

# TEACHERS' PAY POLICY

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## CONTENTS

1. INTRODUCTION .....	2
2. DELEGATION OF DECISION MAKING.....	2
3. REVIEW OF DECISIONS .....	3
4. APPEALS AGAINST SALARY OR PERFORMANCE MANAGEMENT DECISIONS.....	3
5. PAY REVIEWS .....	4
6. PAY PROGRESSION BASED ON PERFORMANCE .....	4
7. TARGETS .....	4
8. MOVEMENT TO UPPER PAY SCALE .....	5
9. THE ASSESSMENT.....	6
10. PROCESSES AND PROCEDURES .....	6
11. PART-TIME TEACHERS.....	7
12. SHORT NOTICE/SUPPLY TEACHERS .....	7
13. PAY INCREASES ARISING FROM CHANGES TO THE DOCUMENT.....	7
14. SPECIAL EDUCATIONAL NEEDS ALLOWANCE.....	7
15. RELOCATION PACKAGE .....	7
16. ABSENCE FROM DUTY.....	8
ANNEXE 1 .....	9
ANNEXE 2: PAY SCALES FOR TEACHERS W.E.F 1.9.2025 .....	11

## 1. INTRODUCTION

1.1 This policy sets out the framework for making decisions on teachers' pay. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) 2013 and has been consulted on with staff and Federation staff union representatives.

1.2 Only teachers on the pre-2015 contracts who have elected not to migrate to the revised Federation Staff Academy Pay Policy are serviced by this policy.

1.3 In adopting this pay policy the aim is to:

- Maximise the quality of teaching and learning across the Federation;
- Support the recruitment and retention of a high-quality teacher workforce;
- Allow the Federation to recognise and reward teachers appropriately for their contribution to the organisation;
- Help ensure that decisions on pay are managed in a fair, just and transparent way.

1.4 Pay decisions at the Federation are made by the Executive Principal.

1.5 The Directors of the Federation will operate this pay policy as the 'relevant body', as defined in the School Teachers' Pay and Conditions Document (STPCD), and:

- grade posts appropriately within the conditions of employment identified in the current STPCD;
- give recognition to assigned increased responsibility for teaching and learning, whether on a permanent or temporary basis;

1.6 This policy statement will be available to the staff of the Federation on the policies section of the website ([www.rutlandfederation.com](http://www.rutlandfederation.com)).

## 2. DELEGATION OF DECISION MAKING

### 2.1 EXECUTIVE PRINCIPAL

2.1.1 Except where otherwise stated, the Federation Directors, having determined the policy as set out below, will delegate the day-to-day management of the policy to the Executive Principal.

2.1.2 The Federation Resources Committee requires that the Executive Principal, in exercising the delegated responsibilities, has appropriate regard to the budget approved by the Federation Board of Directors and the requirements of relevant employment legislation.

## 2.2 THE REVIEW APPEALS COMMITTEE

2.2.1 The Federation Board of Directors will delegate to a committee of Directors, hereafter referred to as the Review Appeals Committee, any appeals by individual members of staff against decisions of the Executive Principal or the Performance Management Policy. The number of Directors on the committee shall normally be 3. Any appeal will be dealt with before a final decision is reported to the Federation Board of Directors.

## 3. REVIEW OF DECISIONS

3.1 If a member of staff wishes to have a review of any decision that affects his or her performance review or pay, he or she shall, within 10 working days of being given the written statement of the assessment, make a written request to the Executive Principal to review the decision.

3.2 Where the Executive Principal has a conflict of interest with the decision for review, the review will be undertaken by a Vice Principal.

3.3 The decision of the Executive Principal will be provided to the member of staff in writing as soon after the review as possible. The member of staff will be advised that he or she has the right of appeal against the review decision.

## 4. APPEALS AGAINST SALARY OR PERFORMANCE MANAGEMENT DECISIONS

4.1 If the member of staff decides to appeal against the reviewed determination, then the member of staff shall, as soon as it is possible after receipt of the written determination, notify the Clerk to the Directors in writing of the appeal and the reasons for it.

4.2 The reason for an appeal will be one or more of the following:  
That the decision:

- incorrectly applied any provision of the appropriate salary or performance management document;
- in the case of a teacher, 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 member of staff

4.3 The Clerk to the Directors will arrange, normally within 20 working days of the receipt of the written notice of appeal, giving at least five working days' notice, a meeting of the Review Appeals Committee of the Federation Board of Directors.

4.4 The member of staff will be entitled to attend and may be accompanied by a workplace colleague or union representative and the procedure to be followed for the appeal is attached at Annexe 1 of this policy. The decision of the Appeal Committee delegated to deal with appeals shall be final. Once any appeal has been resolved the final decisions regarding the assessment of salaries or performance management of staff shall be reported to the Federation Board of Directors.

## 5. PAY REVIEWS

5.1 Each teacher's salary will be reviewed annually, with effect from 1 September and no later than 31 October each year. All 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 lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.

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

## 6. PAY PROGRESSION BASED ON PERFORMANCE

6.1 The changes in the 2014 document mean that September 2013 will be the last time when teachers on the main scale receive annual increments and the pay decisions regarding increments made since September 2014 have been linked to assessments of performance.

6.2 All teachers at the Federation can expect to receive regular constructive feedback on their performance and are subject to an annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the Federation's Appraisal and Capability Policy.

6.3 Decisions regarding pay progression will be made with reference to the teacher's appraisal reports and the pay recommendations they contain.

6.4 To be fair and transparent, assessments of performance will be properly rooted in evidence.

6.5 Data from the previous academic year, where held, will be used to determine pay progression. This will be using appraisal targets in up to four targets.

6.6 Information on the pay scales used by the Federation can be found in Annexe 2.

## 7. TARGETS

### 7.1 Target 1: Performance

For teachers, targets will be set and measured on a point system which will generate an average performance using the following measures:

- Lesson observations, which will judge the areas of Curriculum, Pedagogy, Relationships, and Outcomes as either Exceeding, Expected or Requires Support. Each area will be graded as 1 – 3, with an overall average grade counting towards the PR process.

- The progress of students as determined by externally marked examination results, or in the absence of this, internally moderated analysis of student progress.
- Attendance data (>=98% = Outstanding; 96-97% = Good; 94-95% = Requires Improvement; <=93% = Inadequate).

7.1.1 For the purpose of this exercise, disability-related illness is excluded from attendance.

## 7.2 TARGETS 2 – 4

These targets will be divided into Transformation Plan, Career Stage (which may be related to Upper Pay Scale for teachers if appropriate) and, where appropriate, Teaching and Learning Responsibilities (TLR). They will be assessed using evidence provided by the teacher in their performance review and judged on a 1 – 4 basis. Evidence will be considered on a case-by-case basis with the teacher’s line manager.

Average points	Consideration
1 – 1.4	The teacher is deemed outstanding overall. In this case, the Executive Principal will consider whether to offer in excess of a single pay progression point.
1.5 – 2.4	The teacher is deemed good overall and is therefore eligible for pay progression.
2.5 – 3.4	The teacher requires improvement. Clear targets for professional development will be used to ensure support and improvement in performance. They are not eligible for progression this year.
3.5 – 4	The teacher’s overall performance is inadequate. A support programme will be instigated and the teacher is not eligible for pay progression.

7.3 Teachers’ appraisal reports will contain pay recommendations based on the analysis of this information. Final decisions about whether or not to accept a pay recommendation will be made by the Executive Principal, having regard to the appraisal report and taking into account advice from the wider Senior Leadership Team. The Executive Principal will consider their approach in the light of the Federation’s budget, ensuring that appropriate funding is allocated for pay progression at all levels.

## 8. MOVEMENT TO UPPER PAY SCALE

8.1 Any qualified teacher at the top of the Main Pay Scale may apply to be paid on the Upper Pay Scale and any such application will 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 Scale.

8.2 Applications may be made once a year, by 31 October. Staff due to move to the Upper Pay Scale will have their performance reviews as early as possible in the new academic year to assist them in meeting this deadline.

- 8.3 If a teacher is simultaneously employed at another school or schools, they may submit separate applications if they wish to apply to be paid on the Upper Pay Scale in that school or schools. The Federation will not be bound by any pay decision made by another school.
- 8.4 All applications should include the results of reviews or appraisals from the previous two academic years. In order to be successful, a rating of at least 'good' is required in each target throughout the previous two years.
- 8.5 Progression through the Upper Pay Scale will be considered as per the current STPCD.

## 9. THE ASSESSMENT

- 9.1 An application from a qualified teacher will be successful where the Executive Principal is satisfied that:
- (a) the teacher is highly competent in all elements of the relevant standards;
  - (b) the teacher's achievements and contribution to the Federation are substantial and sustained.
- 9.2 For the purposes of this pay policy, 'highly competent' means performance that is not only good but also provides coaching and mentoring to other teachers, giving advice to them and demonstrating effective teaching practice and how to make a wider contribution to the work of the College.
- 9.3 For the purposes of this pay policy 'substantial' means of real importance, validity or value to the Federation; playing an active role in the life of the academy; providing a role model for teaching and learning; making a distinctive contribution to the raising of pupil's standards.
- 9.4 For the purposes of this pay policy 'sustained' means maintained continuously, at least to a good standard, over a long period of at least two academic years.
- 9.5 The application will be assessed robustly, transparently and equitably by the Executive Principal using the Federation performance management documentation and the decision will be validated by the Resources Committee of the Federation Directors.

## 10. PROCESSES AND PROCEDURES

- 10.1 The assessment will be made within 10 working days when the applicant will receive a response to their application in writing. If successful, applicants will move to the Upper Pay Scale from the beginning of the academic year, with pay backdated.
- 10.2 If unsuccessful, feedback will be provided by a member of the senior team, verbally and in writing. Clear targets will be set to allow the colleague to be better ready for consideration in the next academic year. The applicant has the right to appeal as per the procedure outlined in sections 3 and 4 in this policy.

## 11. PART-TIME TEACHERS

Teachers employed on an ongoing basis at the Federation who work less than a full working week are deemed to be part-time. Following consultation between the teacher and the Executive Principal, the Executive Principal will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the College's timetabled teaching week for a full-time teacher in an equivalent post.

## 12. SHORT NOTICE/SUPPLY TEACHERS

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 190 days; periods of employment for less than a day are calculated pro-rata.

## 13. PAY INCREASES ARISING FROM CHANGES TO THE DOCUMENT

13.1 All teachers are paid in accordance with the statutory provisions of the document as updated from time-to-time.

13.2 The Executive Principal will recommend to the Federation Board of Directors a teaching staff structure for the Federation that:

- takes account of any financial limits determined by the Federation Board of Directors;
- identifies the posts to which allowances will be allocated for Teaching and Learning Responsibilities (TLR) in accordance with the requirements of the STPCD on a permanent basis;
- identifies the level of allowance to be allocated to each TLR post in the attached staffing structure in accordance with the STPCD;
- identifies posts to be paid on the leadership group pay scale together with the range of salary points assigned to each post;
- identifies any post to which a special educational needs allowance will be allocated together with the level of the allowance.

## 14. SPECIAL EDUCATIONAL NEEDS ALLOWANCE

14.1 The Executive Principal will award the level 1 allowance to any teacher who teaches a majority of SEN groups in their timetable. Information on the pay scales used by the Federation can be found in Annexe 2.

14.2 The Executive Principal may, at the time of a teacher's appraisal, award a level 2 to a teacher to replace an allowance at level 1, in recognition of the NASCO qualification or equivalent, provided that they are employed in the post of SENCO, and provided that they are not also in receipt of a TLR allowance.

## 15. RELOCATION PACKAGE

At the discretion of the Executive Principal, a relocation package of up to £5,000 cost-linked to Recruitment or Retention, may be offered to suitable candidates.

## 16. ABSENCE FROM DUTY

The Federation's policy on leave of absence both paid and without pay, is set out in an independent policy entitled Leave of Absence Policy. The Federation's policy on absence from duty due to sickness is set out in an independent policy entitled Sickness Management.

## ANNEXE 1

### PROCEDURE FOR AN APPEAL AGAINST A SALARY OR PERFORMANCE MANAGEMENT DETERMINATION TO THE REVIEW APPEAL COMMITTEE OF THE GOVERNING BODY

#### 1. THE APPEAL OF THE EMPLOYEE

The employee, or representative:

- a) introduces the employee's written reasons for the appeal and the Executive Principal and then members of the Review Appeal Committee may ask questions of the employee.
- b) may call witnesses, each of whom will have provided a written statement of the information s/he wishes to give, and each witness may be asked questions by the Executive Committee and then by the Review Appeal Committee.

#### 2. THE RESPONSE OF THE EXECUTIVE PRINCIPAL

The Executive Principal:

- a) explains the process and evidence used to come to the decision being appealed, with reference to the written statement of reasons for the decision of the Review Committee previously provided to the employee, and the employee or representative and then members of the Review Appeal Committee may ask questions of the Executive Principal.
- b) may call witnesses who will have provided a written statement of the information they wish to give and each witness may be asked questions by the employee or representative and then by the Review Appeal Committee.

#### 3. SUMMING UP AND WITHDRAWAL

- a) the Executive Principal has the opportunity to sum up if s/he so wishes.
- b) the employee, or representative, has the opportunity to sum up his/her case if s/he so wishes.
- c) all persons other than the Review Appeal Committee and its adviser are then required to withdraw.

#### 4. REVIEW APPEAL COMMITTEE DECISION

- a) the Review Appeal Committee and the person who is advising on law, procedure, and merits of the case are to deliberate in private, only recalling the parties to clear points of uncertainty on evidence already given. Any recall must involve both parties.
- b) the Chair of the Review Appeal Committee will announce the decision to the employee, which will be confirmed in writing.

## NOTES:

1. For the purposes of the appeal, the Review Appeal Committee will have the following documents:
  - the Executive Principal's review decision, previously provided to the employee.
  - the written statement of reasons for the appeal from the employee. (The grounds for the appeal must comply with paragraph 4.2 of the Pay Policy.)
  - any additional documents to be used at the appeal hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.
2. The Review Appeal Committee may appoint an adviser who may not be an employee of the College.
3. The employee may be represented by a representative of his/her trade union or a workplace colleague.
4. Where an employee is appealing against a determination of the Threshold Application or a performance management decision, the same procedure will be used. The Executive Principal may have an adviser present who may not be an employee of the College.

## ANNEXE 2: PAY SCALES FOR TEACHERS W.E.F 1.9.2025

Teacher Scales	1.9.25
1	32,916
2	34,823
3	37,101
4	39,556
5	42,057
6	45,352

UPS	1.9.25
1	47,472
2	49,232
3	51,048

SEN PTS	1.9.25
1	2,780
2	5,489

Unqualified Teachers	1.9.25
1	22,601
2	25,193
3	27,785
4	30,071
5	32,667
6	35,257

Recruitment/Retention	1.9.25
1	1,361
2	2,722
3	4,083
4	5,445
5	6,806

Responsibility Points (RP)	1.9.25
1	686
2	1,376
3	2,062
4	2,750
5	3,437
6	4,125
7	4,812
8	5,501
9	6,187
10	6,874
11	7,562
12	8,250
13	8,937
14	9,623
15	10,313
16	11,000
17	11,686
18	12,374
19	13,062
20	13,749
21	14,437
22	15,124