



An ambitious school at the heart of the community

Pay Policy 2025-2026

The Board of Trustees of Tytherington School adopted this policy on_____.

Contents

Tytherington School's Pay Policy	3
1.0 Introduction	3
1.1 Aims and Principles	3
1.2 Definitions	4
1.3 Roles and Responsibilities	4
2.0 TEACHING STAFF	5
2.1 Pay Statements	5
2.2 Pay determination on appointment	5
2.3 Pay range for Senior Leadership group and Leadership group	6
2.4 Pay range for other classroom teachers	7
2.5 Pay Progression	8
2.6 Allowances and payments for classroom teachers	9
2.7 Early Career Teachers	10
2.8 Part-time Teachers	11
2.9 Supply (or short notice) teachers	11
2.10 Pay increases arising from changes to the document	11
2.11 Salary Safeguarding	11
2.12 Appeals by Teachers – see appendix A for appeal procedure	12
3.0 SUPPORT STAFF	13
3.1 Pay and Conditions	13
3.2 Job structures and attachment of grades	13
3.3 Grading process	13
3.4 Starting salaries	13
3.5 Pay increases	13
3.6 Long Service Increment	14
3.7 Pay increases arising from changes to the document	14
3.8 Salary on Promotion or Regrading	14
3.9 Acting up allowance	14
3.10 Additional responsibilities	14

3.11 Substantial change in responsibilities, duties or market conditions	16
3.12 Premium payments - general provisions	16
3.13 Salary Safeguarding.....	17
4.0 All Staff	19
4.1 Salary sacrifice.....	19
4.2 Overpayments.....	19
4.3 Monitoring arrangements.....	19
4.4 Equality	19
4.5 Review	19
APPENDIX A – APPEALS PROCEDURE.....	20
Background	20
Stage One	20
Stage Two.....	20
Stage three	21
Appeals hearings panels	21
Appendix B - Pay Grades – to add in.....	22

Tytherington School's Pay Policy

1 September 2025 to 31 August 2026

1.0 Introduction

This policy has been adopted by Tytherington School and applies to all teachers and support staff employed to work at the school.

This policy complies with our funding agreement and articles of association.

This pay policy is not intended to duplicate the School Teachers' Pay and Conditions Document.

As an academy, we are free to determine our own approach to deciding teachers' pay. However, since some of our staff have a contract that specifically incorporates conditions from the School Teachers' Pay and Conditions Document (STPCD), these will continue to apply due to the Transfer of Undertakings (Protection of Employment) (TUPE) Regulations 2006, which protect employees' terms and conditions when a maintained school becomes an academy.

As such, this policy complies with the STPCD. It is also based on the model pay policy created by the Department for Education (DfE).

When implementing our pay policy, we will abide by:

- The Employment Relations Act 1999, which establishes a number of statutory work rights
- The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 and the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, which require us to ensure part-time and fixed-term workers are treated fairly
- The Equality Act 2010, which requires schools to have due regard to the need to eliminate discrimination and advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not share it
- The Seven Principles of Public Life, which require those conducting the procedures to be objective, open and accountable
- The Data Protection Act 2018, which sets out requirements on how we handle personal data

Our procedures for addressing grievances in relation to pay are set out in Appendix A of this policy.

Our procedures for assessing early career teachers' performance and progress comply with the DfE's statutory guidance on Induction for Early Career Teachers (England).

The policy has been consulted on with staff and/or the recognised trade unions.

This policy is available on the school website and on the online Staff Hub.

1.1 Aims and Principles

This policy aims to:

- Clearly explain how we will determine Teaching and Support staff pay and how decisions will be made without linking performance to pay progression;

- Set out a clear framework for pay and progression throughout the school, while minimizing the impact on workload for all concerned

Adopting this policy will:

- Maximise the quality of teaching and learning at the school;
- Support the recruitment and retention of a high quality workforce;
- Enable the school to recognise and reward staff for their contribution to the school; and
- Help to ensure that decisions on pay are managed in a fair, just and transparent way, while eliminating unnecessary bureaucracy for all concerned.

The Board of Trustees has delegated to the Pay Committee responsibility for approving this policy and any related pay decisions.

1.2 Definitions

- **Teacher** includes all staff qualified and appointed to teach at the school. This includes the leadership team and the Headteacher, unless otherwise stated
- **Teaching and Learning Responsibility** is a payment awarded 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
- **Main and Upper Pay Scales** are the ranges on which a classroom teacher's salary will be set
- **Unqualified Teacher Pay Scale** is the range on which an unqualified teacher's salary will be set
- **Senior Leadership group** comprises the Headteacher, Senior Deputy Headteacher, Deputy Headteachers and Assistant Headteachers
- **Leadership group** comprises the Heads of Core subjects, Senior Head of Year and Dual Head of Year

1.3 Roles and Responsibilities

Decision-making powers and responsibilities have been delegated to the Pay Committee. The Pay Committee is responsible for the establishment and review of the pay policy and has authority to take pay decisions in accordance with this policy.

The Headteacher is responsible for advising the Pay Committee on its decisions.

2.0 TEACHING STAFF

2.1 Pay Statements

The Pay Committee will ensure that each teacher/unqualified teacher's salary is reviewed annually, with effect from 1st September, and that all teachers and unqualified teachers are given a written statement setting out:

- Their salary;
- Any safeguarded sums;
- Any other financial benefits to which they are entitled;
- Confirmation where staff may access the the staffing structure and pay policy

This will be provided by the end of the Autumn Term of each academic year.

For members of the leadership group, the statement will also include:

- The basis on which the salary has been determined
- The criteria on which their salary will be reviewed in future

Statements for classroom teachers or unqualified teachers who are paid an allowance will also include:

- The nature and value of any allowance received and details of what it was awarded for;
- The value of any teaching and learning responsibility (TLR) payment awarded and details of what it was awarded for
- Where a TLR was awarded to cover a teacher's absence, the end date, or the circumstances in which it will end
- *For TLR3s, the pay statement letter will also include a statement that the payment will not be safeguarded.*

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. Where applicable, a written statement will be given after any review and will give information about the basis on which it was made.

Tytherington School will apply cost of living increases to all pay points and allowances, including safeguarded sums.

2.2 Pay determination on appointment

The Trustees/Senior Leadership Team (SLT) will determine the pay range for a vacancy prior to advertising it. On appointment the SLT will determine the starting salary to be offered within that range.

In making such determinations, the Senior Leadership Team may take into account a range of factors, including:

- The nature of the post;
- The level of qualifications, skills and experience required;
- Market conditions;
- The wider school context;
- Recognising other teaching or non-teaching experience;

- Matching the pay point of a teacher;

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

Tytherington School has established the pay for classroom teacher posts paid on the Main Pay Scale (MPS) and Upper Pay Scale (UPS) in line with the STPCD. This is detailed in Appendix B.

2.2.1 Senior Leadership Team

A person appointed to the Senior Leadership Team, in addition to carrying out the professional duties of a teacher, must play a major role under the overall direction of the headteacher in:

- Formulating the aims and objectives of the school;
- Establishing the policies through which they are to be achieved;
- Managing staff and resources to that end;
- Monitoring progress towards their achievement; and
- undertake any professional duties of the Headteacher reasonably delegated by the Headteacher.

2.2.2 Unqualified Teachers (UNQ1-UNQ6)

Unqualified teachers will be paid on the unqualified teacher pay scale in accordance with the STPCD. Where an unqualified teacher gains qualified teacher status (QTS) while in post, they will be transferred to a salary on the main pay range for teachers, which will be equal to or higher than their previous unqualified teacher salary and any other payable allowances.

In cases where an unqualified teacher gains QTS retrospectively, they will be paid a lump sum calculated as the difference (if any) between their unqualified teacher salary and the salary they would have been paid as a qualified teacher for the same period (not including any allowances). The lump sum will cover the period from which they obtained QTS to the date the lump sum is paid.

The professional responsibilities of all classroom teachers, including unqualified teachers are as set out in the current STPCD, and other relevant standards.

2.3 Pay range for Senior Leadership group and Leadership group

2.3.1 Pay range for the Headteacher

When determining the leadership pay range the Board of Trustees must take into account all of the permanent responsibilities of the role, any challenges that are specific to the role, and all other relevant considerations. In the case of a new appointment, the Board of Trustees may wish to take into account the extent to which the leadership pay range reflects how closely their preferred candidate meets the requirements of the post. The Board of Trustees must ensure that there is appropriate scope within the range to allow for performance related progression over time.

It should also re-determine the Headteacher's pay range if it becomes necessary to change the Headteacher group (including where the Headteacher becomes responsible and accountable for more than one school in a federation on a permanent basis). They may also re-determine the Headteacher's pay range at any time if they consider it necessary to reflect a significant change in the responsibilities of the post. They should not take into account the salary of the serving Headteacher if they re-determine the Headteacher pay range for a new appointment.

The Headteacher group size is calculated each September and the pay range determined within the parameters of the current STPCD. The Pay Committee will ensure that the process of determining the remuneration of the Headteacher is fair and transparent. There should be a proper record made of the reasoning behind the determination of the pay range and any temporary payments made to the Headteacher.

Tytherington School's group size is: Group 7

2.3.2 Determination of temporary payments to the Headteacher

The Board of Trustees will determine a pay range which takes into account the full responsibilities of the Headteacher's post. Temporary payments in addition to the salary arising from the Headteacher's point on the pay range will be made in accordance with the current STPCD. The total sum of the temporary payments made to the Headteacher in any school year (with the exclusion of residential payments and/or relocation expenses) must not exceed 25% of the annual salary which is otherwise payable to the Headteacher. Furthermore, the total sum of salary and other payments made to the Headteacher must not exceed 25% above the maximum of the Headteacher group unless there are wholly exceptional circumstances, external independent advice has been sought and with the agreement of the Pay Committee.

When the Headteacher is appointed temporarily accountable for more than one school, this role should be regarded as an acting headship on a temporary basis. There is an expectation that these temporary arrangements should be time limited and subject to regular review and the maximum duration should be no longer than two years.

2.3.3 Pay range for other leadership group members

The Headteacher has determined that 1 Senior Deputy Headteacher posts, 2 Deputy Headteacher posts and 4 Assistant Headteacher posts are to be included in the school's staffing structure.

The Headteacher, normally in consultation with the Chair of the Board of Trustees, will determine the Senior Leadership Structure as well as the pay range:

- When there is a proposal to make new appointments;
- Where there is a significant change in the responsibilities of serving Senior Deputy, Deputy or Assistant Headteachers; or
- When there is a decision that all leadership posts should be reviewed to maintain consistency (it should also take account of the responsibilities and challenges of the post).

The professional duties and pay range of Senior Deputy, Deputy and Assistant Headteachers are set out in the current STPCD. The professional duties and pay range of other leadership positions are as identified in any job descriptions provided to them and relevant standards.

Senior Deputy Headteacher and Deputy Headteacher range: L18 – L26

Assistant Headteacher range: L12 - L16

Extended leadership positions: L7-L10

2.4 Pay range for other classroom teachers

2.4.1 Main Pay Scale (M1-M6)

Qualified teachers will be paid in accordance with the school's main pay scale. The Main Pay Scale is determined in accordance with the current STPCD and is outlined in Appendix B which is available internally on the Staff Hub.

2.4.2 Upper Pay Scale (UPS1-UPS3)

Qualified teachers who have been assessed by this school as meeting the standards for payment on the Upper Pay Scale will be paid in accordance with the school's upper pay scale. The UPS is determined in accordance with the current STPCD and is outlined in Appendix B.

2.5 Pay Progression

Pay progression is automatic and annual for Early Career Teachers (ECTs), Unqualified teachers and Classroom teachers (on the Main and Upper Pay Scales) until they reach the top of this range.

Pay progression is automatic and takes place every two years for those on the Leadership Scale until they reach the top of their range.

Pay progression is not linked to performance.

Tytherington School will only withhold pay progression if the teacher is subject to capability proceedings. Pay progression will be reinstated at the point of successfully exiting the formal capability process.

Tytherington School will ensure that appropriate funding is allocated for pay progression for all teachers.

Where a teacher is on a long term absence (including family leave) at the relevant time, consideration will be given to adjusting the timing of any relevant review on a case by case basis. It may be agreed that a review will take place when the employee returns and any pay changes will be backdated accordingly and a pay statement provided.

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. For consistency, changes to pay grade will normally take place from 1st September or from 1st March where there are extenuating circumstances (for example members of staff who have commenced employment mid-year), with any relevant backpay applied as appropriate.

2.5.1 Movement to the Upper Pay Scale

Teachers who have attained the maximum of the Main Pay Scale (M6) shall automatically progress to point 1 of the Upper Pay Scale (UPS) with effect from 1st September of the following academic year, following the approval of that academic year's Pay Policy, with relevant backpay applied. Such progression shall not be contingent upon a formal application. Teachers on the Upper Pay Scale shall continue to progress annually in accordance with the provisions of this policy.

For the purposes of this pay policy, Tytherington School will be satisfied that a teacher on point 6 of the Main Pay Scale will have met the expectations for progression to the Upper Pay Scale unless they are subject to the formal capability procedures and, despite support being provided by the school, sufficient progress has not been made to resolve those concerns. Tytherington School will

only withhold pay progression if the teacher is subject to capability proceedings. Pay progression will be reinstated at the point of successfully exiting the formal capability process.

The Pay Committee does not normally permit accelerated pay progression, including progression from the Main Pay Scale (except M6) directly to the Upper Pay Scale. Staff should refer to the STPCD for further details. Any qualified teachers can apply to be paid on the Upper Pay Scale, and this will be assessed in line with this policy and the STPCD once a year during the Autumn Term. Any appeal against a pay progression decision will be considered under the Appeals Procedure in Appendix A of this policy.

Pay progression will be withheld for staff who have entered into a Capability procedure. The Headteacher will confirm that pay progression has been paused in a meeting within 15 working days of the decision. Any appeal against a pay progression decision will be considered under the Appeals procedure (Appendix A of this policy).

Staff who return after an extended absence for whatever reason are able to apply within a timeframe agreed between the employee and Headteacher.

Teachers who are simultaneously employed at another school(s) should refer to the Pay Policy in that school or schools. Tytherington School will not be bound by pay decisions made by another school.

2.6 Allowances and payments for classroom teachers

2.6.1 Teaching and learning responsibility (TLR) payments

TLR payments are awarded at the discretion of the Headteacher.

A TLR1 or TLR2 payment will be awarded by the Headteacher if they are satisfied that the duties of the post include a significant responsibility that is not required of classroom teachers, and that it fulfils the criteria as determined by the TLR policy. This is available from the online Staff Hub.

Unqualified Teachers cannot be awarded TLRs.

Before awarding a TLR1, the Headteacher must be satisfied that the significant responsibility referred to above includes an additional line management responsibility for a significant number of people/subjects.

The Headteacher will award a fixed-term third TLR (TLR3) to a classroom teacher for clearly time-limited school improvement projects, or one-off externally driven responsibilities. The duration of the fixed term will be established at the outset and payment should be made on a monthly basis for the duration of the fixed term. TLR3s are not subject to Salary Safeguarding.

A teacher may not hold more than one TLR1 or TLR2 of any value concurrently. However, holders of a TLR1 or TLR2 will may also receive a TLR3.

The annual values of a TLR payment is determined in accordance with the current STPCD and are available in Appendix B of this policy.

TLRs will be paid at the full-time rate if the full role is being undertaken, even if the member of staff is employed on a part-time basis.

A part-time TLR may be awarded to a full-time teacher where the responsibilities are being shared with another teacher. For the avoidance of doubt, relevant bodies must act fairly and appropriately when determining the value of a TLR1 or TLR2 payment.

2.6.2 Additional Allowances

Tytherington School may apply, as appropriate and relevant, other allowances, such as:

- Special Educational Needs (SEN) Allowances
- Where an Unqualified teacher has taken on a sustained additional responsibility or has qualifications and experiences which bring added value to the work being undertaken
- Where a teacher is 'acting up' and is assigned the duties of a school leader but is not appointed as a school leader
- Where a teacher is seconded

Tytherington School will follow STPCD guidance and best practice in determining and implementing any allowances.

'R&R's and Retention Incentives and Benefits

The Headteacher may make such payments or provide such other financial assistance, support or benefits, to a teacher as it considers being necessary as an incentive for the recruitment of new teachers and retention in their service of existing teachers.

These will be reviewed annually during the Summer Term.

'R&R' payments made to staff are as determined by the TLR policy which may differ from the STPCD.

In the case of retention incentive and benefits, the school follows the STPCD and documents clear reasoning for any retention incentives provided to employees.

Senior Deputy, Deputy, Assistant Headteachers and those on the Leadership Scale are not eligible for Teaching and Learning Responsibility payments or additional allowances such as lunch duties. The Headteacher may award an R&R in exceptional circumstances.

2.7 Early Career Teachers

Early career teachers (ECTs) are not subject to annual appraisal and pay review cycles during their induction period, as set out in the statutory induction process for ECTs.

ECTs may be awarded pay progression at the end of the first year of their induction, and/or after they have completed their induction. However, this is not automatic or guaranteed.

The school is committed to providing the necessary help, support and advice to assist the ECTs to complete successfully the statutory period of induction.

The appropriate body (currently Cheshire Teaching Hub) is responsible for deciding whether the ECT has met the Induction Standard on the basis of the Senior Leadership Team's recommendation.

ECTs will have a timetable of 90% of normal average teaching time to allow their induction programme to take place in their first year of teaching, and 95% of normal average teaching time to allow their induction programme to take place in their second year of teaching.

2.8 Part-time Teachers

Part-time teachers are teachers who are employed on an ongoing basis at the school but who work less than a full working week.

The Time Budget section of the Online Staff Hub provides the standard mechanism used to determine pay and working time relating to additional meetings and responsibilities. This is subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a full-time teacher in an equivalent post. Staff are encouraged to speak to their line manager and the HR Team if they require any clarification or believe there to be any discrepancies between their pro-rata working time and the Time Budget. During the Summer Term, part-time staff are asked to confirm their intentions for INSET attendance for the following academic year. Part-time teachers who wish to/are requested to attend more INSET days than they are required to do under their contract will be paid for these extra days work.

Part-time teachers will be paid a pro-rata percentage of the appropriate full-time equivalent salary but any Allowances (e.g. TLR awards) will be paid at the full-time rate if they are undertaking the full scope of the role and will not be subject to a pro rata reduction.

2.9 Supply (or short notice) teachers

Teachers who are 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 will be calculated pro-rata. They will be paid appropriate holiday pay in line with the Working Time Regulations 1998.

2.10 Pay increases arising from changes to the document

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

2.11 Salary Safeguarding

Teachers may be entitled to protection from pay decreases or adjustments if their role changes for certain reasons. This is known as Salary Safeguarding, and applies to salaries and allowances.

We will abide by the STPCD and safeguard teacher salaries if the post is revised or removed as a result of:

- The discontinuance of, a prescribed alteration to, or a reorganisation of a school;
- Closure of the school or education establishment
- Organisational restructuring
- Reducing the number of members in the leadership group
- Lowering a pay range applicable to a member of the leadership group
- Circumstances where higher pay is safeguarded include a removed or reduced:
 - o Teaching and learning responsibility (TLR) payment: TLR1 or TLR2
 - o Special educational needs (SEN) allowance
 - o Unqualified teacher's allowance

Tytherington School will follow the STPCD when applying and managing salary safeguarding.

2.12 Appeals by Teachers – see appendix A for appeal procedure

Any teacher (including the Headteacher) may appeal against any decision of the Pay Committee in relation to their pay or any other decision taken by it under the STPCD that affects their pay, provided that the appeal is made in accordance with the procedure established by the Pay Committee.

The following list includes the usual reasons for seeking a review of a pay determination. That the person or committee by whom the decision was made:

- Incorrectly applied any provision of the STPCD;
- 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 teacher.

This procedure performs the function of the school's grievance procedure on teachers' pay and appraisal matters and therefore decisions should not be reopened under the school's grievance procedure. Decisions made under this procedure do not affect teachers' statutory employment rights.

3.0 SUPPORT STAFF

3.1 Pay and Conditions

Tytherington School's Support staff's pay and conditions of service take into account NJC recommendations and are contractually binding upon both the employee and the employer.

3.2 Job structures and attachment of grades

Every job will be part of an organisational structure and will be described in a properly compiled job description. The job description will be the basis of the authorised grade or range of grades to be attached to the role.

The Headteacher will ensure that all jobs and structures are kept under continual review to ensure the effective and efficient provision of services.

3.3 Grading process

At Tytherington School, the grading process for all Support Staff roles is based on a comparison of the skills, qualifications, experience, and training required, both internally and against local and wider education sector benchmarks.

3.4 Starting salaries

The starting salary for an appointee is at the discretion of the Headteacher, having regard to the school's Pay Policy and Recruitment Policy, and observing the requirements of equal pay law and regulations (after taking account of qualifications and experience).

On appointment the Headteacher will determine the starting salary within the range to be offered to the successful candidate. In making such determinations, they may take into account a range of factors, including:

- The nature of the post;
- The level of qualifications, skills and experience required;
- Market conditions;
- The wider school context;

The school may offer an appointment on less than the full grading range where the employee will not be undertaking, initially, the full duties and responsibilities of the job. Application of the full grading does not automatically entitle an employee to a pay increase.

The minimum starting salary when making appointments will be Grade 4 on the Support Staff Pay Scale. The bottom of this grade will always be above the National Living Wage.

3.5 Pay increases

All pay increases (including inflation) apply to all grades and will be formally approved by the Pay Committee. Inflation increments for all staff are payable from 1st April for each year. Scale Column Point increments are payable from 1st September for each year.

Tytherington School will only withhold pay progression if the member of support staff is subject to capability proceedings. Pay progression will be reinstated at the point of successfully exiting the formal capability process.

Tytherington School reserves the right to move an employee an additional point up the scale.

3.5.1 Pay progression appeal procedure

For appeals regarding pay progression, please refer to Tytherington School's Appeals Procedure.

3.6 Long Service Increment

For employees who are contracted to work part-year and who have achieved five years of service, additional holiday will be added and their pay is calculated to reflect this. The calculation table is contained within the Part-Year Staff guidance available from the HR team.

3.7 Pay increases arising from changes to the document

Inflation increases agreed by the Board of Trustees for Support Staff will vary taking into account guidance from the NJC.

3.8 Salary on Promotion or Regrading

On regrading or promotion to a grade with a higher maximum salary, an employee must be paid a salary on the new grade which is at least one Scale Column Point above the salary that they would have received in the former grade on the date of grading change. An increase of more than one SCP may be justified in the case of a promotion but should be exceptional where the job is regraded. The level of the starting salary is at the discretion of the Headteacher having regard to the school's Pay Policy.

3.9 Acting up allowance

An employee who is asked to undertake all or part of the duties and responsibilities of a higher graded job for a prolonged period, is entitled to receive an appropriate extra payment. Where the full duties and responsibilities are being performed, the payment will normally be the minimum of the bottom of the grade of the role. If the full duties and responsibilities are not being done or if they are done by more than one employee, the amount of payment will be at the discretion of the Headteacher having regard to the school's Pay Policy. It may consist of a monthly addition to salary or one or more lump sums to be paid at the end of, or during, the acting-up period. Payment will be made for the whole period of acting-up.

3.10 Additional responsibilities

3.10.1 Definition

The Headteacher may make additional responsibility (AR) payments to support staff when an individual operates at a level and/or makes a contribution to Tytherington School beyond the standard requirements of their substantive post.

An AR payment may be rewarded retrospectively as recognition for an employee who has gone above and beyond in their role.

The requirement to make an AR payment must first be identified. The role must be undertaken for an agreed period and may arise in response to a wide range of circumstance such as:

- recognizing the role of an employee in carrying out specific tasks or projects;
- a need to address operational difficulties related to new ways of working;
- undertaking work that is particularly demanding;
- operating in a difficult or unusual work context (for example, extended staff absence);

This list is not exhaustive.

In all cases the reason(s) why the AR payment is outside the standard requirements and/or working relationships of the employee's current post must be identified together with the period over which it is anticipated the payment will apply.

3.10.2 Value of Payment

The monetary value of an additional responsibility payment should be reasonable and proportionate to the circumstances and consistent with the Tytherington School's pay and grading structure. The following should be taken into account in determining the level of the payment:

- The overall range and level of the duties performed;
- The competence, knowledge and skills required;
- The particular working circumstances

The value of the payment will fit into the following categories, dependent upon the above. These values are per annum.

AR1	£750
AR2	£1,000
AR3	£1,500
AR4	£2,000
AR5	£2,500
AR6	£3,000
AR7	£3,500

These values have been determined by the Headteacher with advice from the HR team.

3.10.3 Additional Responsibility beyond the agreed time frame

If it is anticipated that the requirement for additional responsibility will continue beyond the initial period, the line manager with guidance from the HR Team, should make a decision whether these responsibilities are now a permanent requirement of the role. If permanent, or if the initial period should be extended, the job role should be re-evaluated by the HR Team.

3.10.4 Approval Process

Where a manager believes that an additional responsibility payment is appropriate they should contact the Headteacher and HR. Requests must be submitted to the Headteacher for approval.

If the AR is to be rewarded to an employee retrospectively, the request will still need to be completed with details of the work undertaken and any relevant evidence.

If the request is supported by the Headteacher, the Headteacher and the HR team will work together to determine the level of payment.

The HR Team will provide to employees who are granted an additional responsibility payment written confirmation detailing the reasons for the payment, the amount of the payment, the effective date, the duration of the payment and arrangements for review.

The HR Team will maintain a register of all additional responsibility payments that are approved and declined and will monitor and review with the Headteacher.

3.10.5 Other pay considerations

The amount of any additional responsibility payment will not alter the original grade of the post.

Payments are made monthly in arrears and will be subject to tax and national insurance contributions.

An additional responsibility payment forms part of an employee's contractual pay and is therefore pensionable. Therefore, employees would be required to pay pension contributions on the value of the payment if they are a member of the Local Government Pension Scheme.

The payment would be included in gross pay and will therefore be included in calculations for e.g. sick pay, family leave pay, holiday pay, redundancy pay, and when making any deductions.

3.11 Substantial change in responsibilities, duties or market conditions

An employee or Tytherington School may request that the grading of a job is reviewed at any time, where a prima facie case can be made that there has been a substantial change in the principal responsibilities or duties of the individual's job since it was last graded or filled (whichever was the later). A substantial change in the duties or responsibilities is necessary because a job may change over time but without altering its general character.

Tytherington School are mindful that there must be a degree of flexibility with regards to grading roles and that a number of factors may necessitate a regrading of a role or for an employee to move up scale points within that grade. These factors include:

- The changing nature of the post;
- The level of qualifications, skills and experience required;
- Market conditions;
- The wider school context

3.12 Premium payments - general provisions

The provisions listed below will apply to employees graded up to the maximum of Grade 8. Employees on Grades 9-12 must work such reasonable additional hours as may be necessary to enable them to discharge effectively their professional duties.

3.12.1 Additional Hours

Overtime

Although Tytherington School discourages employees working overtime, where there is a requirement, the provisions below will apply:

For employees working less than 37 hours per week, either:

- time off in lieu if it can be managed by the department or
- payment at the applicable rate for the hours worked

Note - if the additional hours worked cause the working hours in any one working week to exceed 37, for those hours worked above 37 the provisions below apply.

For employees working 37 hours per week either:

- time off in lieu on an hour for hour basis if it can be managed by the department or

- payment at time and a half for all hours worked

Time off in Lieu (TOIL)

If time off in lieu has been agreed with an employee's line manager as an alternative to an overtime payment, the line manager and employee should agree for the time to be taken as soon as possible after the additional hours have been worked; with a maximum expiry of one year later to limit the effect on the school's operations. In exceptional circumstances, with authorisation from the Headteacher or Senior Deputy Headteacher, this may be extended or carried over. The number of days that can be carried over a year is five days. This must be organized prior to the expiry date of the TOIL otherwise carrying forward days may not be possible.

Time off in lieu is provided at a one to one ratio. However, the school reserves the right to pay time in lieu at the appropriate rate if it is deemed that it will not be possible for the employee to take the time off within the year. The maximum amount of TOIL that can be accrued is 5 days. Any amount over this must be taken by the end of the following term.

Time off in lieu should be applied for in the same way as annual leave, as per Tytherington School's Attendance policy and procedure.

Employees on Grades 9–12 are expected to work such reasonable additional hours as may be necessary to effectively discharge their professional duties. Where these additional hours are required to meet business needs and go beyond the employee's normal contractual duties as or as outlined in their job description, employees may, with prior agreement from their line manager, accrue time off in lieu (TOIL). The accrual and taking of TOIL must be agreed in advance with the line manager and taken within a reasonable timeframe, having regard to operational requirements.

Weekend Working

Payment for all hours worked on a Saturday or Sunday at what ever time will be at time and a half. There will be no additional payments for working on a 'rest' or 'free' day where these are other than Saturday or Sunday (unless this brings the employee into the overtime provisions).

Night/Evening Work

For those employees who work overnight (i.e. a shift which covers a minimum period of 3 hours between 10pm and 6am) all hours worked Monday to Friday will be paid at time and a third. For work on a Saturday or Sunday payment will be at time and a half.

Bank Holidays

Hours worked will be paid at time and a half (double time on Christmas Day and Boxing Day) with time off in lieu for the hours worked.

3.13 Salary Safeguarding

Support Staff may be entitled to protection from pay decreases or adjustments if their role changes for certain reasons.

We will safeguard support staff salaries for one year if the post is revised or removed as a result of:

- The discontinuance of, a prescribed alteration to, or a reorganisation of a school;
- Closure of the school or education establishment
- Organisational restructuring

- Lowering a pay range applicable to the support staff job role
- Circumstances where higher pay is safeguarded include a removed or reduced:
 - Additional Responsibility payment

4.0 All Staff

4.1 Salary sacrifice

The Board of Trustees supports the following salary sacrifice arrangements:

- Childcare Vouchers
- Cycle to Work Scheme
- TechScheme

Staff should contact the HR team to discuss eligibility and terms.

4.2 Overpayments

Employers are entitled to make deductions from an employee's salary for any sums (properly) owed to the school pursuant to section 14 of the Employment Rights Act 1996 (as amended). Where an employee is repaying an overpayment but leaves the school before the full overpayment is recovered, the balance will be deducted from the final salary payment. Where the amount outstanding exceeds the final salary payment, an invoice for the outstanding amount will be raised and sent to the employee.

4.3 Monitoring arrangements

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

4.4 Equality

Tytherington School will ensure that, when implementing the Pay Policy for all staff, no employee will be disadvantaged on the basis of protected characteristics. This means that the Policy may need to be adjusted to cater for the specific needs of an individual including the provision of information in alternative formats where necessary.

Tytherington School seeks to provide equal employment opportunities for all staff. Tytherington School will always comply with all relevant employment and equalities legislation and regulations.

4.5 Review

This Pay Policy is due for review in September 2026.

Associated Policies/Procedures:

- Capability Policy
- Early Career Teacher (ECT) Induction
- TLR Policy
- Recruitment policy
- STPCD
- Teachers Standards: [Teachers' standards - GOV.UK \(www.gov.uk\)](https://www.gov.uk/teachers-standards)
- Burgundy Book
- Green Book

APPENDIX A – APPEALS PROCEDURE

Appeals Procedure for Members of Staff Dissatisfied with a Decision Relating to Pay

Background

Tytherington School is committed to ensuring that appeals against pay decisions meet the requirements of the dispute resolution provisions of employment law.

Where any member of staff feels that a decision that affects their pay is unfair, they have the right to appeal.

Reasons for seeking a review of a pay determination may include:

- The pay policy was incorrectly applied
- The decision contravenes the STPCD or any other relevant terms and conditions the member of staff is employed under
- The decision contravenes equality legislation
- Relevant evidence was not taken into account
- The decision was biased

This procedure performs the function of the school's grievance procedure on pay matters and therefore decisions should not be reopened under the school's grievance procedure. Decisions made under this procedure do not affect statutory employment rights.

The panel which hears pay appeals will comprise three trustees who were not involved in previous discussions regarding the member of staff's pay determination. Employees making representation may be accompanied by a colleague or trade union representative.

Pay appeals are minuted by a member of the HR Team. Employees will receive written confirmation of pay decisions and, where applicable, the basis on which the decision was made.

If the appeal is upheld, Tytherington School will re-issue the pay statement with the correct information.

Staff, including witnesses, will be given reasonable time off with pay to attend the Hearing.

Stage One

Informal discussion with the appraiser or headteacher prior to confirmation of pay recommendation

A member of staff who is dissatisfied with a pay recommendation has the opportunity to discuss the recommendation with the Headteacher before the recommendation is actioned and confirmation of the pay decision is made by the school.

Stage Two

A formal representation to the Pay committee responsible for making the pay determination

If, having had an informal discussion with the person making the pay recommendation, the member of staff believes that an incorrect recommendation has been made, they may make representation to the Pay Committee making the decision. To begin the process the member of staff should submit

a formal written statement to the Pay Committee making the determination, setting down in writing the grounds of their disagreement with the pay recommendation.

The member of staff is given the opportunity to make representations, including presenting evidence, calling witnesses, and the opportunity to ask questions at a formal meeting with the Pay Committee who will make the pay determination. Following this meeting the Pay Committee will make a pay determination that will be communicated to the member of staff in writing.

Stage three

A formal appeal hearing with an appeals panel of Trustees

Should the member of staff not agree with the pay determination, the member of staff may appeal the decision and have an appeal hearing before an appeals panel of Trustees.

In the hearing before Trustees, both the member of staff and the management representative will have the opportunity to present their evidence and call witnesses; the parties will also be able to question each other. The panel is permitted to ask exploratory questions.

Having heard the appeal, the panel must reach a decision, which it must relay to the member of staff in writing, including their rationale for reaching the decision. The appeal panel's decision is final, there is no recourse to the general staff grievance procedure. For teaching staff, this is as set out in Section 3 of the STPCD.

Appeals hearings panels

It is recommended that the panel which hears pay appeals should comprise three Trustees who were not involved in previous discussions regarding the member of staff's pay determination. Trustees on appeals panels should be familiar with the school's pay and appraisal policies.

Members of staff making representation at stage two and making an appeal at stage three may be accompanied by a colleague or trade union representative.

Appendix B - Salaries

Teaching Staff Salaries – 01 September 2025

Teacher's Main Pay Scale	Salary (£)
M1	32,916
M2	34,823
M3	37,101
M4	39,556
M5	42,057
M6	45,352
Teacher's Upper Pay Scale	Salary (£)
UPS1	47,472
UPS2	49,232
UPS3	51,048
Unqualified Teachers	Salary (£)
UNQ1	22,601
UNQ2	25,193
UNQ3	27,785
UNQ4	30,071
UNQ5	32,667
UNQ6	35,259
TLRs	Salary (£)
TLR 1C	17,216
TLR 1B	13,280
TLR 1A	10,174
TLR 2C	8,611
TLR 2B	5,868
TLR 2A	3,527
TLR3	3,478

Leadership scale	Salary (£)	Leadership scale	Salary (£)
L1	51773	L23	88950
L2	53067	L24	91156
L3	54393	L25	93422
L4	55745	L26	95733
L5	57135	L27	98104
L6	58569	L28	100540
L7	60144	L29	103028
L8	61533	L30	105593
L9	63068	L31	108201
L10	64689	L32	110890
L11	66367	L33	113646
L12	67897	L34	116455
L13	69594	L35	119349
L14	71329	L36	122304
L15	73103	L37	125343
L16	75048	L38	128446
L17	76770	L39	131576
L18	78701	L40	134859
L19	80653	L41	138227
L20	82653	L42	141692
L21	84697	L43	143796
L22	86801		

Support Staff Salaries – 01 April 2025

Grade	Salary	Grade	Salary
<i>Apr-25</i>	<i>£23,556.64</i>		
<i>Apr-26</i>	<i>£24,521.29</i>		
4:13	£24,396	9:33	£38,220
4:14	£24,737	9:34	£39,153
4:15	£24,933	9:35	£39,862
4:16	£25,362	9:36	£40,778
4:17	£25,594	9:37	£41,771
5:17	£25,594	10:37	£41,771
5:18	£26,207	10:38	£43,143
5:19	£26,586	10:39	£44,508
5:20	£27,405	10:40	£46,086
5:21	£28,142	10:41	£48,071
6:21	£28,142	11:41	£48,071
6:22	£28,498	11:42	£49,350
6:23	£29,178	11:43	£50,625
6:24	£29,957	11:44	£52,045
6:25	£30,738	11:45	£53,461
7:25	£30,738	11:46	£54,964
7:26	£31,570	12:46	£54,964
7:27	£32,441	12:47	£56,477
7:28	£33,327	12:48	£58,224
7:29	£34,436	12:49	£59,974
8:29	£34,436	12:50	£61,126
8:30	£35,413	12:51	£62,278
8:31	£36,363		
8:32	£37,280		
8:33	£38,220		
8:34	£39,153		