



Latymer All Saints C of E Primary School

Our School Vision

In our school:

we love deeply, respecting everyone and treating them with dignity;
we aspire with confidence, working hard and embracing challenge;
we serve God and our community, following the example of Jesus, to create a better world.

"Live a life filled with love, following the example of Christ. He loved us and offered himself as a sacrifice for us."

Ephesians 5:2 (NLT)

Our School Values: Love, Aspiration, Service

Latymer All Saints C of E Primary School Pay Policy for Teaching and Support Staff (adopted)

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1. Introduction & Purpose

We are committed to ensuring that decisions about pay are made fairly, consistently, and in line with statutory requirements and equal opportunity principles. This policy provides a clear framework for how we determine pay staff, supporting our wider aim of delivering high-quality education and maintaining a professional, motivated workforce.

The policy is compliant with the statutory conditions of service (School Teachers' Pay and Conditions Document (STPCD), Green Book) and relevant regulations.

It reflects our responsibility to make informed, transparent decisions that are financially sustainable and aligned with our priorities.

Through this policy, we aim to:

- Support the recruitment and retention of skilled and committed staff.
- Ensure pay decisions are made with integrity, objectivity, and accountability.
- Promote consistency and clarity in how pay progression is considered.
- Maintain a staffing structure that enables effective teaching and learning.
- We recognise the importance of treating all colleagues with respect and fairness, and we are committed to applying this policy in a way that reflects those values.

This policy provides a framework for pay decisions and does not form part of any employee's contract of employment. However, it operates in accordance with statutory and contractual provisions, including the STPCD and Green Book. Any contractual changes to pay will only be made following appropriate consultation and agreement, in line with employment law.

2. Scope

This policy applies to all staff including teaching, support, and leadership roles, with separate sections applying to different staff groups as indicated within.

The policy applies to staff whose pay is governed by national frameworks as well as those whose terms are determined locally. It is intended to ensure consistency, fairness, and transparency in how pay decisions are made, in line with the school's governance arrangements and approved budgets.

This policy should be read alongside other relevant documents, including our appraisal policy, and any applicable national or local terms and conditions of employment.

3. Setting Pay on Appointment – All Staff

When determining the starting salary for a newly appointed staff member, we will consider a range of factors to ensure fairness, consistency, and alignment with the needs of the role. These factors include:

- Relevant experience in a similar role

- Experience within the education sector.
- Previous service with employers under national education pay frameworks that factor experience into progression criteria.
- Relevant professional experience outside the education sector where it is deemed to contribute meaningfully to the employees ability to perform the role.
- Candidate's additional qualifications or subject specialisms that are particularly valuable to their role.
- The extent to which the preferred candidate meets the requirements of the post at interview.
- The candidate's current salary.
- Our budgetary constraints

While previous salary from another employer may be taken into consideration, it will be considered alongside other relevant factors, and there is no guarantee of a matching rate.

Where we have a clear justification based on experience, qualifications, current salary, or exceptional suitability, a higher starting point within the range may be offered.

All decisions on starting pay will be clearly communicated to the candidate at the point of offer.

Unless otherwise stated herein, an employee in regular part-time service is eligible to receive salary, and any allowances applicable, on the same basis as a full-time staff member. Salary and allowances are payable to a part time employee on a pro rata principle based on their FTE.

3.1 Variable Hours / Supply Staff

Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis. This will be calculated on the assumption that a full working year consists of 195 days. Periods of employment for less than a day will be calculated pro-rata.

Support staff employed on a day-to-day or other short notice basis will be paid on an hourly or daily basis. This will be calculated pro-rata.

We comply with the Agency Workers Regulations (2010). Agency workers will be entitled, after a 12-week qualifying period in the same role, to the same basic terms and conditions of employment as if they had been recruited directly. This includes pay, working time, annual leave, and access to facilities and vacancies. Prior to the qualifying period, agency workers will receive their pay and conditions as agreed with their agency.

4. Setting Pay Ranges – Teaching Staff

We will determine pay ranges prior utilising the terms set out in the STPCD.

Where appropriate, we will review pay range prior to a role being advertised or where it is considered necessary to reflect a significant change in the responsibilities of the post.

Where a pay range determination is not set out in STPCD, we will consider all the permanent responsibilities of the role, any challenges that are specific to the role, and all other relevant considerations.

We will ensure that there is appropriate scope within our ranges to allow for pay progression over time from the bottom to top of the range.

Our current pay ranges are set out in Appendix 1.

4.1 Headteachers

We will determine the Headteacher Group in line with the total pupil unit score as set out in the STPCD.

We will set an appropriate pay range within the group range.

The pay range will not normally exceed the maximum of the Headteacher Group unless exceptional circumstances, consistent with the STPCD, apply.

The maximum of the Headteacher's pay value (including any additional payments, will not exceed the maximum of the range applicable to the Headteacher group size by more than 25% unless there are wholly exceptional circumstances. Where we believe this is the case we will seek external independent advice and support our decision with a business case.

4.2 Deputy and Assistant Head Pay Range

Deputy and Assistant Headteachers pay ranges will be positioned below the Headteacher's pay range and reflect their level of responsibility within the leadership team.

4.3 Leading Practitioner Pay Range

Leading Practitioners pay ranges will be set in line with the STPCD, ensuring they are consistent with the school's leadership structure and appropriately differentiated from the pay of teachers, and senior leaders.

4.4 Teachers Pay Range

We will establish a pay structure with posts paid in accordance with the minima and maxima as set out in the Main Pay Range and Upper Pay Range within the STPCD.

4.5 Unqualified Teachers Pay Range

We will establish a pay structure with posts paid in accordance with the minima and maxima as set out in the Unqualified Teacher Pay Range within the STPCD.

5. Pay Reviews – Teaching Staff

5.1 Annual Pay Reviews

We will ensure that each teacher's salary is reviewed annually, with effect from 1st September each year.

We intend to complete this review by 31st October each year unless there are reasonable and exceptional circumstances why this may not be achieved.

Following annual review, we will make a recommendation on pay, in writing. All teachers will receive a written statement, and we will have regard to this recommendation when deciding on pay progression.

Final decisions on annual pay reviews will be agreed by the pay committee.

Any adjustments to pay will be effective from 1st September of the relevant year. While agreement on pay awards may not be finalised prior to this date, once confirmed, all adjustments will be backdated to 1st September. Once agreed, pay awards will be confirmed to staff and implemented at the earliest practicable opportunity.

5.2 Other Pay Reviews

Pay 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. They will follow an ad-hoc process that is reasonable, collaborative, and relevant to the need for change.

5.3 Pay Progression Eligibility

To be eligible for pay progression, employees must have at least 26 weeks of employment, in aggregate, within the previous school year, since the previous annual pay determination.

Employees who are subject to formal capability proceedings will not be eligible for pay progression. For the purposes of this policy, this applies to any employee for whom written notice has been issued confirming the formal stage of the capability procedure has commenced and who has not successfully completed the procedure by the end of the annual appraisal cycle, i.e. 31st August.

Employees subject to informal improvement plans, informal support or the informal stages of our capability policy remain eligible for pay progression.

Employees who reach the top of their pay range will not be eligible for further incremental progression within their role.

Teachers who reach the top of Main Pay Range will only be able to progress to Upper Pay Range following a formal application as set out below.

Where a reasonable proportion of the appraisal year is worked either before or after maternity leave, this will form the basis of the appraisal and pay review.

Where it is not possible to carry out a fair appraisal due to disability related absence or maternity leave, the teacher will receive any pay increase they would have earned through appraisal had they not been on leave.

If the teacher is absent for the entire appraisal cycle, the pay decision will be based on previous performance.

A pay increase will not be withheld unless there is an objective justification. The appeals process against a withheld pay increase is set out in sections 13 and 14 below.

5.4 Accelerated Pay Progression

Pay progression will normally occur by an increment of one point within the pay range, where there is scope for increase.

In exceptional circumstances, where performance is assessed as outstanding and there is clear evidence of sustained and exceptional leadership that has had a demonstrable impact on pupil outcomes and school improvement, consideration may be given to additional progression within the pay range.

This is at our discretion and there is no formal process for application.

5.5 Application of National Pay Awards

National pay awards, as reflected in the STPCD, will automatically apply to the minima and maxima of all pay ranges.

We will review, on an annual basis, whether to adopt the indicative pay points as set out in the STPCD.

6. Upper Pay Range (UPR)

We commit to paying teachers on UPR in line with the provisions set out in the STPCD.

6.1 Application for Upper Pay Range

Applications for progression to UPR will be assessed in line with this policy.

Any qualified teacher on the MPR may apply to be paid on the upper pay range. Applications will ordinarily be from those who have reached the top of MPR.

Qualified teachers may apply to be considered for payment on the UPR once per year.

Applications must be submitted between 1st June and 31st October within any calendar year.

Applications must be made on the appropriate application form, setting out a summary of performance, how the teacher meets the progression criteria and, where appropriate, providing supporting evidence.

We will assess the application as soon as reasonably practicable and confirm the outcome to the teacher in writing.

Where the application is approved, the teacher will progress to the minimum of UPR as of 1st September of the relevant year. Where this is approved after 1st September, payment will be backdated to this date.

We encourage teachers to engage with their managers and give us early indications of intent to apply for UPR. This will allow us to support their progress toward meeting the standards during the appraisal cycle prior to the application being reviewed.

Where teachers are simultaneously employed by multiple schools, we will not be bound by any pay decision made by another school.

6.2 Assessment of Upper Pay Range Applications

An application from a qualified teacher will be successful if we are satisfied that:

- the teacher is highly competent in all elements of the relevant standards; and
- the teacher's achievements and contribution to an educational setting or settings are substantial and sustained.

For the purposes of this policy:

- The relevant standards are Teachers Standards (2012)
- "highly competent", means the teacher's performance must be assessed as having excellent depth and breadth of knowledge and skill. They will have met the standards of personal and professional conduct over a sustained period and this will be sufficient to give advice, coaching or mentoring to other teachers on effective teaching practice and how to make a wider contribution beyond their classroom.
- "substantial" means the teacher's achievements and contribution go beyond their own classroom, or groups of pupils. To meet this criterion a teacher will have made significant wider contribution to school improvement, which impacts on pupil progress or improves teaching and learning across the organisation.
- "sustained" means that the substantial achievements would normally need to have been delivered over at least 2 consecutive appraisal cycles, or the most recent 2-year period worked in the last 5 years where this is not reasonably possible.

Applications will be assessed on their own merits and where a teacher making an application has been absent because of maternity, adoption, shared parental leave or ill health, we will use discretion to consider performance in the context of the period they have worked.

6.3 Pay Progression Within Upper Pay Range

Once teachers have progressed to the Upper Pay Range, their pay will continue to be reviewed annually. We do not operate incremental progression within UPR based on performance, however, as per paragraph 5.3 of this policy, to be eligible for pay awards an employee must not be subject to formal capability procedures.

Teachers on UPR are expected to sustain the higher standards of performance and professional contribution that were required to progress to the range. UPR reflects an ongoing expectation, not a one-off threshold.

FOR SCHOOLS OPERATING A 5-POINT UPR – Teachers on UPR are eligible for annual progression. This is now capped at a 3-POINT UPR. Teachers on UPR are eligible for pay progression every 2 years.

6.4 Reversion from the Upper Pay Range to the Main Pay Range

The STPCD does not make provision for a teacher to revert from UPR to MPR. However, in exceptional circumstances, such a change may be considered where it is in the mutually agreed between us and the teacher.

Such an agreement may arise, for example, where a teacher requests a change in role or level of responsibility that is more appropriately remunerated on MPR.

No teacher will be required to revert from UPR to MPR without their explicit agreement. This provision must not be used as a mechanism to reduce salary for the purpose of redundancy cost savings or budgetary convenience. We will also ensure that no undue pressure is placed on staff to agree to such a reversion.

Decisions will be made on a case-by-case basis, ensuring transparency, fairness, and consistency.

Employees may wish to discuss this with their union before agreeing to any such reversion.

7. Teaching and Learning Responsibility (TLR)

TLR payments may be made to a teacher on MPR or UPR. Those paid on Leadership Pay Range are not eligible for TLR.

A teacher may not hold more than one TLR1 or TLR2 concurrently but may hold a TLR3 in addition.

TLR1 and TLR2 responsibilities will normally be set out in a teacher's job description. All TLR responsibilities will be communicated in writing to the teacher.

7.1 TLR1 and TLR2

TLR1 and TLR2 payments are awarded to teachers 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.

The teacher's responsibilities must include a significant responsibility that is not required of all classroom teachers and that:

- is focused on teaching and learning.
- requires the exercise of a teacher's professional skills and judgement.
- requires the teacher to lead, manage and develop a subject or curriculum area; 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.
- involves leading, developing and enhancing the teaching practice of other staff.

To be eligible for a TLR1, the teacher must have line management responsibility for a significant number of people. If this is not the case then a teacher is not eligible for a TLR1 payment.

The annual value of a TLR1 and TLR2 is within the range set out in the STPCD. For the academic year 2025/26 this is:

- TLR1 - £10,174 - £17,216 per annum
- TLR2 - £3,527 - £8,611 per annum

We will determine the specific value of each TLR payment, ensuring fairness and consistency. Payments are spot values and there is no scale for progression.

The value of any existing or new TLR1 or TLR2 payments will be based on the proportion of the full-time TLR responsibility that the teacher is undertaking, regardless of their FTE.

In principle, a part time teacher may potentially undertake a full TLR and a full-time teacher may potentially undertake less than a full TLR.

This ensures that TLR payments accurately reflect the scope of the responsibilities being carried out, whether by part-time or full-time staff, and whether the role is shared between teachers.

TLR1 and TLR2 payments are permanent. They may be fixed-term only where a TLR is undertaken on a time-limited basis (i.e. temporary cover for existing postholder).

7.2 TLR3

A TLR3 are awarded for clearly time-limited school improvement projects or one-off externally driven responsibilities. These payments are for specific tasks or projects with a fixed duration and are not permanent.

TLR3 payments are always fixed term, paid only for the duration of the responsibility. When awarding a TLR3 payment we will confirm an end date and any review periods.

Unless extended, TLR3 will automatically end at the conclusion of the fixed period.

Where the responsibility ends before the conclusion of the fixed period, we will give reasonable notice to the teacher of the new end date.

The value of a TLR3 is within the range £702 - £3,478.

We will determine the specific value of each TLR payment, ensuring fairness and consistency. Payments are spot values and there is no scale for progression.

The pro-rata principle does not apply to TLR3s.

8. Additional Payments – Teaching Staff

8.1 Temporary Payments to Headteachers

We may determine that additional payments be made to the Headteacher for clearly temporary responsibilities or duties that are in addition to the post for which the salary has been determined.

Such payments recognise additional responsibilities or duties undertaken outside the scope of the normal role.

All temporary payments will normally be time-limited and reviewed at least annually. Payments may be withdrawn if the additional responsibilities cease or if we determine that the duties no longer warrant the payment.

All payments will be formally recorded, including details of the nature of the responsibility, the duration, the amount and the end date.

We will ensure that the responsibilities are clearly documented, the payment is proportionate to the duties undertaken, and the Headteachers salary, including any additional payments follow the limits set out in the STPCD.

8.2 Special Educational Needs (SEN) Allowance

We will pay an SEN Allowance:

- to any post that requires a mandatory SEN qualification
- any classroom teachers who teach pupils in one or more designated special classes or units.
- any classroom teacher working in a non-designated setting (including a PRU) where the role involves a substantial element of teaching children with SEN, requires the exercise of professional skills and judgement in meeting those needs, and entails a greater level of involvement with SEN than is normally required of teachers throughout the school, unit, or service.

The annual value of an SEN allowance is within the range set out in the STPCD. For the academic year 2025/26 this is £2,787 - £5,497 per annum.

We will determine the specific value of each SEN allowance, ensuring fairness and consistency. Payments are spot values and there is no scale for progression.

SEN Allowances are paid pro-rata in line with the Teacher's FTE.

8.3 Recruitment & Retention Allowance

We may, in exceptional circumstances, award a recruitment and retention payment to a staff member.

The value of any recruitment or retention payment is at our discretion and will be determined according to the circumstances of each case.

Recruitment and retention payments are subject to tax and national insurance.

Recruitment and retention payments are not permanent and will be reviewed periodically. We will communicate to the allowance holder the expected duration of the payment at the outset.

Where circumstances reasonably justify it, we may review the payment of an allowance outside of the planned review period.

Recruitment and retention allowances are not payable to any employee on the leadership pay range.

8.4 Honoraria

We will not make any honoraria or bonus payments to teaching staff for carrying out their normal professional duties. This is in accordance with the STPCD, which does not make provision for such payments.

8.5 Acting Up Allowance

Where an individual is appointed to formally act up into a higher graded role, they will receive an acting up allowance.

This may take the form of temporary regrading to reflect the grade of the post being covered or an additional payment to the equivalent value.

We will ensure that the employee's total pay reflects the salary or grade appropriate to the post being covered, and that it is no lower than the minimum of the relevant pay range.

A proportionate percentage of the salary differential may be paid to the employee where they do not assume the full duties of the role they are acting into.

When the acting arrangement comes to an end, the allowance will cease, and the employee will return to their substantive pay arrangements.

Acting allowances are not applicable when:

- normal and reasonable short-term cover is required for a higher graded role.
- additional duties of a similar or lower graded role are undertaken.
- additional work or duties are within reasonable expectations of an employee's job role are required.

Where a teacher is assigned and carries out duties of a Headteacher, Deputy Headteacher or Assistant Headteacher, but has not been appointed as an acting Headteacher, Deputy Headteacher or Assistant Headteacher, we will, within four weeks of such duties being assigned and carried out, determine whether an allowance is payable in line with provisions set out in the STPCD.

8.6 Unqualified Teacher's Allowance

We may, at our discretion, award an additional allowance to an unqualified teacher where, in the context of our staffing structure and pay policy, we consider it appropriate to do so.

Such an allowance may be given where the teacher has taken on a sustained additional responsibility that is focused on teaching and learning and requires the exercise of a teacher's professional skills and judgement, or where the teacher possesses qualifications or experience that bring clear added value to the role.

We will determine the specific value of any such payment, ensuring fairness and consistency.

8.7 Additional Payments to Teachers

We may make additional payments to a teacher, other than the Headteacher, where appropriate.

Such payments may potentially be made 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 hours learning activity agreed between the teacher and the Headteacher.
- additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools.
- provision of external services on behalf of the school that fall outside a teacher's job description.

We will determine the specific value of any such payment, ensuring fairness and consistency.

These payments are discretionary and will be determined in line with our pay policy and available budget.

9. Salary Safeguarding – Teaching Staff

Salary safeguarding provisions are set out in the STPCD, covering circumstances in which a teacher may lose their post, or otherwise suffer a reduction in salary, through no fault of their own. We will operate salary safeguarding procedures for teachers as set out in the STPCD at the time of safeguarding being applied. In STPCD 2025 this period is three years.

TLR3 payments are not subject to salary safeguarding.

In line with STPCD, if the total of all safeguarded sums payable to a teacher exceeds £500, we will review the teacher's assigned duties and allocate such additional duties as we reasonably consider are appropriate and commensurate with the safeguarded sum, for as long as the teacher continues to be paid safeguarded sums which in total exceed £500.

10. Support Staff Pay

10.1 Setting a Pay Grade

We will determine pay ranges prior to a role being advertised or where it is considered necessary to reflect a significant change in the responsibilities of the post.

In determining an appropriate pay range, we will consider all the permanent responsibilities of the role, any challenges that are specific to the role, and all other relevant considerations.

When establishing a pay grade for a support staff role, we will take into account:

The job description and responsibilities of the role

The skills, experience, and qualifications required

The level of accountability and scope of the role within the school

Relevant NJC Green Book pay scales

Where appropriate, a new post may be evaluated using a job evaluation scheme to ensure consistency and fairness.

The pay range will normally extend from the minimum to the maximum of the appropriate grade. The minimum point will reflect the entry-level responsibilities, and the maximum point will reflect the highest level of performance and contribution expected in the role.

An employee dissatisfied with the grading of their job is entitled to raise their concerns with their manager or SLT. We will seek to address their concerns fairly, however there is no formal right for job re-evaluation.

10.2 Pay Progression

Support staff will progress through their pay scale incrementally on an annual basis.

Increments will be payable from 1st April or after the employee has completed 6 months of continuous service in their pay grade.

Any change in the value of pay scales and points will be paid in line with national pay awards. While agreement on pay awards may not be finalised prior to this date, once confirmed, all adjustments will be backdated to the effective date, usually 1st April.

Once agreed, pay awards will be confirmed to staff and implemented at the earliest practicable opportunity.

Employees who reach the top of their pay range will not be eligible for further incremental progression within their role.

Employees who are subject to formal capability proceedings will not be eligible for pay progression. For the purposes of this policy, this applies to any employee for whom written notice has been issued confirming the formal stage of the capability procedure has commenced and who has not successfully completed the procedure by 31st March

Employees subject to informal improvement plans, informal support or the informal stages of our capability policy remain eligible for pay progression.

Where an annual increase is withheld due to capability proceedings, this will not be subject to further review or reinstatement if the person subsequently comes out of capability proceedings.

Employees who are absent due to maternity or disability reasons will not suffer detriment in pay progression. Any decision to withhold pay progression for capability proceedings will exclude performance affected by maternity leave or disability.

If an employee is absent for the entire year, pay decisions will be based on previous performance and a fair judgement of likely performance.

10.3 Accelerated Pay Progression

Pay progression will normally occur by an increment of one point within the pay range, where there is scope for increase.

In exceptional circumstances, where performance is assessed as outstanding and there is clear evidence of sustained and exceptional performance, consideration may be given to additional progression within the pay range.

This is at our discretion and there is no formal process for application.

11. Additional Payments – Support Staff

11.1 Recruitment & Retention Allowance

We may, in exceptional circumstances, award a recruitment and retention payment to a staff member.

The value of any recruitment or retention payment is at our discretion and will be determined according to the circumstances of each case.

Recruitment and retention payments:

- are subject to tax and national insurance.
- are not permanent and will be reviewed annually.
- can be withdrawn at any time and do not require advance notice for removal of the allowance.

- are not payable to any employee on the leadership pay range.

11.2 Honoraria

In exceptional circumstances, we may make an honoraria payment to support staff.

We will determine the specific value of any such payment, considering the specific circumstances of each case, and ensuring fairness and consistency.

These payments are discretionary and will be determined in line with our pay policy and available budget.

Honoraria may be awarded where an employee is undertaking some, but not all, of the responsibilities of a higher-graded post for a period of four weeks or more, or undertaking significant duties outside the scope of their own post and/or responsibilities.

There is no automatic entitlement to an honorarium, and employees do not have a formal right to request one.

Where an employee undertakes the full duties of a higher-graded post, this will be treated as acting-up and remunerated accordingly, as set out below.

11.3 Acting Up Allowance

Where an individual is appointed to formally act up into a higher graded role, they will receive an acting up allowance.

This may take the form of temporary regrading to reflect the grade of the post being covered or an additional payment to the equivalent value.

We will ensure that the employee's total pay reflects the salary or grade appropriate to the post being covered, and that it is no lower than the minimum of the relevant pay range.

A proportionate percentage of the salary differential may be paid to the employee where they do not assume the full duties of the role they are acting into.

When the acting arrangement comes to an end, the allowance will cease, and the employee will return to their substantive pay arrangements.

Acting allowances are not applicable when:

- normal and reasonable short-term cover is required for a higher graded role.
- additional duties of a similar or lower graded role are undertaken.
- additional work or duties within reasonable expectations of an employee's job role are required.

Where a teacher is assigned and carries out duties of a Headteacher, Deputy Headteacher or Assistant Headteacher, but has not been appointed as an Acting Headteacher, Deputy Headteacher or Assistant Headteacher, we will, within four weeks of such duties being

assigned and carried out, determine whether an allowance is payable in line with provisions set out in the STPCD.

12. Salary Protection – Support Staff

There is no statutory provision for support staff covered by Local Government Terms and Conditions.

In circumstances whereby a support staff member may lose their post, or otherwise suffer a reduction in salary, through no fault of their own, the following practice will apply.

Where an employee is redeployed into a role that is only one grade lower than their previous post, this will normally be considered a reasonable alternative role, and no pay protection will apply.

Where the redeployment results in a reduction of more than one grade, we will apply interim salary protection for a period of 1 year from the date of change. During this period, the employee's salary will be reduced by one grade and paid at the top point of that grade. At the end of the 1-year protection period, the employee will transfer to the top point of the pay scale of the new substantive grade.

This protection arrangement will be applied unless a member of staff is offered and unreasonably refuses to accept a suitable alternative post.

In line with arrangements for Teachers, when a support staff member is in receipt of salary protection, we will review their assigned duties and allocate such additional duties as we reasonably consider are appropriate and commensurate with the protected sum where it exceeds £500 in total.

13. Pay Appeals – Teachers

13.1 Informal Discussion

We encourage anyone seeking a reconsideration of a pay decision to discuss this informally with the decision maker.

13.2 Formal Representation

A teacher who is dissatisfied with a pay recommendation can discuss the recommendation with the appraiser or Headteacher before the recommendation is actioned.

If the employee is not satisfied with the outcome of their informal discussions, or does not feel able to discuss this informally, they may make a formal representation to the Headteacher,

or appraiser, within 10 working days of receipt of written notification of the pay determination.

To make a formal representation, the teacher must submit a formal written statement, setting down in writing the grounds of their disagreement with the pay recommendation.

The Headteacher, or Appraiser, will arrange a meeting, normally within 10 working days of receipt of the written grounds for questioning the pay decision. This meeting will be chaired by a person who has had no involvement in making the pay recommendation.

At this meeting the employee will have the opportunity to discuss why they feel the appraisal, or pay determination, is incorrect.

Following this meeting, the person chairing the meeting will make a pay determination that will be communicated to the employee in writing.

If the employee remains dissatisfied with the pay determination, they may raise a formal appeal against their pay determination.

13.3 Formal Appeal

Pay appeals must be submitted to the decision maker, or the Headteacher, within 10 working days of receipt of written notification of the pay determination. The employee should set out their grounds for their appeal in full in their appeal submission.

Pay appeals must be submitted in writing unless there is reasonable reason not to do so.

Appeals will be heard by the pay committee or a panel of Governors who have had no prior involvement in the process.

The appeal panel will invite the employee to an appeal meeting at which they will have the opportunity of explaining the grounds for their appeal. The complainant will receive 5 working days' notice, in writing, of the meeting date.

Employees have the right to be accompanied by a colleague or a trade union representative at any meetings held as part of the formal process.

The employee should provide the name of their chosen companion at least 3 working days before each meeting.

If the preferred companion is unavailable on the scheduled meeting date, the employee may request to reschedule the meeting and should specify their availability for alternatives within 5 working days of the original meeting. If the companion is not available for a longer period, we will consider if a delay of more than 5 days may be reasonable.

The appeal panel may invite appropriate parties, such as the line manager or headteacher, to attend the panel, as they determine is relevant to the matter.

Any written submissions relevant to the appeal should be circulated to all parties at least 3 working days prior to the meeting.

The appeal panel's role is not to assess the performance or effectiveness of individual staff. Its purpose is to ensure that any recommendation or decision has been based on appropriate evidence and has been made in accordance with equality principles.

The decision of the appeal panel will be final. It will be confirmed to the employee in writing within 5 working days or as soon as reasonably practicable if there is reasonable reason this timescale may not be met. The outcome letter will include reasons for the panel's decision.

14. Pay Appeals – Support Staff

14.1 Informal Discussion

We encourage anyone seeking a reconsideration of a pay decision to discuss this informally with the decision maker.

14.2 Formal Appeal

Pay appeals must be submitted to the decision maker, or the Headteacher, within 10 working days of receipt of written notification of the pay determination. The employee should set out their grounds for their appeal in full in their appeal submission.

Pay appeals must be submitted in writing unless there is reasonable reason not to do so.

Appeals will be heard by the pay committee or a panel of Governors who have had no prior involvement in the process.

The appeal panel will invite the employee to an appeal meeting at which they will have the opportunity of explaining the grounds for their appeal. The complainant will receive 5 working days' notice, in writing, of the meeting date.

Employees have the right to be accompanied by a colleague or a trade union representative at any meetings held as part of the formal process.

The employee should provide the name of their chosen companion at least 3 working days before each meeting.

If the preferred companion is unavailable on the scheduled meeting date, the employee may request to reschedule the meeting and should specify their availability for alternatives within 5 working days of the original meeting. If the companion is not available for a longer period, we will consider if a delay of more than 5 days may be reasonable.

The appeal panel may invite appropriate parties, such as the line manager or headteacher, to attend the panel, as they determine is relevant to the matter.

Any written submissions relevant to the appeal should be circulated to all parties at least 3 working days prior to the meeting.

The appeal panel's role is not to assess the performance or effectiveness of individual staff. Its purpose is to ensure that any recommendation or decision has been based on appropriate evidence and has been made in accordance with equality principles.

The decision of the appeal panel will be final. It will be confirmed to the employee in writing within 5 working days or as soon as reasonably practicable if there is reasonable reason this timescale may not be met. The outcome letter will include reasons for the panel's decision.

15. Salary Sacrifice Arrangements

We may elect to offer salary sacrifice arrangements to our employees. Under any such arrangement an employee gives up the right to receive part of their salary in return for a benefit in-kind. The benefit in-kind is exempt from income tax.

Participation in any such salary sacrifice is voluntary, and participating staff will have their gross salary may be reduced accordingly for the duration of their participation. We will provide staff with separate further details on any scheme we elect to implement.

Appendix 1 – Teachers’ Salaries

Pay Range for Leadership Group

This pay range is sets out minima and maxima pay and spinal point values for leadership role on the Outer London rate.

Headteacher Group	Pay Point Range	Ray Range Minimum	Pay Range Maximum
1	L6 - L18	£62,677	£81,995
2	L8 - L21	£65,642	£87,932
3	L11 - L24	£70,473	£94,322
4	L14 - L27	£75,433	£101,200
5	L18 - L31	£82,816	£111,202
6	L21 - L35	£88,812	£122,236
7	L24 - L39	£95,267	£134,339
8	L28 - L43	£104,648	£147,866

The pay points below are indicative and may be adopted by schools and trusts. This incorporates any local arrangements for Enfield.

Spinal Point	Headteacher Group	1 Sept 2024 to 31 Aug 2025	1 Sept 2025 to 31 Aug 2026
L1		£53,731	£55,881
L2		£54,980	£57,180
L3		£56,247	£58,497
L4		£57,556	£59,859
L5		£58,893	£61,249
L6	Group 1 Minimum	£60,266	£62,677
L7		£61,787	£64,259
L8	Group 2 Minimum	£63,117	£65,642
L9		£64,593	£67,177
L10		£66,152	£68,799
L11	Group 3 Minimum	£67,762	£70,473
L12		£69,239	£72,009
L13		£70,873	£73,708
L14	Group 4 Minimum	£72,531	£75,433
L15		£74,239	£77,209
L16		£76,112	£79,157
L17		£77,773	£80,884
	Group 1 Maximum	£78,841	£81,995
L18	Group 5 Minimum	£79,630	£82,816
L19		£81,508	£84,769
L20		£83,426	£86,764
	Group 2 Maximum	£84,550	£87,932
L21	Group 6 Minimum	£85,396	£88,812
L22		£87,409	£90,906
L23		£89,477	£93,057
	Group 3 Maximum	£90,694	£94,332
L24	Group 7 Minimum	£91,602	£95,267
L25		£93,779	£97,531
L26		£96,000	£99,840
	Group 4 Maximum	£97,307	£101,200
L27		£98,281	£102,213

L28	Group 8 Minimum	£100,623	£104,648
L29		£103,013	£107,134
L30		£105,479	£109,699
	Group 5 Maximum	£106,925	£111,202
L31		£107,995	£112,315
L32		£110,573	£114,996
L33		£113,228	£117,758
L34		£115,928	£120,566
	Group 6 Maximum	£117,534	£122,236
L35		£118,708	£123,457
L36		£121,547	£126,409
L37		£124,477	£129,457
L38		£127,458	£132,557
	Group 7 Maximum	£129,172	£134,339
L39		£130,464	£135,683
L40		£133,628	£138,974
L41		£136,865	£142,340
L42		£140,190	£145,798
L43	Group 8 Maximum	£142,178	£147,866

Pay Range for Leading Practitioners

The pay points below reflect the Outer London Leading Practitioner pay range set out in STPCD 2025/26. They are indicative and may be adopted by schools and trusts. This incorporates any local arrangements for Enfield.

Spinal Point	1 Sept 2024 to 31 Aug 2025	1 Sept 2025 to 31 Aug 2026
L1	£53,994	£56,154
L2	£55,250	£57,460
L3	£56,524	£58,785
L4	£57,841	£60,155
L5	£59,183	£61,551
L6	£60,562	£62,985
L7	£62,089	£64,573
L8	£63,429	£65,967
L9	£64,910	£67,507
L10	£66,479	£69,139
L11	£68,094	£70,818
L12	£69,581	£72,365
L13	£71,224	£74,073
L14	£72,889	£75,805
L15	£74,604	£77,589
L16	£76,487	£79,547
L17	£78,155	£81,282
L18	£80,022	£83,223

Main Pay Range for Qualified Teachers

The Outer London Qualified Teacher pay range set out in STPCD for 2025/26 is a minimum of £37,870 to a maximum of £50,474 per annum pro-rata.

The pay points below are indicative and may be adopted by schools and trusts.

Spinal Point	1 Sept 2024 to 31 Aug 2025	1 Sept 2025 to 31 Aug 2026
M1	£36,413	£37,870
M2	£38,318	£39,851
M3	£40,322	£41,935
M4	£42,430	£44,128
M5	£45,000	£46,800
M6	£48,532	£50,474

Upper Pay Range for Qualified Teachers

The Outer London Upper pay range for Teachers set out in STPCD for 2025/26 is a minimum of £52,219 to a maximum of £56,154 per annum pro-rata.

The pay points below are indicative and may be adopted by schools and trusts.

For those schools who have adopted a 5 point Upper Pay Range:

Spinal Point	1 Sept 2024 to 31 Aug 2025	1 Sept 2025 to 31 Aug 2026
U1	£50,210	£52,219
U2	£51,140	£53,186
U3	£52,068	£54,151
U4	£53,031	£55,153
U5	£53,994	£56,154

For those schools who have adopted a 3 point Upper Pay Range:

Spinal Point	1 Sept 2024 to 31 Aug 2025	1 Sept 2025 to 31 Aug 2026
U1	£50,210	£52,219
U2	£52,068	£54,151
U3	£53,994	£56,154

Pay Range for Unqualified Teachers

The Outer London Upper pay range for Teachers set out in STPCD for 2025/26 is a minimum of £26,789 to a maximum of £39,450 per annum pro-rata.

Spinal Point	1 Sept 2024 to 31 Aug 2025	1 Sept 2025 to 31 Aug 2026
UQ1	£25,758	£26,789
UQ2	£28,252	£29,383
UQ3	£30,744	£31,974
UQ4	£32,947	£34,265
UQ5	£35,438	£36,856
UQ6	£37,932	£39,450

TLR Payment Values

TLR2 range, as set out in STPCD for 2025/26, is a minimum of £3,527 to a maximum of £8,611 per annum pro-rata.

TLR1 range, as set out in STPCD for 2025/26, is a minimum of £10,174 to a maximum of £17,216 per annum pro-rata.

TLR values are spot rates applicable to the post and therefore there is no 'progression'.

The levels and values below are an indicative local framework for within Enfield. Individual schools may choose to make their own, alternative, arrangements, including not having defined ranges.

TLR 2 Range:

Spinal Point	1 Sept 2024 to 31 Aug 2025	1 Sept 2025 to 31 Aug 2026
2a	£3,391	£3,527
2b	£5,651	£5,878
2c(i)	£7,909	£8,226
2c(ii)	£8,279	£8,611

TLR 1 Range:

Spinal Point	1 Sept 2024 to 31 Aug 2025	1 Sept 2025 to 31 Aug 2026
1a	£9,782	£10,174
1b	£12,041	£12,523
1c	£14,302	£14,875
1d	£16,553	£17,216

Monitoring arrangements

This policy will be reviewed annually by the Finance and Premises Committee. Any amendments will be presented at a meeting of the Full Governing board.

Reviewed and Approved by: The Finance and Premises Committee **Date:** November 2025

Ratified by Full Governing Board **Date:** December 2025

Next review due: **Date:** December 2026

Latymer All Saints C of E Primary School is committed to the safeguarding of our pupils and staff.