



PAY POLICY FOR TEACHERS & SCHOOL LEADERS

This policy is informed by the Christian values which are the basis for all of CDAT's work and any actions taken under this policy will reflect this.

'Blessed are those who act justly, who always do what is right'

Psalm 106:3

Approved by	Date	Review Schedule	Date of next review
CDAT Finance & Operations committee	July 2025	Annually	July 2026

1. Introduction

This policy sets out the framework for making decisions on teachers' pay within the Trust. It has been developed to comply with current legislation and the requirements of the **School Teachers' Pay and Conditions Document (STPCD)**. In adopting this pay policy, the aim is to:

- maximise the quality of teaching and learning at the school
- support the recruitment and retention of a high-quality teacher workforce
- enable the school to recognise and reward teachers appropriately for their contribution to the school
- help to ensure that decisions on pay are managed in a fair, just and transparent way

Individual pay decisions in CDAT schools are to be agreed by each school's Local Governance Committee (LGC), overseen by the Chester Diocesan Academies Trust (CDAT).

Annual pay awards for teachers in CDAT schools will follow the national recommendations identified in the annual STPCD. The Headteacher will determine whether there are any individual pay decisions to be made, or whether all eligible members of the teaching staff will receive automatic pay progression. The only exceptions to automatic pay progression are those outlined in Section 4, or in cases where a teacher has applied to move to the Upper Pay Range, as detailed in Section 5.

The Headteacher's salary will be reviewed by a panel of 2 or 3 LGC members (which should include the Chair) as part of the annual Headteacher Performance Management cycle. Advice to this panel will be provided by CDAT's CEO (or their representative).

2. Basic Pay Determination on Appointment

2.1 Teachers

The LGC will determine the pay range for a teaching vacancy prior to advertising it. On appointment, it will determine the starting salary within that range to be offered to the successful candidate.

Factors that may be considered include:

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

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

2.2 School Leaders

The LGC will agree the pay range for any leadership vacancy (Headteacher, Deputy Headteacher, or Assistant Headteacher) with the CEO prior to advertising the post.

- The pay range for a Headteacher will be determined in line with the process set out in the STPCD. The most up-to-date version can be accessed at: <https://www.gov.uk/government/publications/school-teachers-pay-and-conditions>
- Headteacher posts will be given a range of **5 to 7 points** on the leadership pay scale, within the STPCD's recommended parameters
- Deputy and Assistant Headteacher posts will be assigned **4 to 5 point** ranges on the leadership scale. These ranges will **not overlap** with the Headteacher's pay range and will ideally have 1–2 points of "headroom" below it

3. Pay Statements

Each teacher will receive a written statement of pay by **31 October** each year. This will include their salary and any financial benefits to which they are entitled.

Mid-year pay reviews will only occur where there is a **significant change in role or responsibilities**.

Where safeguarding provisions apply, written notification will be issued within one month of the relevant pay determination.

4. Pay Progression

4.1 Teachers

From **September 2024**, CDAT no longer uses performance-related pay progression for teachers. Progression is now **automatic** for all eligible teachers unless they fall into the exceptions below. Teachers progress annually on the Main Pay Range (M1–M6) and every two years on the Upper Pay Range (U1–U3). Pay progression is not linked to appraisal outcomes but performance will still be monitored in line with CDAT’s Appraisal and Capability Policies. This means that typical progression through the teachers’ pay scales will be as outlined in the table below.

Exceptions to automatic progression:

- Teacher is on a formal support plan or subject to capability procedures
- Teacher has worked at the school for **less than half the academic year** (cut-off: February half term)

Year of Teaching	Pay Point	Year of Teaching	Pay Point
1st	M1	7th	U1*
2nd	M2	8th	U1
3rd	M3	9th	U2
4th	M4	10th	U2
5th	M5	11th+	U3
6th	M6		

** Subject to successful UPR application*

4.2 School Leaders

Automatic progression applies to **Deputy and Assistant Headteachers**, unless they fall under the exceptions listed above.

Headteachers follow a separate process:

- A formal performance management cycle is carried out annually in the **autumn term**
- Targets are set jointly by the Headteacher, a Trust representative, and 2–3 governors (the **Headteacher Performance Management Committee**, or HPMC)
- The HPMC must review the Headteacher's pay as part of the cycle
- There is **no automatic pay progression**, even where the Headteacher is not at the top of their pay scale
- The HPMC has discretion to award pay progression based on performance against agreed targets
- If a Headteacher has not completed a **full performance cycle**, they are **not eligible** for progression

5. Movement to the Upper Pay Range (UPR)

Teachers at the top of the Main Pay Range may apply to move to the Upper Pay Range (UPR – often also known as the Upper Pay Spine – UPS). Applications must be made in writing using the model form (Appendix A).

The teacher must demonstrate that they are:

- **Highly competent** in all areas of the Teachers' Standards
- Making a **substantial and sustained** contribution to the school

The decision about movement to UPR will be made by the school's Pay Committee, who will receive a recommendation from the Headteacher. In making that recommendation, the Headteacher will consider the teachers' two most recent performance management reviews and will confirm that no significant performance issues have been raised in that period. Teachers will not be asked to provide portfolios of evidence to support their application.

6. Allowances & Other Payments

The Trust awards **Teaching and Learning Responsibility (TLR)** payments, **SEND allowances**, and other benefits in accordance with the latest STPCD.

This includes:

- TLR1 and TLR2 for permanent responsibilities
- TLR3 for time-limited or externally driven projects
- Acting-up allowances
- Recruitment and retention incentives
- Any other relevant allowances defined in the STPCD

7. Part-Time Teachers

Part-time staff receive pay and are allocated responsibilities in proportion to a full-time timetable.

8. Short-notice/Supply Teachers

Short-term or supply teachers are paid **daily or pro-rata** based on a 195-day year, following STPCD provisions.

9. Pay Increases

CDAT adopts the pay points and annual increases recommended in the STPCD. Additional detail is available from the Trust's Director of Finance.

10. Monitoring the Impact of the Policy

The LGC and Trust will look to monitor the impact of this policy annually, with a focus on fairness and compliance with equality legislation. Findings will be shared with trade unions.

11. The Pay Committee

The Pay Committee is a **sub-committee of the LGC**. It only meets if the Headteacher determines that one of the following applies:

- A teacher eligible for automatic progression **falls into an exception**
- A teacher has applied to move to the UPR and the Headteacher recommends approval

If neither condition applies, the committee is **not required to meet**.

12. The Headteacher's Performance Management Committee

This group (2–3 governors + Trust representative) meets annually in the autumn term to:

- Set the Headteacher's performance targets
- Review performance and make a **pay recommendation**

Headteachers do **not apply** for progression — the committee must consider it each year. There is **no entitlement to progression**, and none will be awarded without a full performance cycle.

13. The Appeals Process

If a teacher wishes to **appeal a pay decision**, this is the process they should follow.

Grounds for appeal may include:

- Misapplication of the STPCD or Pay Policy
- Failure to follow proper process
- Use of inaccurate or irrelevant evidence
- Bias or discrimination

Appeals Steps:

1. Teacher receives written pay statement
2. If unsatisfied, they should request an informal discussion within 10 working days
3. If unresolved, a **formal appeal** may be submitted in writing (within 10 working days)
4. A hearing will be held by the original decision-maker within 10 working days
5. If still unresolved, a **Pay Appeals Panel** of three governors or Trust nominees will hold a second hearing within 20 working days. Governors employed by the school and governors who are members of the Pay committee are not eligible to sit on the panel.
6. The final decision will be confirmed in writing

Teachers may be accompanied by a colleague or union representative at any formal meeting

14. Policy Review

This policy will be reviewed annually, taking into account the most recent version of the STPCD.

UPPER PAY RANGE APPLICATION

Teacher's Details:

Name _____

Current Post/Responsibilities _____

Eligibility Criteria for progression to the Upper Pay Range:

- (a) the teacher is **highly competent** in **all** elements of the relevant standards; and
- (b) the teacher's **achievements** and **contribution** to the school are **substantial** and **sustained**.

Declaration:

I confirm that I wish to move from the Main Pay Range (MPR) to the Upper Pay Range (UPR), and that I am happy that I meet the eligibility criteria for progression to UPR as set out above.

Applicant's signature _____ Date _____