1<sup>st</sup> September 2025**

- 15.3 At the time of appointing a new headteacher, the Management Committee will define the role and determine the headteacher group size, then set the headteacher pay range which will determine the starting salary. A five to seven point range is advised. All decisions and reasons for these determinations must be well documented.
- 15.4 It is expected that the relevant body will normally conclude that the headteacher group as determined by the total unit score fully captures the complexity of the role and that the individual pay range will therefore be within the relevant pay range at paragraph 5.3 of the STPCD.
- 15.5 The relevant body may take account of additional factors that suggest the headteacher range should be higher. Factors may include:
- the context and challenge arising from pupil needs
  - a high degree of complexity and challenge (multiple schools, dispersed sites and not already reflected in the unit score)
  - additional accountability not reflected in the unit score, for example leading a teaching school
  - factors that impede the school's ability to attract a field of appropriately qualified and experienced leadership candidates

In taking into account any of these factors the relevant body must refer to the departmental advice provided by the DfE.

- 15.6 The relevant body must ensure that the maximum of the headteacher range, including factors and any other temporary payments or allowances, does not, except in exceptional circumstances, exceed the headteacher group range by more than 25%.
- 15.7 If the relevant body considers that exceptional circumstances apply, HR advice must be sought and should the advice suggest that an additional payment is appropriate, a business case **must** be made and agreed by the full Management Committee. For maintained schools, where Luton Council is the employer, the external independent advice **must** be provided by Luton HR.

### **Reviewing the individual pay range for an existing headteacher where responsibilities have significantly changed**

- 15.8 In reviewing an existing headteacher's range (not progression) the relevant body should consider paragraphs 15.1 to 15.7 above, alongside the departmental advice provided by the DfE. In such circumstances, it may be appropriate to also review other SLT pay ranges alongside the headteacher pay range.

### **Temporary payments to headteachers**

- 15.9 The relevant body may determine that additional payments may be made to a headteacher for clearly temporary responsibilities, for example where the headteacher is temporarily accountable for more than one school (which can be up to two years in duration and for which the headteacher would be issued with a fixed term variation to contract).
- 15.10 The total sum of the temporary payment must not exceed 25% of the annual salary otherwise payable and the total sum of the salary and any other payments made to a headteacher must not exceed 25% above the maximum of the headteacher group except where exceptional circumstances have been determined in accordance with paragraphs 15.6 and 15.7 above.
- 15.11 If the headteacher is permanently accountable and responsible for more than one school, the Management Committee will determine a headteacher group size based on the total unit score of both schools, then set the headteacher range and then determine the starting salary.

### **Pay on appointment for deputy headteachers and assistant headteachers**

- 15.12 Deputy headteachers and assistant headteachers will be appointed to five point individual pay ranges on the leadership pay range which ensure that there is a gap between the salary of the highest paid classroom teacher and the bottom of the school's Leadership Pay Range. The individual pay range for a deputy headteacher or an assistant headteacher should only overlap the headteacher range in exceptional circumstances and should not exceed the maximum of the headteacher group for the school.
- 15.13 The Management Committee may review the individual pay range for any Senior Leadership Team post, at the point the post becomes vacant.
- 15.14 The individual pay ranges for the deputy headteacher and assistant headteachers are as follows:
- Deputy Headteacher Range L12 – L18
  - Assistant Headteacher Range L6 – L10
- The leadership pay range is attached at Appendix 7.

### **Pay progression for headteachers, deputy headteachers and assistant headteachers**

- 15.15 Based on the evidence provided by the headteacher, the Management Committee must consider annually whether or not to increase the salary of members of the leadership team who have completed a year of employment since the previous pay determination, and if it determines to do so, to what salary within the pay range.
- 15.16 A recommendation on pay must be made in writing as part of the individual's appraisal report, and in making its decision the Management Committee must have regard to this recommendation. Pay progression must be awarded, unless

a leader is subject to capability proceedings. This may include being in a review period following an Informal Capability meeting under the appraisal policy or being under the formal capability procedure.

- 15.17 Members of the school leadership team with usually move up the pay range one annual point at a time. Where a leadership team member has performed exceptionally well, demonstrating sustained high quality performance, the headteacher may recommend pay progression of two points. The headteacher, must supply the Committee with evidence to support their recommendation. A teacher on the leadership spine cannot be awarded more than two performance points in the course of a single pay review.

## **16 Recruitment and retention incentives**

- 16.1 The Management Committee may award incentives to meet recruitment and retention

needs. In making a decision to award an incentive, the Management Committee will have regard to whole school considerations. The Management Committee will specify the reason for an incentive, its value, its duration (making clear a review date after which it may be withdrawn), any other conditions attached and method of payment in writing to the teacher on allocation of the incentive. In considering the award of incentives for recruitment and retention, the Management Committee will have regard to the supply of suitably qualified and experienced teachers and will establish their own criteria for the fair allocation of such awards to new and serving teachers at the school. Examples are listed below:

- identified shortage subjects, based on recruitment data collected at the school
- to support a defined strategy to enhance the Leadership Group
- as part of a retention strategy defined in the School Improvement Plan
- where there is data to evidence that the school has been unable to recruit, linked to market forces

- 16.2 The Management Committee has determined to use the following incentives for recruitment and retention purposes:

- New recruitment Incentive of a maximum of £3,000 to be paid at 31 July in a lump sum subject to satisfactory performance.
- Retention Incentive of a maximum of £3,000 to be paid at 31 July in a lump sum subject to satisfactory performance.

- 16.3 The Management Committee will conduct a regular formal review of all recruitment and retention payments. Reviews will take place at least annually. In this school it will be carried out annually by the Pay Board.

- 16.4 Headteachers, deputy headteachers and assistant headteachers may not be awarded recruitment and retention benefits other than as reimbursement of reasonably incurred housing or relocation costs. All other considerations must be taken into account in determining pay on appointment as per paragraph 14.



- 16.5 Where the relevant body currently pay a recruitment or retention incentive, to the headteacher, deputy headteacher or assistant headteacher under a previous document, it may continue to make that payment at its existing value until such time as the pay range is changed or the payment is reviewed under 15.3.

## **17. Additional payments**

- 17.1 The Management Committee has agreed to the additional payment of teachers (including the leadership group and leading practitioner) in respect of:
- continuing professional development undertaken outside the school day
  - activities relating to the provision of initial teacher training as part of the ordinary conduct of the school
  - participation in out-of-school learning activity agreed between the teacher and headteacher
  - 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
- 17.2 All payments must be agreed in advance with the headteacher.
- 17.3 The additional payments will be paid at the teacher's usual hourly rate.
- 17.4 Additional payments may be made to a teacher paid on the leadership range, other than the headteacher, at the discretion of the Management Committee.

## **18. Acting allowances**

- 18.1 In the event of temporary absence of the headteacher, deputy headteacher or an assistant headteacher the Management Committee will consider within four weeks of the commencement of the absence, whether another member of the teaching staff should be paid an acting allowance or not to act in the capacity of the absent incumbent. Where full duties are being undertaken by the teacher who is acting up, the Management Committee will normally agree to an acting up allowance being paid. This will be based upon the headteacher group size for the school or five to seven point scale of the substantive postholder as appropriate. In the temporary absence of a teacher with management allowances the Management Committee will consider acting up arrangements by means of a fair and equitable selection process where applicable.

## **19. Centrally employed teachers**

- 19.1 This policy applies to Luton Council centrally employed teachers **only** for the purposes of salary determination on appointment and pay.
- 19.2 The Council is the relevant body and assessment is delegated to the service manager responsible for the centrally employed teacher's service.

## **20. Section 2 – Support staff**

### **Annual pay awards and increments**

- 20.1 The Management Committee have agreed to abide by the local agreements of the Council, and any national pay awards for Green Book employees and to pay annual increments for support staff, where appropriate, on the anniversary of appointment.

## **21. Assessing remuneration**

- 21.1 The Management Committee will ensure that a job description is prepared for each post. Luton HR Traded Services provide evaluated model job descriptions for many roles in schools. Where a bespoke job description is required, for the role to be evaluated, the school must use the model Luton job description format. All job descriptions are evaluated using the HAY scheme. For more information regarding job descriptions please refer to the safer recruitment and selection policy for schools and the job description pro forma.
- 21.2 In cases where there is an element of doubt as to the appropriate grade for the post, the Management Committee will consult Luton HR Traded Services/Luton Job Evaluation team and request the post be evaluated; allowing at least four weeks for this to take place. All posts must be evaluated using the Council's job evaluation scheme. The Management Committee recognises that failure to do so could make them liable in an equal pay claim.
- 21.3 In normal circumstances the starting pay for Green Book employees will be at the minimum point of the salary scale for the post.
- 21.4 The Management Committee reserve the right to exercise discretion in respect of the starting pay of those employees where, for example, an experienced member of staff has had a small break in service (usually less than 12 months) and is seeking to return to work.
- 21.5 The Management Committee will attempt to ensure that employees supervising others are on a higher scale point than those they supervise.

## **22. Regrading**

- 22.1 In those circumstances, usually following an appraisal, where it is necessary to consider the possible regrading of a post, the job description and person specification will be revised accordingly. A regrading, following job evaluation, will take into account the changes in the responsibilities and accountabilities of the post; it will not be considered as a measure to address an employee attaining the top of the current grade. Once the revised job description has been agreed with the postholder, then the Management Committee will arrange for the Council to be consulted in order that the job evaluation process can be undertaken. Should an employee request this, and be subsequently dissatisfied with the outcome, the school's pay appeal mechanism at Appendix 2 will apply.

## **23. Hours of work**

- 23.1 The Management Committee will pay employees who, at the request of the school, are required to work beyond their contracted working hours at the appropriate rate, in accordance with the agreements of the Council/trust. Additional hours will not exceed the provision of the Working Time Directive. Employees working term time only, unless over-ridden by national terms and conditions, will be paid pro rata for hours worked and holiday entitlement.
- 23.2 The Management Committee will make every effort to ensure that employees' contracted hours meet the needs of the school, including training days and time for planning/meetings if required.

## **24. Acting up/honorarium**

- 24.1 Acting up payments may be made to employees who temporarily undertake additional duties and responsibilities. This payment is payable where an employee takes on all or a proportion of the duties and/or responsibilities of an existing higher graded post for a continuous period of at least four weeks. Where an employee undertakes a proportion of the duties and/or responsibilities they will receive a pro-rated payment. 'Acting up' is a temporary arrangement that should not be in place for longer than one academic year.

This may occur as a result of:

- covering long-term sickness, maternity leave, or where there is a delay in recruiting to a post
  - planning for workplace closures and other organisational change, where it helps to reduce redundancies/at risk employees
- 24.2 Where an individual undertakes the full duties and responsibilities of a higher graded post they should be paid at the base spinal column point of the higher grade (unless the post grades overlap).
- 24.3 The duration of the period of acting up should be agreed before it commences. This may be extended if required.
- 24.4 The employee will be issued with the relevant paperwork confirming the contractual changes for the duration of the acting up period.
- 24.5 Should either party wish to end the acting up arrangement prior to the agreed end date one month's written notice should be provided unless both parties mutually agree to end the arrangement earlier.
- 24.6 It is recognised that in some circumstances it will be appropriate in the first instance to discuss acting up opportunities with the relevant employees that report to or work alongside the vacant post, for example where specialist knowledge or experience is required. Where the temporary arrangement is likely to be required for a longer period of time, or a wider pool of employees are likely

to have the skills to undertake the role, the vacancy should be advertised internally as an internal secondment opportunity.

24.7 Honoraria payments recognise the efforts of an employee who has undertaken duties that are not normally expected of them such as:

- working on a specific project
- undertaking additional duties in unplanned circumstances

Honoraria payments **should be agreed in advance** of the employee undertaking the additional duties. Retrospective payments will only be made in exceptional circumstances. A business case must be presented to the Management Committee for approval and must include specific details of how the payment was calculated. The payment must link to an evaluated post. The form for completing honoraria payments/acting up payments can be found in Appendix 1 and must be used in relation to all honoraria payments.

## Appendix 1

Acting Up and Honorarium Payments	
Name of Employee	
Job Title	
School	
ABOUT THE PAYMENT	
Employee undertaking additional duties for at least four weeks	Yes / No
<b>Support Staff:</b> Type of additional payment ( <i>please indicate</i> )	<input type="checkbox"/> acting up payment <input type="checkbox"/> honorarium payment
<b>Teachers:</b>	<input type="checkbox"/> acting allowance
Business case for additional payment:  Please provide in detail the reason for the payment, and how the payment meets the requirements of the pay policy.	
Has the employee received an acting up payment/allowance or honorarium payment within the past three years?	YES/NO if yes, what for?
Current grade and scp	
Higher Grade (base scp)	
% of higher graded duties being undertaken	
Start date of additional duties	
End date of additional duties	
AUTHORISATION	
Date agreed by the Management Committee	
Signed	
Name	
HR USE	
Signed	
Name	

### Procedure for pay appeals

#### Stage One:

1. Where a school employee wishes to challenge the decision of a committee on matters in respect of pay, or pay progression, the appeal procedure below will be followed.
2. It is important that where an appeal arises, the Members involved at each stage in the procedure should not have been involved at an earlier stage. Since the number of Members available is limited, it is advised that no more than three Members are involved at any stage. In such circumstances, Members must give careful consideration to the procedure to be adopted at appeal hearings and the rights of employees to be accompanied by a colleague or union representative.
3. Where an employee wishes to challenge a decision of the Members' 'Pay' Committee, or an employee is concerned about the recommendation as a result of their appraisal, the matter should be raised in the first instance with the headteacher. If the headteacher wishes to raise concerns about the recommendation of their own appraisal or pay they should raise the matter in the first instance with the Chair of Members.
4. The employee should set out their complaint in writing to the headteacher (or Chair of Members if it relates to the headteacher) who will then arrange to meet with the employee to discuss the issue. This meeting should be arranged, wherever possible, within five working days.
5. Where the concern is solely in relation to the decision made by the Committee, the headteacher may wish to consult and invite the Chair of the committee to the meeting with the employee. In some circumstances it may be appropriate to invite the assessor to the meeting. Should this not resolve the employee's complaint, the employee then has the right to appeal to the Appeal Committee as below. This appeal should be registered within 10 working days of the decision made at stage one of the appeal process.

#### Stage Two:

#### Appeal hearing process

6. A full written note should be made of the appeal hearing and the Appeal Committee's decision.
7. A panel of Members (the Appeal Committee) shall be constituted for the purpose of hearing appeals relating to the pay of employees. It shall exclude members of the Management Committee's Pay Board. For community schools, a representative of the Director of Children, Families & Education Services must be in attendance.

8. The employee (or his or her representative) shall make an opening address explaining his or her case, and may then be questioned by the other parties involved (or their representatives) or by the Appeal Committee.
9. The employee (or his or her representative) may call on any witnesses that are relevant to the pay appeal. These witnesses may be questioned by the other parties involved (or their representatives) or by the Appeal Committee. The witnesses shall withdraw once they have given their evidence.
10. The headteacher, (or the Chair of the headteacher's appraisal panel where it relates to the headteacher), will then have the right to make an opening address covering the original recommendation and decision, the outcome from the meeting to discuss the employee's concern and any new evidence submitted.
11. The headteacher, (or the Chair of the headteacher's appraisal panel where it relates to the headteacher) shall call on any witnesses that are relevant to the pay appeal. These witnesses may be questioned by the other parties involved (or their representatives) or by the Appeal Committee. The witnesses shall withdraw once they have given their evidence.
12. Where applicable, the Chair of the Pay Board (or his or her representative) shall then have the right to make an opening address, and may then be questioned by the other parties involved (or their representatives) or by the Appeal Committee.
13. Where applicable, the Pay Board (or their representative) may call any witnesses who may be questioned by the member of staff (or his or her representative) or by the Appeal Committee Panel. The witnesses shall withdraw once they have given their evidence.
14. Each party (or their representative) shall then have an opportunity to sum up his or her case, the member of staff making the appeal to do so last.
15. The parties involved, their representatives and any witnesses shall then withdraw.
16. The Appeal Committee, together with the Director of Children, Families & Education Services or their representative who may be present for the purposes of giving advice only, shall deliberate in private, only recalling the parties involved (and their representatives) to clear points of uncertainty on evidence already given. If recall is necessary, all parties must return even if only one party is concerned with the point giving rise to doubt.
17. Where possible, the Appeal Committee will announce the decision to the parties involved personally at the end of the hearing and subsequently confirm it in writing. The decision of the Appeal Committee is final and binding on all parties, and shall be reported to the next full meeting of the Management Committee.

**Documentation to be included in the pack for any Pay Appeal**

Previous two years appraisal documents and recommendations regarding pay

The UPR application form (if relevant)

Any evidence submitted along with the UPR application form

A copy of the Pay Policy

A copy of the Appraisal Procedure

A copy of the decision recorded by the Pay Board

A copy of the current and revised job description (if relevant)

Copies of any emails or letters sent to the employee advising of the original decision

Any other documentation deemed to be relevant

A copy of the appeal letter from the employee

A copy of the appeal invite letter sent to the employee

The above should be provided to all parties five working days prior to any appeal hearing. Any additional relevant information that the employee wishes to submit must be supplied to the school no later than three working days prior to any appeal hearing



## Appendix 4

See separate document.

### Teacher's details

Name \_\_\_\_\_

Post \_\_\_\_\_

Dates of relevant appraisals (last two years)

1. \_\_\_\_\_

2. \_\_\_\_\_

Completed appraisal reports must be attached.

Please attach any other evidence that you wish to be taken into account in making your application including evidence relating to how you meet Teachers' Standards.

Signed \_\_\_\_\_

Print name \_\_\_\_\_

Dated \_\_\_\_\_

For the

### Overall judgement and pay recommendation

--

Record any criteria for progression as set out in the Pay Policy which have not been evidenced

--

Record any further areas for professional development

--

Signature\_\_\_\_\_

Print name\_\_\_\_\_

Date\_\_\_\_\_

This should be passed back to the teacher where criteria for progression have not yet been met.

**Model Report to Members – Performance Pay Progression**

Number of teachers employed by the school \_\_\_\_\_

Of the number of unqualified teachers that could progress:

\_\_\_\_\_ did not progress

\_\_\_\_\_ progressed one point

\_\_\_\_\_ progressed two points

Of the number of main pay range teachers that could progress:

\_\_\_\_\_ did not progress

\_\_\_\_\_ progressed one point

\_\_\_\_\_ progressed two points

Of the number of main pay range teachers that applied to progress to the UPR:

\_\_\_\_\_ did not progress

\_\_\_\_\_ progressed

Of the number of UPR teachers that could progress:

\_\_\_\_\_ did not progress

\_\_\_\_\_ progressed one point

\_\_\_\_\_ progressed two points

<b>Number of teachers that:</b>	<b>Male</b>	<b>Female</b>	<b>White British</b>	<b>All ethnic minority groups</b>	<b>Ethnicity not known</b>
did not progress					
progressed one point					
progressed two points					
progressed from MPR to UPR					

**Leading practitioner pay range**

**Discretionary reference points 2025/2026**

	<b>2024/2025</b>	<b>2025/2026</b>
1	50,025	52,026
2	51,279	53,330
3	52,560	54,662
4	53,867	56,022
5	55,209	57,417
6	56,592	58,856
7	58,117	60,442
8	59,457	61,835
9	60,943	63,381
10	62,508	65,008
11	64,129	66,694
12	65,606	68,230
13	67,247	69,937
14	68,924	71,681
15	70,639	73,464
16	72,528	75,429
17	74,182	77,149
18	76,050	79,092

## Appendix 7

### Leadership group pay range

#### Discretionary Reference Points 2025/205 ranges

Points 18\*, 21\*, 24\*, 27\*, 31\*, 35\*, 39\* and 43 on the Leadership Pay Range are the salary figures for headteachers at, or moving to, the top of the school group ranges only. These different figures are a legacy of the 2015 STPCD which provided for no uplift to the maxima of the eight head teacher group ranges.

	<u>2024/2025</u>	<u>2025/2026</u>
1	49,781	51,773
2	51,027	53,069
3	52,301	54,394
4	53,602	55,747
5	54,939	57,137
6	56,316	58,569
7	57,831	60,145
8	59,167	61,534
9	60,644	63,070
10	62,202	64,691
11	63,815	66,368
12	65,286	67,898
13	66,919	69,596
14	68,586	71,330
15	70,293	73,105
16	72,162	75,049
17	73,819	76,772
18*	74,926	77,924
18	75,675	78,702
19	77,552	80,655
20	79,475	82,654
21*	80,634	83,860
21	81,441	84,699
22	83,464	86,803
23	85,529	88,951
24*	86,783	90,255
24	87,651	91,158
25	89,830	93,424
26	92,052	95,735
27*	93,400	97,136
27	94,332	98,106
28	96,673	100,540
29	99,067	103,030

30	101,533	105,595
31*	103,010	107,131
31	104,040	108,202
32	106,626	110,892
33	109,275	113,646
34	111,976	116,456
35*	113,624	118,169
35	114,759	119,350
36	117,601	122,306
37	120,524	125,345
38	123,506	128,447
39*	125,263	130,274
39	126,517	131,578
40	129,673	134,860
41	132,913	138,230
42	136,243	141,693
43	138,265	143,796