Lytham C of E Primary School

Pay Policy

To inspire everyone in our school family to be the best they can be within our caring Christian community.

Our strap line is, 'Together We Grow With God'.

A. GENERAL STATEMENT

The Governing Board of Lytham Church of England Primary School has adopted this whole school Pay Policy to provide a clear framework to exercise its powers in relation to the pay of individual members of staff. These powers will be exercised to take account of the specific needs of the school, in the light of flexibility inherent in the Teachers' Pay & Conditions Document. A Pay Policy for support staff is attached at Annex A.

The Governing Board of Lytham Church of England Primary School has adopted the Foundation Living Wage.

B. AIMS

The Governing Board will seek:

- to maintain and improve the quality of education provided for pupils in the school by having a staffing structure and whole school pay policy which supports the aims/mission statement of the school and the School Improvement Plan;

- to ensure that all members of staff receive proper recognition for their work and responsibilities;

- to ensure fair and open treatment of staff within the school and to enhance and maintain staff morale through the management of the pay policy and through an awareness of the impact of decisions on all members of staff and on other schools;

- to recruit, appoint and retain a well-motivated, high quality staff;

- to use the flexibilities inherent in the national and local conditions of service for staff in a positive and constructive fashion within the resources available;

In seeking to apply these aims the Governing Board will take account of advice issued by the Local Authority, Diocesan/Church Authorities and the recognised Trade Unions.

C. PROGRAMME FOR THE PREPARATION OF THE PAY POLICY AND CONSULTATION

A suggested programme for preparing the Whole School Pay Policy is at Annex B.

The Governing Board will consult fully with the Headteacher, members of staff and representatives of their trade unions, and will seek advice as required from the Authority/Diocese/Church Authority, both when drafting the pay policy and during each annual review of the policy. The mechanisms for such consultation will be that every member of staff and governor will be given access to a copy of the policy.

D. EQUAL OPPORTUNITIES

Lytham Church of England School as an equal opportunity employer, intends that no job applicant or employee will receive less favourable treatment because of their age, disability, gender identity, marriage or civil partnership status, pregnancy or maternity, sex, sexual orientation, race, religion or belief, or part-time status unless this can be objectively justified.

The Governing Board will comply with relevant equalities legislation e.g. Equality Act 2010, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002 and the Agency Workers Regulations 2010 in relation to pay matters.

The Governing Board will promote equality in all aspects of school life, particularly with regard to all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.

The Governing Board will monitor the outcomes of pay decisions, ensuring the school's continued compliance with equalities legislation. This information may be shared with staff and trade unions upon request.

E. FINANCIAL BASE

The Governing Board will allocate monies annually for staff salaries which will cover all planned commitments for the coming year, together with a contingency for unforeseen elements. Budgets should be set based on paying the annual pay award in full to all staff and all eligible staff receiving pay progression. Budgetary considerations should not be used as a justification for denying pay progression.

F. PAY COMMITTEE

The Governing Board has established a committee with clearly delegated responsibilities to exercise its functions in relation to this Pay Policy. Guidance on making Pay Progression decisions is outlined at Annex C.

This committee comprises the following members:

Sue Hayes
Ann Wood
Harriet Brown

The remit of the Pay Committee is outlined at Annex E (i).

The Committee has delegated responsibility to exercise all discretions in respect of pay.

The procedure for appeals against pay determination is outlined at Annex E (ii).

Model terms of reference and the procedure to be followed at meetings of the Pay Appeals Committee are set out at Annex E (iii).

G. PRACTICAL CONSIDERATIONS

(1) Job descriptions
Each member of staff will be consulted by senior management over the content of their job description and over any subsequent modifications.

(2) Appraisal
The Governing Board has adopted a document which sets out the appraisal process for teachers, which is available to teachers employed at the school.

(3) Vacant posts
Details and further particulars relating to vacant posts, allowances, enhancements, temporary and acting posts available will be made known to all staff.

Vacancies for Headteacher and Deputy Headteacher will normally be advertised, having regard to the provisions of the 2009 School Staffing Regulations.

(4) Formal recording of decisions
Decisions on pay will be formally minuted. Pay matters are confidential items.

(5) Records
Records will be maintained of all matters relating to salaries and staff will have the right of access to their personal salary record.

(6) Review
The Whole School Pay Policy and its application will be reviewed annually, in consultation with the trade unions.

(7) Annual reassessment
Following the annual cycle of appraisal, the salaries of all teachers will be reassessed and increases within the Pay Range will be backdated to 1 September. An annual salary statement will be provided to each teacher.

(8) Staffing establishment/salary structure
A statement of the current staff establishment and structure is set out at Annex C.

H. APPLICATION OF PAY POLICY - FRAMEWORK FOR TEACHERS

References in brackets relate to the School Teachers' Pay & Conditions Document 2025.

Summary of changes

From 1 September 2025:

- 4% increase applied to all pay, advisory and allowance points.
- Changes in relation to the calculation of TLR1 and TLR2 payments

1. GROUPING OF THE SCHOOL [Section 2, Part 2 Para 5-8] [Section 3, Para 9-15]

The Group to which an ordinary school is assigned is determined by its Unit Total. This has an effect on the Pay Range available to the Headteacher.

A change in Headteacher Group does not automatically result in a change in the Headteacher's Pay Range, particularly where the existing Pay Range already falls within the new Group size.

Mandatory
The calculation of the unit total shall be carried out:-

- where there is a significant rise or fall in pupil numbers. This includes when the Headteacher becomes responsible for more than one school on a permanent basis;

- whenever it is proposed to appoint a new Headteacher at the school;

Discretion available
The redetermination of the Pay Range for the Headteacher may be carried out:-

- Whenever the Governing Board consider it necessary to reflect a significant change in responsibilities of the post. It will be for the Governing Board to determine in the light of a school's particular circumstances and context the extent to which any change should be regarded as 'significant'. In doing so, the Governing Board will want to pay particular attention to the extent to

which the change creates new levels of accountability and responsibility for the leadership group member or members;

- If the Governing Board determine that this is required to maintain consistency with pay arrangements for new appointments on the leadership group, or with a member/members of the leadership group whose responsibilities have significantly changed.

Decision required
Whether the Unit Total, Headteacher grouping and Pay Range of the Headteacher needs to be reviewed, in accordance with the mandatory and discretionary statutory provisions above.

Local Authority policy/practice
To review the Unit Total, Headteacher grouping and Pay Range of the Headteacher in accordance with the provisions of the School Teachers Pay and Conditions Document, as outlined above.

2. DETERMINATION OF LEADERSHIP PAY RANGES [Section 2, Part 2, para 9] [Section 3, para 8-28]

Guidance for the Governing Board on how to set the pay of new Headteachers can be found at Annex G.

Mandatory

(a) The Governing Board must determine a Pay Range for the Headteacher and any Deputy/Assistant Headteacher(s).

(b) When determining any Leadership Pay Range, the Governing Board must take into account and record 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 Governing Board may wish to consider adjusting the starting salary within the agreed pay range to take account of how closely their preferred candidate meets the requirements of the post. The Governing Board must ensure that there is appropriate scope within the Pay Range to allow for progression over time.

(c) The Pay Range for the Headteacher should not normally exceed the maximum of the Headteacher Group. However, the Headteacher's pay range (where determined after 1 September 2014) may exceed the maximum where the Governing Board determines that circumstances specific to the role warrant a higher than normal payment. The Governing Board must ensure that the maximum of the Headteacher's pay range and any additional payments do not exceed 25% of the top of the Headteacher Group.

(d) In calculating the 25% limit, the Governing Board need to ensure that this is 25% of the maximum of the Headteacher Group. There has been no change in the method by which the Unit Total/Headteacher Group is calculated, which is outlined at paragraph 6.1-8.5 of the School Teachers Pay and Conditions Document 2025.

(e) For a new appointment to the post of Headteacher, the Governing Board must review the salary range taking account of the responsibilities of the post, the social, economic and cultural background of pupils attending the school, whether the post is difficult to fill and the appropriate positions of other leadership group pay ranges.

(f) For a new appointment to the post of Deputy/Assistant Headteacher, the Governing Board must review the salary range taking account of the responsibilities and challenges of the post and whether the post is difficult to fill.

(g) Once in post, the Headteacher, Deputy or Assistant Headteacher's overall performance must be reviewed by the Appraisal Committee/Headteacher, with particular reference to the quality of the Headteacher, Deputy or Assistant Headteacher's leadership and management and the progress made by pupils at the school, in accordance with the school's policy on appraisal. The Appraisal Committee and Headteacher/ Headteacher and

Deputy/Assistant Headteacher must seek to agree performance objectives. If agreement cannot be reached, the Appraisal Committee (for the Headteacher)/Headteacher (for other members of the Leadership Group) have the power to set performance objectives.

(h) A written pay recommendation is required for every member of the Leadership Pay Range following the outcome of the school's appraisal arrangements. The Governing Board may decide to withhold pay progression if a Headteacher, Deputy or Assistant Headteacher is in capability proceedings.

(i) Any redetermination of the pay range should only be for the reasons specified in the School Teacher Pay and Conditions Document, and outlined in Section H1 above. Any redetermination should not be for reasons of retention, or associated with the performance of the postholder, and should not take account of the salary of the serving Headteacher, Deputy or Assistant Headteacher.

(j) The Governing Board may determine that a Temporary Payment should be paid to a Headteacher for a clearly temporary responsibility or duty that is in addition to the post for which their salary has been determined. In each case, the Governing Board must not have previously take such reason or circumstance into account when determining the Headteacher's pay range. If a Governing Board determines that it would be appropriate to award a Temporary Payment, the total sum of salary and other payments made to the Headteacher must not exceed 25% above the maximum of the Headteacher Group. When a Temporary Payment is made, the value of and the reasons for the payment should be recorded within the minutes of the full Governing Board or a Committee thereof (Section 2, Part 2, Paragraph 10 of the School Teachers Pay and Conditions Document).

(k) Recruitment and retention payments may not be awarded to members of the Leadership Group, other than as reimbursement of reasonably incurred housing or relocation costs.

(l) Where, in accordance with the provisions of an earlier Document, the Governing Board has determined a Pay Range, the maximum of which exceeds the highest salary payable under this Document, it must continue to pay any salary determined by reference to that pay range until such time as it reassesses the pay range for its leadership posts under the provisions of the most recent Pay and Conditions Document.

Discretions available

- To re-determine the Headteacher, Deputy or Assistant Headteacher pay range in accordance with the School Teachers Pay and Conditions Document 2025, which states that such re-determination should only take place for the reasons outlined in Section H1.

- Schools can choose whether or not to retain some or all elements of performance-related pay, but can only withhold pay progression in the event of poor performance as set out in their Pay Policy. The Pay Policy should

clearly set out how pay progression will be awarded and the criteria that will be used to assess performance.

Decisions required

- To determine the reference points within the Leadership Pay Range (LPR) between the statutory minimum and maximum. The Governing Board could adopt a longer range, or a model with more or fewer points than the Local Authority's model.

- To determine the pay range of the Headteacher, Deputy Headteacher(s) and Assistant Headteacher(s).

- To determine, where additional payments are made, whether existing reference points are utilised. If so, a decision is required as to whether the Headteacher range should be extended beyond 8 points or the bottom of the range should be uplifted accordingly to maintain an 8 point range.

- Whether or not to award an annual increase within the pay range, following the appraisal process, and if so, to determine the extent to which salary can be increased, up to the top of the pay range.

- To determine whether any Temporary Payment will be made to the Headteacher and if so, the reason for the payment, the value of such payment and the duration for which the payment will be made, and to ensure such information is recorded within the minutes of the full Governing Board or a sub-committee thereof.

Local Authority policy/practice

- The Local Authority's reference points within the Leadership Group Pay Range are outlined overleaf:

		LPR Reference point	Annual Salary		
		LPR1	£51,773		
		LPR2	£53,069		
		LPR3	£54,394		
		LPR4	£55,747		
		LPR5	£57,137		
		LPR6	£58,569		
		LPR7	£60,145		
	Group 2	**LPR8**	£61,534		
		LPR9	£63,070		
		LPR10	£64,691		
Group 1		**LPR11**	£66,368	**Group 3**	
		LPR12	£67,898		
		LPR13	£69,596		
		LPR14	£71,330		**Group 4**
		LPR15	£73,105		
		LPR16	£75,050		
		LPR17	£76,772		
		LPR18(a)	£77,924		
		LPR18(b)	£78,702		
		LPR19	£80,655		
		LPR20	£82,654		
		LPR21(a)	£83,860		
	Group 6	**LPR21(b)**	£84,699		
		LPR22	£86,803		
Group 5		**LPR23**	£88,951		
		LPR24(a)	£90,255		
		LPR24(b)	£91,158	**Group 7**	
		LPR25	£93,424		
		LPR26	£95,735		
		LPR27	£97,136		
		LPR28	£100,540		**Group 8**
		LPR29	£103,030		
		LPR30	£105,595		
		LPR31	£107,131		
		LPR32	£110,892		
		LPR33	£113,646		
		LPR34	£116,456		
		LPR35	£118,169		
		LPR36	£122,306		
		LPR37	£125,345		
		LPR38	£128,447		
		LPR39	£130,274		
		LPR40	£134,860		
		LPR41	£138,230		
		LPR42	£141,693		
		LPR43	£143,796		

(a) applies where the reference point is the top of the Headteacher's Pay Range
(b) applies where the reference point is within the Headteacher's Pay Range but not at the top

- To have 8 point pay ranges within the Leadership Range for new Headteacher posts or re-determined Headteacher pay ranges, and 6 point

pay ranges within the Leadership Range for other members of the Leadership Group, for both new posts or re-determined salary ranges.

- The Local Authority practice is that those paid on the Leadership Pay Range will move up pay range one point at a time, to the top of the range.

- Pay progression should be awarded, unless the individual is subject to the capability proceedings.

- Any change in Headteacher Pay Range does not automatically result in a change in the salary point of the Headteacher, Deputy or Assistant Headteacher, unless their salary point is below the minimum of the new range.

- In addition, there shall not be any movement up a redetermined pay range until the academic year following the date that the redetermination was made, unless the minimum point of the redetermined pay range is higher than the maximum point of the previous pay range.

3. DIFFERENTIALS/RELATIVITIES [Section 2, Part 2, Para 9.4]

The pay range for a deputy or assistant headteacher should only overlap the headteacher's pay range in exceptional circumstances.

Local Authority policy/practice

- Within the Local Authority, there shall be no overlap between the pay ranges of the Headteacher and any Deputy or Assistant Headteacher, unless exceptional circumstances apply.

- The pay ranges of Deputy and Assistant Headteachers can overlap, dependent upon the level of responsibilities of the postholders.

- Any differentials will be based on substantive and protected salaries.

4. MAIN PAY RANGE/UPPER PAY RANGE [Section 2, Part 3 Para 12-15] [Section 3, Para 29-32]

Pay on appointment

The Governing Board will determine the starting salary for any vacant classroom teacher post from the minimum of the Main Pay Range (£32,916) to the maximum of the Upper Pay Range (£51,048). The range should be stated within the advert/appointment documentation, and the starting salary must be expressly stated when any offer of employment is made.

A Governing Board may wish to take into account the existing salary of the teacher when determining the starting salary to offer the successful candidate. However, there should be no assumption that a teacher will be paid at the same salary as they were being paid in a previous School.

In determining the starting salary to offer the successful candidate, the Headteacher/Governing Board may take into account a range of factors, including:

- the requirements of the post (i.e. the level of relevant qualifications, skills and experience of the successful candidate, including the extent to which they meet the desirable criteria for the post);
- any relevant specialist knowledge that the candidate possesses;
- the currency of any relevant experience;
- the wider school context;
- any market conditions that may apply;
- internal pay relativities of other teaching staff within School;

Pay progression within the Main Pay Range

The Governing Board will determine pay reference points within the Main Pay Range, which outline the salary structure within the Main Pay Range. The School Teacher Pay and Conditions Document contains an advisory pay point structure for the Main Pay Range. This is not mandatory.

The Governing Board must consider annually whether or not to increase the salary of teachers who have completed a year of employment since the previous annual pay determination and, if so, to what salary within the Main Pay Range.

A written pay recommendation is required for every teacher following the outcome of the school's appraisal arrangements. The Governing Board may decide to withhold pay progression if a teacher is in capability proceedings.

In the case of Early Career Teachers (ECTs), the Governing Board should determine the teacher's performance and any pay recommendation using the statutory induction process. This change does not prevent a school from awarding pay progression to ECTs during the induction period.

Any pay increase awarded to a teacher on the Main Pay Range, the Upper Pay Range, or the Unqualified Teacher Pay Range, or any movement between those pay ranges, must be permanent for as long as the teacher remains employed within the same school.

Requests to be paid on the Upper Pay Range

Any qualified teacher can request that they are considered to be paid on the Upper Pay Range. The request should include the results of appraisal, including any recommendation on pay and summary of evidence designed to demonstrate that the applicant has met the criteria (e.g. Teacher Standards, LCC post-threshold standards (see Appendix A of the Appraisal Policy), or other school-based criteria).

One request can be submitted annually. The closing date for requests is 31 October, unless exceptional circumstances apply.

The teacher should submit their request and supporting evidence to the Headteacher. The Headteacher/Reviewer should make a recommendation to the Pay Committee of the Governing Board. If the Headteacher is not the reviewer,

the request, evidence and recommendation will be passed to the Headteacher for moderation purposes. It is the responsibility of the Pay Committee to make the final decision, advised by the Headteacher.

The procedure for notification of decisions and appeals is outlined at Annex E (ii).

Successful applicants will move to the minimum/first point of the UPR on 1 September of the year in which the application was successful.

For an application to be successful, the teacher will be required to demonstrate that:

- they are highly competent in all elements of the relevant standards; and
- their achievements and contribution to the school are substantial and sustained.

In this school, these may be defined as:

"highly competent"	the teacher's performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the Teacher Standards in the particular role they are fulfilling and the context in which they are working.
"substantial"	the teacher's achievements and contribution to the school are significant, not just in raising standards of teaching and learning in their own classroom, or with their own groups of children, but also in making a significant wider contribution to school improvement, which impacts on pupil progress and the effectiveness of staff and colleagues.
"sustained"	the teacher must have had two consecutive successful appraisal reports in this school and have made good progress towards their objectives during this period. They will have been expected to have shown that their teaching expertise has grown over the relevant period and is consistently good to outstanding.

If a teacher is simultaneously employed at another school(s), the UPR application within each school is considered separately, and neither school will be bound by any pay decision made by the other school.

Progression within the Upper Pay Range

The Governing Board will determine the pay reference points within the Upper Pay Range. The School Teacher Pay and Conditions Document contains an advisory pay point structure for the Upper Pay Range. This is not mandatory.

The Governing Board must consider annually whether there should be any progression on the Upper Pay Range.

A written pay recommendation is required for every teacher following the outcome of the school's appraisal arrangements. The Governing Board may decide to withhold pay progression within the Upper Pay Range if the teacher is in capability proceedings.

Any pay increase awarded to a teacher on the Upper Pay Range must be permanent for as long as the teacher remains employed within the same school.

Discretions available/decisions required

- To determine the discretionary pay reference points on the Main and Upper Pay Ranges between the statutory minima and maxima. The Governing Board could adopt the advisory pay points outlined in the School Teacher Pay and Conditions Document 2025 or could determine their own model with more or fewer points.

- To determine the starting salary for vacant teacher posts and whether pay portability will be applied.

- To determine how to define "highly competent", "sustained" and "substantial".

- Whether there are limitations in relation to which point of the Main Pay Range a teacher must be paid on before applying for the Upper Pay Range.

- To determine what evidence is required when considering applications for the UPR.

- Schools can choose whether or not to retain some or all elements of performance-related pay for teachers on the Main Pay Range, but can only withhold pay progression in the event of poor performance as set out in their Pay Policy. The Pay Policy should clearly set out how pay progression will be awarded and the criteria that will be used to assess performance.

Local Authority policy/practice

- The Local Authority has adopted the advisory pay points for the Main Pay Range.

- The advisory pay points within the Main Pay Range are:

MPR reference point	Annual Salary (£)
MPR1	£32,916
MPR2	£34,823
MPR3	£37,101

MPR reference point	Annual Salary (£)
MPR4	£39,556
MPR5	£42,057
MPR6	£45,352

- The Local Authority has adopted the advisory pay points for the Upper Pay Range.

- The advisory pay points within the Upper Pay Range are:

UPR reference point	Annual Salary (£)
UPR1	£47,472
UPR2	£49,232
UPR3	£51,048

- The Local Authority will determine starting salaries for vacant teacher posts in line with the factors outlined above.

- The Local Authority practice is that teachers will move up the Main and Upper Pay Range one point at a time, to the top of the range.

- Pay progression within the Main and Upper Pay Range should be awarded, unless the individual is subject to the capability proceedings.

- The Local Authority requires a Teacher to be at the top of the Main Pay Range in order to apply for UPR, unless exceptional circumstances apply.

- Two consecutive successful appraisals are required as part of the application process for UPR1.

- In the Autumn term following the successful completion of each ECT induction year, a teacher may be considered for pay progression using the statutory induction process. Any pay progression awarded will be backdated to 1 September in the same way as for other teachers eligible for salary progression.

5. LEADING PRACTITIONERS

[Section 2, Part 3 Para 16]
[Section 3 Para 33-37]

Schools can create posts whose primary purpose is modelling and leading the improvement of teaching skills, paid above the maximum of the Upper Pay Range, known as Leading Practitioners.

The pay range for Leading Practitioners covers a significant salary range. Schools will need to determine a salary range for each post within the minimum and maximum of the overall range (£52,026 to £79,092).

The Governing Board are not required to create a post(s) of Leading Practitioner, nor are they required to match a teacher's existing salary range upon appointment.

When determining the salary range of a Leading Practitioner, the Governing Board should take into account the challenge and demands of an individual post and be mindful of internal pay relativities. If more than one such post is established, the salary ranges should be determined separately for each post and need not be identical. Salaries should be for specific posts, and will not be portable between different schools or different posts within the same school.

Teachers on the pay range for Leading Practitioners must be an exemplar of teaching skills, lead the improvement of teaching skills in their school and carry out the professional responsibilities of a teacher other than a Headteacher, including those responsibilities delegated by the Headteacher.

A Teacher on the pay range for Leading Practitioners must take a leadership role in developing, implementing, and evaluating policies and practice in their workplace that contribute to school improvement. This might include:

(a) coaching, mentoring and induction of teachers, including trainees and ECTs

(b) disseminating materials and advising on practice, research and continuing professional development provision

(c) assessment and impact evaluation, including through demonstration lessons and classroom observation

(d) helping teachers who are experiencing difficulties within their role.

They may also take on this role in other schools or in relation to teachers from other schools, with the agreement of the Governing Board.

To be eligible for appointment to these posts, the individual must have QTS. A successful candidate will normally be expected to have a sustained track record of successful performance as a teacher on the Upper Pay Range, to demonstrate excellence in teaching and to have contributed to leading the improvement of teaching skills.

Pay progression within the Leading Practitioner Pay Range

The Headteacher will agree appraisal objectives for the Leading Practitioner. If no agreement can be reached, the Headteacher can set the objectives.

The Governing Board may decide to withhold pay progression if a Leading Practitioner is in capability proceedings.

Discretions available/decisions required

- Whether the Governing Board wish to review their staffing structure and establish posts of Leading Practitioner.

- To determine the discretionary reference points on the Leading Practitioner pay range between the statutory minimum and maximum. The Governing Board could adopt a longer range, or a model with more or fewer points than the Local Authority's model.

- To determine whether the pay award should be applied to all reference points, or only the statutory minimum and maximum of the Leading Practitioner Pay Range.

- To determine the pay range for any Leading Practitioner post.

- Schools can choose whether or not to retain some or all elements of performance-related pay, but can only withhold pay progression in the event of poor performance as set out in their Pay Policy. The Pay Policy should clearly set out how pay progression will be awarded and the criteria that will be used to assess performance.

Local Authority policy/practice

- To establish posts of Leading Practitioner as required, consisting of 5-points on the pay range.

- A teacher appointed as a Leading Practitioner for the first time will be placed on the lowest point on their 5-point salary range.

- Pay progression should be awarded, unless the teacher is subject to capability proceedings.

- The Local Authority's reference points within the Leading Practitioner Pay Range are:

LPPR reference point	Annual Salary (£)	LPPR reference point	Annual Salary (£)
LPPR1	£52,026	**LPPR10**	£65,008
LPPR2	£53,330	**LPPR11**	£66,695
LPPR3	£54,663	**LPPR12**	£68,233
LPPR4	£56,023	**LPPR13**	£69,936
LPPR5	£57,418	**LPPR14**	£71,680
LPPR6	£58,856	**LPPR15**	£73,467
LPPR7	£60,441	**LPPR16**	£75,418
LPPR8	£61,836	**LPPR17**	£77,150
LPPR9	£63,381	**LPPR18**	£79,092

- The Local Authority practice is that those paid on the Leading Practitioner Pay Range will move up their pay range one point at a time, to the top of the range.

6. TEACHING AND LEARNING RESPONSIBILITY PAYMENTS (TLRs)

[Section 2, Part 4, Para 20]
[Section 3, Para 47-55]

A Governing Board may award a teaching and learning responsibility (TLR) payment. However, the Governing Board must be satisfied that the teacher's duties include a sustained additional responsibility that is not required of all classroom teachers and that:-

(a) is focused on teaching and learning;

(b) requires the exercise of a teacher's professional skills and judgement;

(c) requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;

(d) has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils;

(e) involves leading, developing and enhancing the teaching practice of other staff.

NB. Sub-paragraphs (c) and (e) do not have to apply to the award of TLR3s.

Having decided to award a teaching and learning responsibility payment the Governing Board must determine whether to award a TLR1, TLR2, or fixed-term TLR3 and its value in accordance with their pay policy, provided that:-

i) the annual value of a TLR1 must be no less than £10,174 and no greater than £17,216;

ii) the annual value of a TLR2 must be no less than £3,527 and no greater than £8,611;

iii) the annual value of a TLR3 must be no less than £702 and no greater than £3,478. The Governing Board must determine the spot value of the allowance. A TLR3 may be awarded to a classroom-teacher for clearly time-limited school improvement projects, or one-off externally driven responsibilities. The duties and duration of the fixed-term must be clearly established at the outset and payment should be made on a monthly basis for the duration of the fixed-term.

Although a teacher cannot hold a TLR1 and a TLR2 concurrently, a teacher in receipt of either a TLR1 or a TLR2 may also hold a concurrent TLR3.

The process for awarding any TLR payment should be open and transparent.

There is no longer a requirement for a £1,500 differential between TLR values. The Governing Board can determine whether to apply a differential between TLR values.

Before awarding a TLR1, the Governing Board must be satisfied that the significant responsibility referred to above includes line management responsibility for a significant number of people.

From September 2025, the value of any existing or new TLR1 or TLR2 payment may be based on the proportion of the TLR responsibility that the teacher is undertaking. From September 2026, this will become a requirement for any new or existing TLR1 or TLR2. In practical terms, this means that the percentage value of the full TLR1 or TLR2 payment received by a part-time teacher may be higher than the percentage value applied to their salary and other allowances if the teacher undertakes a higher proportion of the TLR1 or TLR2 responsibilities. The duties agreed should be capable of being undertaken within the normal hours of the part-time teacher.

Except for TLRs, the salary and any allowances of a part-time teacher must be determined in accordance with the pro-rata principle. This means that part-time

teachers must be paid a percentage of the appropriate full time equivalent salary. The same percentage must be applied to any other allowances.

The new proportion of duties-based calculation means that some full-time teachers may only receive a proportion of the full TLR1 or TLR2 payment if they are only undertaking a proportion of the duties associated with the full TLR.

The appropriate level of allowance payment duties should be agreed between the teacher and the employer.

If the Governing Board determines that either the duties for which a TLR1 or TLR2 were awarded are no longer to include the significant responsibility for which it was awarded, or the responsibility for which the teacher was awarded a TLR1 or TLR2 merits a lower annual value of TLR, it must pay the teacher a safeguarded sum in accordance with Section 2, Part 5 of the School Teachers Pay and Conditions Document 2025. TLR3s are not subject to salary safeguarding.

TLRs awarded under a fixed term contract or whilst a teacher occupies another post in the absence of the substantive post-holder are not safeguarded after the fixed-term contract expires or after the date or the circumstance (if occurring earlier than that date) notified to the teacher that it will come to an end.

TLRs are only available to classroom teachers (as defined in the School Teachers Pay and Conditions Document), and not members of the Leadership Group or those on the pay range for Leading Practitioners.

Decisions required
To determine which classroom teachers meet the criteria for the award of a TLR allowance and the value of that allowance having regard to the criteria set out above.

To determine whether there will be any differential between TLR values and if so, what the differential value will be.

Local Authority policy/practice
To award Teaching and Learning Responsibility payments as necessary to reflect defined teaching and learning responsibilities.

To apply the pay award to all points in the TLR pay structure.

The levels of TLRs payable shall be as follows:

	1.9.25		1.9.25		1.9.25
TLR 1.1	£10,174	**TLR 2.1**	£3,527	**TLR 3.1**	£702
TLR 1.2	£12,520	**TLR 2.2**	£5,872	**TLR 3.2**	£1,396
TLR 1.3	£14,870	**TLR 2.3**	£8,219*	**TLR 3.3**	£2,089
TLR 1.4	£17,216			**TLR 3.4**	£2,784
				TLR 3.5	£3,478

* The Lancashire model does not include a TLR to the maximum value of TLR2, which is £8,611. Governing Boards are able to include this value in their TLR structure if they wish

7. SPECIAL EDUCATIONAL NEEDS (SEN) ALLOWANCES

[Section 2, Part 4, Para 21]
[Section 3, Para 55-59]

A SEN allowance of no less than £2,787 and no more than £5,497 per annum is payable to a classroom teacher.

The Governing Board must award a SEN allowance to a classroom teacher, unless that responsibility is already being remunerated via a TLR or a Leadership responsibility, in the following circumstances:

(a) in any SEN post that requires a mandatory SEN qualification and involves teaching pupils with SEN;

(b) in a special school;

(c) who teaches pupils in one or more designated special classes or units in a school or, in the case of an unattached teacher, in a local authority unit or service;

(d) in any non-designated setting (including any Pupil Referral Unit) that is analogous to a designated special class or unit, where the post

(i) involves a substantial element of working directly with children with special educational needs;
(ii) requires the exercise of a teacher's professional skills and judgement in the teaching of children with special educational needs; and
(iii) has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the school or unit within the school or, in the case of an unattached teacher, the unit or service.

Where a SEN allowance is to be paid, the Governing Board must determine the spot value of the allowance, taking into account the structure of the school's SEN provision and the following factors-

(a) whether any mandatory qualifications are required for the post;
(b) the qualifications or expertise of the teacher relevant to the post; and

(c) the relative demands of the post.

Where a Governing Board makes changes in the way its SEN provision is organised, or to its Pay Policy, such that the criteria and factors cease to be met, or merit the payment of a lower allowance, this could result in the value of the allowance being reduced or withdrawn. In these cases, three-years' salary safeguarding will apply.

Decisions required
To determine which teachers meet the criteria for the award of an SEN allowance and the value of that allowance having regard to the criteria set out above.

For those teachers previously awarded an SEN allowance under an earlier Document, to determine whether to continue to pay the amounts previously awarded increased to reflect the annual pay increases.

Local Authority policy/practice
To pay an allowance in the range of £2,787 to £5,497 having regard to the criteria set out in the School Teacher Pay and Conditions Document 2025 (and reproduced above).

To apply the pay award to all SEN allowances.

8. UNQUALIFIED TEACHERS/ INSTRUCTORS

[Section 2, Part 3 Para 17-18]
[Section 2, Part 4 Para 22]

An individual can be paid as an unqualified teacher if they provide primary or secondary education under a contract of employment with a local authority or a Governing Board requiring them to carry out specified work in a school, including:

- overseas trained teachers;
- student teachers, apprentice teachers, teacher trainees who have yet to pass the skills test and those undertaking employment-based teacher training leading to QTS;
- persons giving instruction in any art, skill, subject or group of subjects (including any form of vocational training) who have special qualifications and/or experience;

Unqualified teachers may not hold TLRs or SEN allowances, but may hold additional allowances as the Governing Board determines appropriate. Such allowances are awarded where the Governing Board determines that the unqualified teacher has:

i. taken on a sustained additional responsibility which is focused on teaching and learning, and requires the exercise of a teachers' professional skills and judgement, or
ii. qualifications or experience which bring added value to the role being undertaken.

Pay on appointment

The Governing Board will determine pay reference points within the Unqualified Teacher Pay Range (UTR). The School Teacher Pay and Conditions Document contains an advisory pay point structure for the Unqualified Teacher Pay Range. This is not mandatory.

The Governing Board will determine where a newly appointed unqualified teacher will enter the Pay Range, having regard to any qualifications or experience they may have, which the Governing Board consider to be of value.

Pay progression within the Unqualified Teacher Pay Range (UTR)

The Governing Board must consider annually whether or not to increase the salary of unqualified teachers who have completed a year of employment since the previous annual pay determination and, if so, to what salary within the Pay Range.

A written pay recommendation is required for every teacher following the outcome of the school's appraisal arrangements. The Governing Board may decide to withhold pay progression if the unqualified teacher is in capability proceedings.

Any pay increase awarded to an Unqualified Teacher must be permanent for as long as the Unqualified Teacher remains employed on the UTR within the same school.

An Unqualified teacher who becomes qualified

Upon obtaining QTS, an unqualified teacher must be transferred to a salary within the Main Pay Range. Where the teacher continues to be employed by the same school within which they were employed before they obtained QTS, the teacher must be paid a salary that is the same as or higher than their total unqualified teacher salary, including allowances.

Discretions available/decisions required

- To determine the discretionary reference points on the UTR between the statutory minimum and maximum. The Governing Board could adopt a longer range, with more points on it, or a shorter one with fewer points than the Local Authority's model.

- Schools can choose whether or not to retain some or all elements of performance-related pay, but can only withhold pay progression in the event of poor performance as set out in their Pay Policy. The Pay Policy should clearly set out how pay progression will be awarded and the criteria that will be used to assess performance.

- Whether to award additional allowances.

Local Authority policy/practice

- The Local Authority has adopted the advisory pay points for the Unqualified Teacher Pay Range.

- The Local Authority will apply the pay award to all points within the Unqualified Teacher Pay Range.

- The advisory pay points within the Unqualified Teacher Pay Range are:

UTR Reference point	Annual Salary (£)
UTR1	£22,601
UTR2	£25,193
UTR3	£27,785

UTR Reference point	Annual Salary (£)
UTR4	£30,071
UTR5	£32,667
UTR6	£35,259

- The Local Authority policy is that teachers will move up the UTR one point at a time, to the top of the range.

- Pay progression should be awarded, unless the teacher is subject to capability proceedings.

- Allowances are only awarded for defined additional responsibilities.

9. RECRUITMENT AND RETENTION INCENTIVES [Section 2, Part 4 Para 27] [Section 3, Para 71-73]

A Governing Board may make such payments or provide other financial assistance, support or benefits to teachers as it considers to be necessary as an incentive for the recruitment of new teachers and the retention in their service of existing teachers. A salary advance scheme for a rental deposit may be one of a number of tools that schools may wish to consider using to support recruitment or retention.

Headteachers, deputy headteachers and assistant headteachers may **not** be awarded such payments, other than as reimbursement of reasonably incurred housing or relocation costs. All other recruitment and retention considerations in relation to a Headteacher, Deputy Headteacher or Assistant Headteacher must be taken into account when determining their salary range.

Where a Headteacher, Deputy Headteacher or Assistant Headteacher was already in receipt of a Recruitment or Retention incentive/benefit prior to September 2014, the Governing Board could continue to make that payment **at its existing value** until the end of the already determined fixed period for that payment, or until such time as their pay range is re-determined under the 2025 STPCD, whichever is the sooner.

Payments to other classroom teachers may only be made for recruitment and retention purposes, and not for carrying out specific responsibilities or to supplement pay for some other reason. Such payments may only be given for a

fixed period. The Governing Board must make clear at the outset the expected duration of such incentives and benefits, and the review date after which they may be withdrawn.

Where such an award is given to a classroom teacher (other than a member of the Leadership Group), written notification given at the time of the award should state:

i) Whether the award is for recruitment or retention;
ii) the nature of the award (cash sum, travel or housing costs etc);
iii) when/how it will be paid;
iv) unless it is a 'one-off' award, the start date and expected duration of the incentive;
v) the review date after which it may be withdrawn; and
vi) the basis for any uplifts that will be applied

The Governing Board are free to determine the value of such an award.

Discretions available/decisions required
The Governing Board must decide whether or not to award recruitment and retention incentives/benefits, as they consider necessary. If the decision is to award such incentives/benefits, to agree the nature, value, duration and circumstances in which they will be paid.

Local Authority policy/practice
Not to award Recruitment and Retention incentives/benefits

10. ACTING AND TEMPORARY POSTS OF RESPONSIBILITY [Section 2, Part 4 Para 23]

Mandatory
The Governing Board must consider, within four weeks of the first date of absence, the payment of an appropriate acting allowance to teachers temporarily carrying out the duties of headteachers, deputy headteachers or assistant headteachers. Where an allowance is paid the corresponding conditions of employment will apply.

In accordance with the School Teachers' Pay and Conditions Document, the teacher must be assigned and carry out the duties of a Head, Deputy, Assistant Head or higher paid teacher for a prolonged period in order to receive an acting allowance.

Discretions available
Leadership Pay Range
If the Governing Board determines that a teacher who, for any prolonged period, is assigned and carries out the duties of a Headteacher, Deputy Headteacher, or Assistant Headteacher should be paid an acting allowance, it must be of such amount as is necessary to ensure that the teacher receives remuneration equivalent to such point on the leadership pay spine as the Governing Board consider to be appropriate. The remuneration of a teacher who is assigned and carries out the duties of a Headteacher must not be lower than the minimum of

the Headteacher's pay range, and in the case of an acting Deputy/Assistant Headteacher, it must not be lower than the minimum of the relevant pay range.

Teaching and Learning Responsibility payments
A TLR shall be paid to a teacher other than a Headteacher, Deputy Headteacher, or Assistant Headteacher during any prolonged period for which that teacher is temporarily assigned responsibilities arising out of the absence of a permanent TLR post holder.

TLRs awarded under a fixed term contract or whilst a teacher occupies another post in the absence of the substantive post-holder must not be safeguarded after the fixed-term contract expires or after the date or the circumstance (if occurring earlier than that date) notified to the teacher that it will come to an end.

Decisions required
The intervals after which any acting up allowances are paid and where appropriate, the level of allowance to be paid.

Local Authority policy/practice
To pay acting allowances after a teacher has been acting up for 2 consecutive months, backdated to the date when additional responsibilities were assumed. In the case of a teacher acting as Headteacher, Deputy Headteacher or Assistant Headteacher, the acting allowance is paid after 4 weeks.

One acting allowance per absence only is normally paid and is at the substantive grade for the post, rather than any protected salary.

Note: In the case of a school in the Authority's long term sickness insurance scheme, the Authority meets the cost of supply cover at the specified supply rate published. However, where a teacher on the Leadership Pay Range is absent long-term, the school may pay an acting allowance to another member of the permanent staff, in addition to bearing the cost of daily supply cover, or may make a temporary appointment on the Leadership Pay Range. In these circumstances the Scheme will cover the payment of one acting allowance for the absence of any teacher on the Leadership Pay Range only.

11. ADDITIONAL PAYMENTS

[Section 2, Part 4 Para 26]
[Section 3, Para 61-70]

The Governing Board may make such payments as they determine to a teacher other than the headteacher in respect of:-

(A) Continuing Professional Development undertaken outside the school day	Section 3 Para 61
(B) Initial Teacher Training Activities	Section 3 Para 62-65
(C) Out of School Hours Learning Activities	Section 3 Para 70
(D) Service Provision	Section 3 Para 66-69

Any payment made under these provisions will be liable to NI, tax and unless the teacher is full time and in the Final Salary Pension Scheme, will be superannuable

(A) CONTINUING AND PROFESSIONAL DEVELOPMENT

Discretions available
Payment for INSET may only be made in respect of such training undertaken on a day other than any of the 195 days on which the teacher must be available for work (i.e. at weekends or during school holidays*)*, and shall be determined by the Governing Board.

Payment to full time teachers may be made in respect of such training undertaken outside the 1265 hours, or the appropriate proportion of the 1265 hours of directed time for part-time teachers, whether or not this is on one of the 195 days.

Participation in CPD outside of directed time is voluntary and cannot be directed.

Each Governing Board must determine whether to establish a policy in respect of payments for INSET activities.

If a Governing Board establishes a policy for INSET payments to teachers who volunteer to participate in INSET activities outside the 195 days/1265 hours*,* there will need to be consultation with staff and teacher association representatives in order to make a decision on the rate for such payments.

Decisions required
Whether to establish a policy in respect of payments for INSET activities

Note: The policy will need to take account of other possible expenses e.g. travel, subsistence and accommodation.

The rate for such payments which will need to be applied consistently and may be one of the following:-

- a flat rate payment;

- the salary at which the teacher is remunerated. This may be the actual salary or may be limited in respect of teachers for example to a reference point of the Main Pay Range;

- any of the above increased by an "overtime" factor.

Local Authority policy/practice
Whilst it is recognised that this facility may provide some element of flexibility for schools, the Local Authority has noted the views of the recognised Teacher

Associations and in light of the requirements in relation to a 'worklife balance' does not intend to make such payments where it is the relevant Board.

(B) INITIAL TEACHER TRAINING ACTIVITIES

Discretions available
Any payment for activities related to the provision of ITT shall be determined by the Governing Board.

Note: Any payments must be made under the provisions of the Document and will be liable to NI and tax and are superannuable.

Decisions required
Whether to participate in ITT activities.

Policy on the contractual agreement with, and charges to HE institutions.

Division of allocation between capitation/resources, administration, supply cover and mentor payments.

The use of separate contracts for ITT payments.

The amount to be paid to staff, which should be consistent in relation to a particular contract with an HE institution.

Local Authority policy/practice
The Local Authority policy is that since resources allocated for ITT activities are outside the school's budget share, it will be for the Governing Board, having consulted with teacher trade union representatives and staff, and stressed the voluntary nature of such activities and workload implications, to determine any involvement or participation in such activities and workload. Any resulting policy statement should cover the nature of the contractual agreement with an HE institution, the amount charged to the institution and the division of the allocation between, for example, capitation/resources, administration, supply cover and payments to mentors. It is recommended that payments to staff be made on the basis of a separate contract covering ITT activities (i.e. outside the 1265 hours).

(C) OUT OF SCHOOL HOURS LEARNING ACTIVITIES

Discretions available
Payments to teachers who participate in out-of-school hours learning activity may be made by the Governing Board. Such activity must be on a voluntary basis outside directed time and must be authorised by the Headteacher. The commitment must be substantial and, where appropriate, regular.

Each Governing Board must consider establishing a policy in respect of payments for out-of-school learning activities, and must review this policy regularly.

Decisions required

- Whether to establish a policy in respect of payments for out-of-school hours learning activities.

- The use of separate contracts for payments.

- The rate for such payments which may be one of the following:

    - Rate linked to Teachers' Pay Range points;

    - 'Flat rate' payment.

It is up to schools to decide and they should consult with their staff accordingly.

Local Authority policy/practice
That payment for activities such as out-of-school/homework clubs and holiday schemes/summer schools should be based on separate contracts (i.e. outside the 1265 hours) over a regular structured period and that the rate should be based on one of the rates above.

(D) SERVICE PROVISION

Discretions available
In respect of 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.

Decision required
To determine the value of any such payment that is made in such circumstances.

ANNEX A

SUPPORT STAFF PAY POLICY

1. GENERAL PROVISIONS

1.1 The provisions outlined within this Support Staff Pay Policy reflect the entitlements contained within the National Joint Council for Local Government Services' National Agreement on Pay and Conditions of Service (known as the 'Green Book'), except where variations have been determined, including as a result of the County Council's Equal Pay Review (EPR).

1.2 For all categories of staff, the Governing Board will apply the agreed grading structure of the Local Authority's Equal Pay Review or the results of the School's own EPR process in cases where the Governing Board elected not to implement the results of the Local Authority's EPR.

1.3 In accordance with the School Staffing Regulations (England) 2009, where the Governing Board of a Community/Controlled School wishes to employ support staff to take on a new kind of role that does not have an existing Local Authority role profile, it should consult the Schools HR Team at the point of determining the job specification, providing a copy of the proposed role profile. The Governing Board should then consider any pay and grading issues the local authority may raise before determining the appropriate role and grade.

1.4 The grade applied to a support staff role within a Community/Controlled School must be on the scale of grades used by the local authority. With the exception of posts of Unqualified Teacher and Headteacher, all posts contained within the School teachers pay and conditions document require the postholder to hold Qualified Teacher Status. This means that support staff cannot be appointed to the Leadership Group.

1.5 The Governing Board will periodically review roles and grades of all staff, and will amend job descriptions in consultation with members of staff and their trade union representatives to reflect these changes as appropriate, taking into consideration the effect that the change in duties may have on the grade of each post.

2. PLACEMENT WITHIN THE GRADE

2.1 **Appointments**

New employees are appointed to the minimum of the grade, other than in exceptional circumstances, whereby the Governing Board is able to consider a starting salary at any point within the grade.

2.2 **Promotion to a higher grade**

Upon appointment from another post within the Authority to a post carrying a higher maximum salary, the Governing Board must apply a starting salary which is at least one spinal column point in excess of the salary that the candidate would have received on their old grade on the day of appointment.

2.3 **Re-grading**
Upon the re-grading of a post to a grade carrying a higher maximum salary than the existing grade, the member of staff is placed on the minimum of the new grade or will receive at least one additional increment within the grade, whichever is the greater.

3. INCREMENTAL PROGRESSION

3.1 **Annual incremental progression**
Staff will progress by annual increments awarded on the 1 April each year, subject to having six months service in the grade and subject to the maximum of the scale not being exceeded. A member of staff appointed/promoted during the period 2 October-31 March will, for that first year, normally receive an increment on the 6 months' anniversary of their appointment, in place of the increment on the 1 April.

In respect of promotions within the School, where the salary on the following 1 April would be less than 1 spinal column point in excess of the salary they would have received in the previous grade, staff are entitled to their first increment on 1 April.

3.2 **Withholding of increments**
In exceptional circumstances, the Governing Board may withhold payment of an annual increment, subject to a report from the Headteacher being considered by the Pay Committee. Such action would only be considered following detailed discussions with the member of staff, and where that member of staff has had the opportunity (accompanied by a representative) to make representations through the appropriate Committee and is given the opportunity to appeal against such a decision. Any increment withheld may be paid subsequently if the employee's services become satisfactory.

Withholding of increments must not be used as a disciplinary sanction.

3.3 **Advancement of increments**
In exceptional circumstances, where a member of staff is eligible for annual incremental progression on 1 April, the Governing Board is able to award the advancement of up to 2 increments on the grounds of special merit or ability, to assist in the retention of able staff, subject to the maximum of the grade not being exceeded.

4. TERM TIME ONLY ADJUSTMENTS

4.1 At the end of each financial year, a review must be undertaken to see if any current employee who has had a change in hours during the leave year, or has commenced/terminated their employment at any point during the leave year or has had periods of reduced pay (sickness absence, maternity leave or Leave Without Pay), has been paid for the correct amount of hours they have worked including leave entitlement. Schools that purchase LCC Payroll will have the review and any resulting recalculation applied automatically.

5. ADDITIONAL PAYMENTS

5.1 National and Local Conditions of Service provide for additional payments in the circumstances listed i)-vi) over the page. All other allowances, other than those listed below, ceased as a result of the Equal Pay Review, including additional increments paid for weekend working, letting allowance; bonus payments; dirt money; bank duty; boiler duty; till duty; switch on allowance; skills supplement; retainer payments and free meals.

i). Overtime (contractual and non-contractual)
ii). Weekend working
iii). Night working
iv). Sleep in payments
v). Additional hours payments
vi). Emergency call-out payments

5.2 A holiday pay plussage will be applied to the above qualifying claimable payments. The plussage equates to an additional 7.67%.

5.3 **Overtime**
Employees graded at or below SCP 19 who are required to work additional hours beyond 37 hours, are paid time plus 25%. Additional hours up to 37 are paid at the plain time rate. Employees graded above SCP 19 are not eligible for an enhanced payment for additional hours. Instead they are granted time off in lieu (TOIL) equal to the hours worked.

5.4 **Weekend working**
Monday to Friday are normal working days with no enhancements. Working on Saturday and/or Sunday attracts an enhancement of 25%.

5.5 **Night working**
Employees who work at night as part of their working week are entitled to receive an enhancement of 25% for all hours worked between 11pm and 8am subject to the start time being before 6am.

5.6 **Emergency call-out payments**
As per overtime rates above. Minimum of 2 hours' payment will apply.

5.7 **Shift work**
Rotating shift and alternating shift work is payable at time plus 10%. Split daily shifts (split duty) attracts an additional payment of 5p per hour.

5.8 **Work on public/extra statutory holiday**
Hours worked on a bank holiday or fixed extra-statutory day attract a payment of time plus 50%.

6. ACTING-UP ALLOWANCE/HONORARIUM PAYMENTS

6.1 **Honorarium**

An honorarium is a payment agreed by the Governing Board, given for undertaking higher level duties or responsibilities. These may be a proportion of a higher level post, or may be a piece of work that falls outside an established post, such as a new project or initiative.

6.2 **Acting-up payments**

Acting up is where an employee undertakes the full duties and responsibilities of an established higher level post and is paid the rate for that post. An acting-up payment is a form of honorarium payment.

Such honoraria are only permitted where the acting-up payment is to compensate for taking on higher level duties/responsibilities and where it is expected that the increased duties and responsibilities will continue for a period of four weeks or more. The only exception permitting an acting-up payment for a period of less than four weeks is where immediate cover of the post is critical to service delivery.

Where only part of the duties of the higher graded post are carried out for a minimum period of 4 weeks a member of staff will be entitled to receive an allowance on the basis of a proportion of the full difference, calculated based on an assessment of the percentage of overall responsibilities of the higher graded post carried out.

Where an employee has been undertaking higher level duties of an established post, the honorarium payment is calculated by quantifying the amount of time assigned to undertaking the higher level duties as a percentage of the employee's time, and paying the equivalent percentage of the difference between the employee's current scale point and the bottom scale point of the grade for the post.

All honorarium arrangements require a review at 6 months.

7. REGRADING REQUESTS

7.1 Where a member of staff feels that the duties and responsibilities carried out have increased to the extent that they consider that work at a higher grading level is being undertaken, the postholder may pursue this matter formally in writing to the Headteacher. Any complaints arising from decisions relating to grading matters may be pursued through the Grievance Procedure.

7.2 In considering any grading matters the Governing Board will have regard to the position of other staff within the structure. The Governing Board will also have regard to the grading decisions of other schools in respect of posts carrying similar responsibility levels and will seek advice on this from the Local Authority.

ANNEX B

Suggested programme for preparing a whole school pay policy

The school development plan and the approved whole school pay policy will be the reference point for all matters relating to pay.

It is important that consultation with school representatives of the recognised trade unions with members at the school takes place.

1. Collect data and background information, including:

    - School development plan/Post-Ofsted action plan
    - Current School Teachers Pay & Conditions Document and current national and local pay documents for school support staff
    - Current DfE Circulars
    - Authority/Diocesan/Church Authority guidance and model pay policy
    - Relevant views and information from trade unions
    - Resource guidelines issued by the Authority

2. Contact Authority and/or Diocesan/Church Authority staff able to advise and support the Governing Board.
3. The Governing Board determines strategy, appoints Staffing/Resources Committee with delegated powers and gives it its terms of reference.
4. The Governing Board informs all staff and their representatives of the procedure being followed.
5. If the Governing Board do not wish to adopt the Local Authority's 'Off the Shelf' Pay Policy, they should:
    a. Circulate the amended Whole School Pay Policy and Appraisal/Performance Management Policy to all staff, and their representatives for comment and discussion.
    b. Arrange for the Staffing/Resources Committee to amend the policy as appropriate in the light of comments received and circulate the final draft to all staff, and their representatives.
    c. Consider the final draft and the comments received, and agree the policy or refer it back to the Staffing/Resources Committee for further consideration.
6. A copy of the agreed pay policy is made available to every member of staff, their representatives and every governor.

ANNEX C

Example Staffing Establishment/Structure

A. Establishment - From 01/09/25___ Headteacher plus ____ teachers

Number of Leadership Group/Leading Practitioners								
School Headteacher Group	**HT PAY RANGE**	**DHT Posts (incl. pay ranges)**	**AHT posts (incl. pay ranges)**	**Leading practitioners (incl. pay ranges)**				
Number of Full-Time Teachers								
MPR1	**MPR2**	**MPR3**	**MPR4**	**MPR5**	**MPR6**	**UPR1**	**UPR2**	**UP3**
Number of Part-Time Teachers (including fraction/proportion of full-time)								
MPR1	**MPR2**	**MPR3**	**MPR4**	**MPR5**	**MPR6**	**UPR1**	**UPR2**	**UP3**
Number of Unqualified Teachers								
UTR1	**UTR2**	**UTR3**	**UTR4**	**UTR5**	**UTR6**			

B. Structure

C. Other allowances

Temporary/Additional payments to the Headteacher		
Amount		
Reason		
Recruitment and retentions incentives/benefits		
Number		
Amount		
Reason		
Special Educational Needs allowances		
Number		
Amount		
Other allowances		
Number		
Amount		

ANNEX D

HOW TO MAKE PAY PROGRESSION DECISIONS

The Authority has no statutory role in determining the process adopted by individual schools to consider applications to be paid on the Upper Pay Range. The Local Authority accepts that it is for schools to determine how to apply the relevant provisions of the current edition of the School Teachers' Pay and Conditions Document.

From the 2024/25 academic year, the requirement for objectives and the appraisal process to lead to performance-related pay outcomes for teachers and leaders was removed. The statutory requirement to make a pay decision following the completion of the appraisal process remains.

Schools can choose whether or not to retain elements of performance related pay. If performance related pay is retained, the school's pay policies should clearly set out how pay progression will be awarded along with the criteria that will be used to assess performance. Schools retaining performance related pay will need to consult with staff and trade union representatives to clarify their approach to making pay decisions.

The Governing Board is reminded that employees of the school cannot sit on the School Pay Committee.

PAY PROGRESSION PROCESS

(a) Following appropriate consultations with the staff, the Governing Board agrees the Pay Policy of the school. The Pay Policy will include appropriate references to pay progression on all pay ranges and a pay appeals process.
(b) During the early part of the autumn term and before 31 October (31 December for headteachers) teachers continue with the appraisal cycle noted in the school's Appraisal Policy.
(c) During the review stage of the appraisal cycle, reviewers and teachers meet to discuss and record achievement and progress with previously agreed or recorded objectives.
(d) A written pay recommendation is required for every teacher following the outcome of the school's appraisal arrangements.
(e) The Headteacher presents the written pay recommendations to the Pay Committee of the Governing Board.
(f) The Pay Committee considers the recommendations and either:
    (i) Agrees pay progression
    (ii) Refuses pay progression. If the Governing Board have adopted the LCC 'Off the Shelf' Pay Policy, the grounds for refusing pay progression would be that the teacher is subject to capability proceedings.
(g) Each eligible teacher (whether successful or unsuccessful) receives feedback on the process.
(h) Unsuccessful teachers are notified of the pay appeal process as outlined in Annex E.
(i) Teachers receive their Salary Statement and, where appropriate, salary is backdated to 1 September.

ANNEX E

(i) PAY COMMITTEE REMIT

The remit of the Pay Committee will be:

a) To implement the school's pay policy including pay for individual members of staff.

b) Following the annual appraisal process, to receive written pay recommendations and make decisions on salary progression for the Headteacher, deputy headteachers, assistant headteachers and any other teacher in School.

c) To provide staff with an annual salary statement.

d) To consider the first formal stage of any pay appeal.

Additional delegated powers, as detailed below, may also be included within the remit of the Pay Committee or with an alternative committee such as Staffing or Resources, as agreed by the Governing Board.

1. To draft the whole school pay policy in consultation with the Headteacher, staff and representatives of the trade unions with members in the school;

2. To submit the draft policy and any proposed revisions which follow the annual review to the full Governing Board for formal approval;

3. To determine whether any powers in relation to pay matters should be delegated to the Headteacher;

4. To try to ensure that the pay policy meets the needs of the school to recruit, retain, develop and motivate staff;

5. To ensure that there is consistency between the fair application of the pay policy and the Governing Board's policies on recruitment and selection, including advertising, job descriptions and equal opportunities;

6. To prepare and apply criteria to be used in the application of discretionary pay elements and relate these to job descriptions;

7. To implement the statutory and discretionary elements of the School Teachers' Pay & Conditions Document and to have regard to national and local grading agreements and Local Authority advice on grading levels in respect of Support Staff, having regard to employment legislation, equal pay and the Governing Board's policy on equal opportunities;

8. To ensure that the School has either conducted its own Equal Pay Review for support staff, and apply the grading structure determined therein, or to apply the grading structure determined by the Local Authority's Equal Pay Review.

9. To establish appropriate differentials/relativities within the school;

10. To review the unit total of the school and the effect if any, on the Pay Range;

11. To seek a balance between pay and other conditions of service.

12. To keep in touch with the pay policies of other maintained schools by seeking advice from the Local Authority and to be aware of the impact of their decisions on those other schools;

13. To have regard to guidance issued by the Authority, Diocese/Church Authority and professional organisations as appropriate, and where necessary to seek advice.

The delegated powers of the Headteacher in respect of pay are as follows:

[List of appropriate elements from framework set out in remit above]

Note: The terms of reference given above relate to the Whole School Pay Policy. Where the Committee has responsibility for other functions e.g. appointment procedures, equal opportunities, staffing establishment, staffing review, staff welfare, trade union matters/staff liaison, the establishment of disciplinary/grievance procedures, additional terms of reference will be necessary.

(ii) PROCEDURE FOR APPEALS AGAINST PAY DETERMINATION

Where a teacher is dissatisfied with the determination of their salary, the Governing Board will establish appropriate appeal arrangements. The Governing Board should establish a Pay Appeals Committee for this purpose. Model terms of reference and procedure to be followed at meetings of this Committee are set out at Annex F.

In some situations, depending on the grounds of the appeal the School's Grievance Procedure may be a more appropriate mechanism.

Local authority policy and practice

A teacher may appeal against any determination in relation to their pay or any other decision taken by the Governing Board that affects their pay. For any formal hearing or appeal, the Teacher is entitled to be accompanied by a representative of a trade union or work colleague.

Whilst there is no right to representation by a work colleague/trade union representative prior to the formal hearing or appeal, the Headteacher/Chair of the Governing Board may decide to offer that right. At the very least, the Teacher/Headteacher should be advised to consult their trade union representative.

The process for considering appeals against pay determinations is as follows:

i). The teacher receives written confirmation of the pay determination and where applicable, the basis on which the decision was made.
ii). If the teacher is not satisfied, they should try to resolve this by discussing the matter informally with the Headteacher within ten working days.

iii). Where this is not possible or where the teacher continues to be dissatisfied, they may follow a formal appeal process.

iv). The teacher should set down in writing the grounds for questioning the pay decision and send it to the Pay Committee who agreed the determination, within ten working days notification of the decision being appealed against or of the outcome of the of the discussion referred to at ii) above.

v). The grounds for questioning the pay decision should be sent to the Clerk to the Governors. On receipt of such notification, the Clerk to the Governors will notify the Headteacher that the notification has been received and will invite the Headteacher to provide details of the basis on which the decision was made, if this has not already been done so, as required under i) above. The teachers' grounds for questioning and the Headteacher's written reasons for the pay decision will be sent to both parties, as well as members of the Pay Committee, at the same time and in advance of the meeting referred to in vi) below.

vi). The Pay Committee who agreed the determination should provide a hearing within ten working days of receipt of the written grounds for questioning the pay decision to consider this and give the teacher an opportunity to make representations in person. Following the hearing, the teacher should be informed in writing of the hearing's decision and the right of appeal.

vii). If the teacher is not satisfied with the decision of the Pay Committee, they should submit a written appeal to the Clerk to Governors within ten working days of the outcome of the hearing in vi) above.

viii). Any appeal should be heard by the Pay Appeals Committee, made up of at least 3 governors, who were not involved in the original determination, normally within 20 working days of the receipt of the written appeal notification and give the teacher the opportunity to make representations in person. The decision of the Pay Appeals Committee will be given in writing and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision. The decision is final and there is no recourse to the staff grievance procedure.

(iii) PAY APPEALS COMMITTEE – TERMS OF REFERENCE

The Pay Appeals Committee shall comprise three members of the Governing Board, who have not been involved in the original pay determination. The Terms of Reference of the Committee shall be as follows

(a) To consider the final stage of a formal appeal against pay determination submitted by teachers in accordance with the relevant provisions of the current year's School Teachers' Pay and Conditions Document.

(b) To make pay determinations arising out of their consideration of the appeal.

Process to be followed at meetings of the Pay Appeals Committee

The teacher and their representative are entitled to be present at all times, except when any matter falls solely to the Pay Appeals Committee to consider. The teacher and their representative will be entitled to make submissions and ask questions.

Where the appellant is the Headteacher the role normally ascribed to the Headteacher as set out below will be undertaken by the Chair of the Appraisal Committee.

The management case may be presented by the Headteacher or Chair of the Pay Committee.

(1) The Pay Appeals Committee will invite the teacher to present their appeal to the meeting and invite cross examination. The teacher will be entitled to call witnesses. The introduction of relevant additional documentary evidence will be allowed.

(2) The teacher will then be available for questioning by both the Headteacher/Chair of Pay Committee and members of the Pay Appeals Committee.

(3) The Pay Appeals Committee will invite the Headteacher/Chair of Pay Committee to present any response they may wish to make to the appeal. The Headteacher/Chair of Pay Committee will also be able to call witnesses. The introduction of relevant additional documentary evidence will be allowed.

(4) The Headteacher/Chair of Pay Committee will then be available for questioning by the teacher, their representative and members of the Pay Appeals Committee.

(5) The teacher and then the Headteacher/Chair of Pay Committee, in that order, have the right to make a final or closing statement to the Pay Appeals Committee.

All other parties will then withdraw and the Pay Appeals Committee will consider the appeal and reach a decision.

The Clerk to the Governors and other officers of the Authority, if present, will remain with the Committee to provide procedural advice. They may also make available any notes taken of the evidence and will record the decision of the Pay Appeals Committee.

If the Pay Appeals Committee decide that further questions need to be asked, or clarification is required, the full meeting will be resumed.

The Clerk to the Governors will document the proceedings of the meeting. The decision of the Pay Appeals Committee will be confirmed in writing to the teacher and the Headteacher/Chair of Pay Committee within five working days of the conclusion of the meeting.

ANNEX F

LANCASHIRE COUNTY COUNCIL

DIRECTORATE FOR CHILDREN AND YOUNG PEOPLE

TEACHER SALARY STATEMENT [*INSERT YEAR*]

Personal details	
Teacher name:	
Position:	
School name:	

Pay Range details	
Current Pay Range:	
Current Pay Point:	

Pay details	
Payroll month:	
Payroll year:	
Full time salary:	
TLR:	
SEN Allowance:	
Recruitment/retention allowance:	
Salary safeguarding:	
Total amount:	

ANNEX G

GUIDE TO SETTING THE PAY OF HEADTEACHERS

There are three stages involved in the process for setting the pay of new Headteachers. These are:

Stage 1 – Defining the role and determining the Headteacher Group
Stage 2 – Setting the Headteacher's pay range within the Headteacher Group
Stage 3 – Deciding on the starting salary and Headteacher pay range for the new appointee

All decisions and reasons in relation to Headteacher pay must be based on objective criteria and must be well documented, in order that there is a clear audit trail.

Stage 1 – Defining the role and determining the Headteacher Group
Use Section 2, Part 2, Paragraph 6 ("ordinary schools") or 7 ("special schools") of the School Teachers Pay and Conditions Document 2025 to calculate the Unit Total, and assign the School to a Headteacher Group. This will determine the broad pay range for the post i.e. the salary at the bottom of the Headteacher Group to the salary at the top.

If the Headteacher is permanently responsible for more than one School, you should combine all of the pupil numbers to calculate the Unit Total.

Stage 2 – Setting the Headteacher's pay range within the Headteacher Group
It is expected that the Headteacher pay range will fully capture the complexity of the role, with sufficient breadth to accommodate sufficient salary progression and reward. Therefore the Headteacher's pay range will be set within the limits of the Headteacher Group. The pay range can begin and end at any point within the Headteacher Group.

However, there may be certain circumstances (not already considered in determining the Headteacher Group) that necessitate the Governing Board to consider whether the Headteacher Group should be higher than that identified under Stage 1. Although not an exhaustive list, some examples of additional factors that may be considered are:

1. Where the level of context and challenge arising from pupil needs affects the role in relation to improving outcomes for pupils. Examples include:

    a. A high level of pupil deprivation (for example, a high number of Free School Meals/English as an Additional Language pupils)
    b. A high number of Children Looked After or SEN children
    c. A high degree of in-year pupil mobility

    Your LCC Schools Finance Officer will be able to provide benchmarking information in relation to deprivation factors, to indicate how your School compares to others of a similar size/in a similar setting.

2. A high degree of complexity and challenge that goes significantly beyond that expected of any Headteacher of a similar sized school and is not already reflected in the Unit Total. For example, management across several dispersed sites

3. Additional accountability not reflected in Stage 1. For example, leading a Teaching School Alliance.

4. Factors that may impede the School's ability to attract a field of appropriately qualified and experienced candidates e.g. location, specialism, level of support from wider leadership team.

If, having considered the factors above, the Governing Board decide that the Headteacher should be paid above the Headteacher Group, the pay range can be set with a maximum of up to 25% above the top of the Headteacher Group.

At the end of this stage, the Governing Board should decide the Headteacher pay range for the post, which will be the salary that is stated in the advertisement. The Governing Board need to outline within the Pay Policy for the School how many salary points/the range of salary (in monetary terms) that will comprise the Headteacher's pay range.

NB – Any factors that are not expected to persist, such as a temporary responsibility for an additional school, should not form part of the Headteacher pay range. These could be reflected through a 'Temporary Payment' instead.

Stage 3 – Deciding on the starting salary and Headteacher pay range for the new appointee

This stage is about determining the starting salary for the post, within the Headteacher pay range. There is no limit on where within the Headteacher pay range the starting salary should be, other than that the Governing Board should leave scope for pay progression over time.

Signed: Miss Hannah Davies

Date: October 2026

Review Date: October 2027
Reviewed by : Julie Evans

Agreed by Governors: