



**Tudhoe Learning Trust**

# **Pay Progression Policy (Teachers)**

**Approved by:** Trust Chief Executive Officer **Date:** November 2024

**Last reviewed on:** November 2024

**Next review due by:** November 2025

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## Contents

Introduction.....	2
Pay Review.....	2
Basic Pay Determination of Appointment.....	2
Salary Scales.....	3
Allowances.....	5
Pay Progression .....	7
Appeal .....	7
Movement to Upper Pay Range.....	8
Leading Practitioners.....	10
Part Time Teachers.....	10
Short Notice and Supply Teachers.....	10
Pay Increases Arising from Changes to the Document.....	10
Review of the Staffing establishment.....	10
Consultation.....	11
Appraisal.....	11
Safeguarding.....	11
Further Information.....	11

## Appendices

Appendix 1: Pay Review Procedure

Appendix 2: Recommendation for Pay Progression Form

Appendix 3: Appeals Procedure

## Introduction

This policy should be read in conjunction with the pay review procedure outlined at Appendix 1 and the provisions of the current School Teacher's Pay and Conditions Document which sets out the framework for making decisions on teachers' pay.

In adopting this pay policy the Trust aims to:

- maximise the quality of teaching and learning in Trust schools;
- 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.

The Head Teacher of each Trust school will review the pay of their staff. This will be moderated by the Trust Executive Officer who will make recommendations to the Board of Directors. Pay decisions within Trust schools are made by a Pay and Review Panel which is made up of 3 Directors from the Board of Directors at Tudhoe Learning Trust.

In applying this policy, the Trust will not unlawfully discriminate in respect of any of the protected characteristics as defined under the Equality Act and specified below:

- Age
- Disability
- Gender reassignment
- Pregnancy and Maternity
- Race
- Religion or Belief
- Sex
- Sexual Orientation
- Marriage and civil partnership

The operation of this Policy will be kept under review and changes will be made as deemed appropriate.

## Pay Reviews

The Trust will seek to ensure that each teacher's salary is reviewed annually, with effect from 1 September.

Reviews may take place at other times of the year to reflect any changes in circumstances or job description that may impact on an individual's pay. When a teacher makes a written request for their pay to be reviewed at other times of the year, e.g. due to a change in circumstances or job description which may impact upon a teacher's pay, the pay review committee will decide whether to hold this request until the annual pay review meeting or to convene an earlier meeting to consider the request.

Where a pay determination leads, or may lead, to the start of a period of safeguarding (see safeguarding section below), the required notification will be given to the teacher as soon as possible, and no later than one month after the date of determination.

## Basic Pay Determination on Appointment

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

In making such determinations, the Trust will take into account a range of factors, including:

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

Whilst there is no longer an assumption that a teacher will be paid at the same rate as they were being paid on a previous school, in Trust schools, full assessment of the teacher’s leaving salary and experience will be undertaken when assessing their starting salary.

## Salary Scales

Trust schools will adopt the following discretionary pay scale:

UNQUALIFIED TEACHERS	SEPTEMBER 2024
1	£21,731
2	£24,224
3	£26,716
4	£28,914
5	£31,410
6	£33,902

MAIN PAY SCALE	SEPT 2024
M1	£31,650
M2	£33,483
M3	£35,674
M4	£38,034
M5	£40,439
M6	£43,607
UPPER PAY RANGE	SEPT 2024
UPR1	£45,646
UPR2	£47,338
UPR3	£49,084

LEADING PRACTITIONER	September 2024
Minimum	£50,025
Maximum	£76,050

LEADERSHIP PAY SCALE	Sept 2024
1	£49,781
2	£51,027
3	£52,301
4	£53,602
5	£54,939
6	£56,316
7	£57,831
8	£59,167
9	£60,644
10	£62,202
11	£63,815
12	£65,286
13	£66,919
14	£68,586
15	£70,293
16	£72,162
17	£73,819
18	£75,675
19	£77,552
20	£79,475
21	£81,441
22	£83,464
23	£85,529
24	£87,651
25	£89,830
26	£92,052
27	£94,332
28	£96,673
29	£99,067
30	£101,533
31	£104,040
32	£106,626
33	£109,275
34	£111,976
35	£114,759
36	£117,601
37	£120,524
38	£123,506
39	£126,517
40	£129,673
41	£132,913
42	£136,243
43	£138,265

## ALLOWANCES

### Teaching & Learning Responsibility (TLR) Payment

TLR payments may be awarded to a classroom teacher for undertaking a sustained additional responsibility. Leadership posts, leading practitioners and unqualified teachers **cannot** be awarded a TLR payment.

Posts to which TLRs are attached must meet the following criterion and factors:

- **Criterion**

A TLR may be awarded to a classroom teacher for undertaking a sustained additional responsibility in the context of the staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning for which they are made accountable.

- **Factors**

Before awarding a TLR the Trust must be satisfied that the teacher's duties include a significant sustained responsibility that is not required of all classroom teachers and that:

- is focused on teaching and learning;
- requires the exercise of a teacher's professional skills and judgement;
- requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum (TLR 1 & 2);
- has an impact on the educational progress of other pupils other than the teacher's assigned classes or groups of pupils; and
- involves leading, developing and enhancing the teaching practice of other staff (TLR 1 & 2).

Before awarding a TLR1 the Trust must be satisfied that the significant sustained responsibility referred to above includes, in addition, the management responsibility for a significant number of people.

TLRs are permanent allowances and can only be awarded on a temporary basis if one of the following applies:

- to cover for maternity leave
- to cover for long term absence
- while a permanent appointment is made

The annual value of TLR's in the Trust is as follows:

- TLR2a           £3,391
- TLR2b           £5,647

A teacher cannot hold a TLR 1 and a TLR 2 concurrently, however a teacher in receipt of either a TLR 1 or 2 may also hold a concurrent TLR 3.

Within Trust schools, TLR3s will be made available to classroom teachers who undertake a clearly time-limited or one-off school improvement project (in accordance with STPCD) where there is a clearly identified need and the project fits securely within the remit of School Development. Therefore, any such award of TLR3 will only be made on occasion and when appropriate.

The annual value of any TLR3 paid will be between £675 and £3,344 per annum, paid pro-rata for the duration of the fixed term. This will be based on the complexity and duration of the school improvement project and be made clear when the post is advertised.

The duties undertaken will be focused on teaching and learning and meet the same criteria as for existing TLR payments (STPCD Part 4).

TLR3 payments will only be made to qualified classroom teachers and although they cannot hold a TLR1 and TLR 2 consecutively, a teacher may hold a TLR 1 **OR** TLR 2 with a consecutive TLR 3.

Any such post-holder will be notified in writing of the remit of the post, the value of the TLR on a pro-rata basis and the expected outcomes of the project prior to the start of the work.

The school will consult with staff if such a post is introduced.

## **Special Needs Allowance**

Teachers of pupils with special educational needs are eligible to receive an SEN allowance of no less than £2,679 and no more than £5,285 per annum in accordance with the following conditions:

- any SEN post that requires a mandatory SEN qualification
- works in a special school
- 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
- any non-designated setting (including any Pupil Referral Unit) that is similar to a designated special class or unit, where the post involves a substantial element of working directly with children with special educational needs
- requires the exercise of a teacher's professional skills and judgement in the teaching of children with special educational needs and
- 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.

Leadership posts, leading practitioners and unqualified teachers cannot be awarded an SEN allowance.

Where a SEN allowance is to be paid, the relevant body 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 qualification or expertise of the teacher relevant to the post and
- (c) the relative demands of the post.

Where a teacher is in receipt of a SEN allowance awarded under an earlier document, the relevant body must:

- (a) determine whether the teacher remains eligible to a SEN allowance in accordance with the new arrangements
- (b) if so, determine, the amount of that allowance.

## **Recruitment and Retention Incentives**

The Board of Directors may give consideration to the award of a recruitment and retention payment as an incentive for the recruitment of new teachers and the retention of existing teachers.

The value of any recruitment or retention payment will be determined according to the circumstances of each case but will take into account salary relativities across the School structure and known staffing changes in the future.

The duration of the payment will be determined according to the circumstances of the payment. Initially this may be for a period of 2 years but will be subject to annual review, which may extend the period if appropriate.

Head Teachers, Deputy Head Teachers and Assistant Head Teachers may not be awarded a recruitment and retention incentive as this must be taken into account when determining the pay range for such posts.

## **Pay Progression**

Pay progression is not linked to performance. Following their annual appraisal meeting, all teachers, including early careers teachers (ECT's) and school leaders will receive automatic pay progression up to the maximum of their pay range, unless they have been subject to capability procedures. If a teacher has been subject to the school's capability policy at any point during the appraisal year they will not be awarded pay progression.

For all teachers, except for those on the Upper Pay Range (UPR), this will be an annual increment of 1 pay point within their pay range up to the maximum of the range.

For UPR teachers this will be an increment of 1 pay point every 2 years up to the maximum of the range. Any appraisal years where a UPR teacher has been subject to capability procedures will be excluded for the purposes of accruing the two years' service required to progress to the next point in the pay range.

Teachers and leadership posts may be eligible for an accelerated increment rise, if their performance has been assessed by the headteacher/appraiser as exceptional i.e. they exceed all their objectives, are assessed as fully meeting the Teachers' Standards, all of their teaching/leadership is assessed as exceeding school expectations, they show a strong commitment to the school, are prepared to go above and beyond normal expectations when necessary, act as an exemplar to others and show a commitment to improving their own performance and to continuing professional development.

The decision of whether to award accelerated increments will be made by the pay review committee and, where awarded, governors must be satisfied that there is robust evidence which clearly shows that the teacher's performance is exceptional in comparison with the performance of other teachers in the school. It is recommended that an appropriate accelerated increment rise should be a maximum increase of 2 pay points.

All teachers, including members of the leadership group, can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the school's appraisal policy.

Wherever possible we will minimise the impact on workload for all parties involved in the pay process.

## **Appeals**

### **Pay appeal process**

Teachers, including Head Teachers, have the right to raise a formal appeal against any pay determination if they believe:

- Incorrectly applied any provision of the STPCD or Pay Policy;
- Failed to have proper regard for statutory guidance;
- Failed to take proper account of relevant evidence;



- Taken account of irrelevant or inaccurate evidence;
- Was biased; or
- Unlawfully discriminated against the employee.

Where there is a pay determination which the teacher does not agree, the teacher can submit a formal appeal which will be heard by the appeals panel. To submit an appeal the teacher should appeal in writing within 10 school days of receiving the decision, detailing the reasons for their appeal, linking them to one or more of the grounds stated above.

The employee has the right to be accompanied by either a trade union representative or work colleague, however, they must not be someone whose presence would prejudice the meeting or who has a conflict of interest. The employee must advise the person arranging the appeal who will be accompanying them before the date of the appeal hearing.

The procedure to be followed at the appeal hearing is available within Appendix 3.

The decision of the appeals committee is final and concludes the process and there is no recourse to the Trust Grievance Policy.

### **Appeal statement of case**

The presenting officer will be required to submit a statement of case and any relevant supporting documents prior to the appeal hearing. The statement of case should set out background of the case and the reason why the original decision was made.

The presenting officer will usually be the chair of the committee who made the pay decision unless there are exceptional reasons why they are unable to attend. If this is the case, they can nominate another member of the committee to present on their behalf. In addition, the Head Teacher, or person who made the pay recommendation, may also be required to attend the appeal, where appropriate, and they may jointly present the case with the chair of the committee.

The employee may also submit a statement setting out their basis of their appeal, including any supporting documents they wish to rely on during the hearing. All documentation should be provided to the person arranging the appeal at least 5 school days before the date of the appeal hearing. If an employee statement of case and/or supporting documents are not provided by the deadline there is a risk that the hearing may need to be adjourned, resulting in the delay to their appeal.

Any information submitted after this deadline will only be considered with the consent of the chair of the appeal committee. If additional information is permitted, both sides will be allowed appropriate time to consider the information. In some cases, the hearing may need to be postponed allowing sufficient time for attendees to consider the additional information.

The person arranging the appeal will collate the documentation associated with the original decision, the outcome letter and the statements of case and associated documentation provided by both the employee and presenting officer/headteacher. This information will be circulated to all parties before the date of the hearing.

## **Movement to the Upper Pay Range**

### **Applications and Evidence**

Any qualified teacher may apply to be paid on the UPR and all applications should be assessed in line with this policy.

It is the responsibility of the teacher to decide whether they wish to apply to be paid on the UPR. Applications may be made, in writing, once a year and must be received by the headteacher by 31 October. Successful applications will be effective from 1 September of the same year.

If a teacher is simultaneously employed at another school(s), they may submit separate applications to be paid on the UPR of each school. This school will not be bound by any pay decision made by another school.

All applications should include the results and evidence from 2 most recent appraisal periods, including any recommendation on pay, together with a summary of evidence against the assessment criteria. Where such information is not applicable or available, a written statement and summary of evidence to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.

Where a teacher has been on maternity leave or has had long term sickness absence, adjustments may be made to take account of these circumstances. This will be assessed on a case by case basis depending on the circumstances for the individual and the school, however it may include evidence of skills and performance being assessed over a different period of time.

### **The Assessment**

An application from a qualified teacher will be successful where the Board of Directors are satisfied that:

- (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.

For the purposes of this pay policy;

- **'highly competent'** means the teacher's performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the Teachers' Standards in their particular role and the context in which they are working and their teaching practice is assessed as at or exceeding school expectations.
- **'substantial'** means the teacher's achievements and contribution to the school are critical and 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 that impacts on pupil progress and the effectiveness of other staff. They are a role model for teaching and learning, provide effective coaching and mentoring to other teachers and take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning and develop other staff.
- **'sustained'** means maintained continuously over a period of at least 2 school years and able to demonstrate that their teaching expertise has grown over the relevant period.

The application will be assessed robustly, transparently and equitably by the Head Teacher who will make the initial assessment.

### **Processes and procedures**

The assessment will be made within 10 working days when the applicant will be informed.

If deemed successful by the Head Teacher a recommendation will be made to the Trust Chief Executive Officer who will moderate all applications across the Trust. Where successful, all applicants will move to the upper pay range from 1<sup>st</sup> September. All applications will commence at the lowest point of the pay range and will have the opportunity to progress annually in line with the new Regulations.

If unsuccessful, feedback will be provided by the Head Teacher within 10 working days of the decision.

Any appeal against a decision not to move the teacher to the upper pay range will be heard by the Trust Directors.

## **Leading Practitioners**

The Trust may employ teachers in posts that have the primary purpose of modelling and leading improvement of teaching skills. Teachers employed as Leading Practitioners will be paid a minimum of £50,025 and a maximum of £76,050 in accordance with the School Teachers Pay & Conditions document.

## **Part Time Teachers**

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

## **Short Notice/Supply Teachers**

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

## **Pay Increases Arising from Changes to the Document**

All teachers are paid in accordance with the statutory provisions of the School Teacher's Pay and Conditions Document as updated from time to time and in accordance with the current Trust's Pay Progression Policy.

## **Review of Staffing Establishment**

Trust schools should review staffing establishments at least annually to ensure they meet the needs of the school and has regard for any legislative changes. Where there are any changes, the school should enter into consultation with staff.

The length of consultation regarding proposals to change the staffing establishment will vary depending upon the circumstances and in accordance with the Trust Policy for

The consultation will be with affected staff. The following information will be included in the consultation:

- Current staffing structure;
- Proposed staffing structure;
- Job descriptions of new posts and similar posts at the same grade, if there are any;
- Where the post is simply being amended, the current and proposed job description;
- A statement with the rationale for the proposed change;
- Implementation Plan showing timeline and how vacancies will be filled;
- Financial Implications over a three year period.

It will be for the Trust to agree the proposal and share details of the revised structure as appropriate.

## Consultation

The Head Teacher will, in consultation with the Chief Executive Officer of the Trust undertake an annual review of the pay of individual members of teaching staff in the context of this Teachers' Pay Policy.

The Trust recognises its responsibility to keep members of teaching staff fully informed and individuals can expect to be kept informed of any decisions made in relation to their pay and be entitled to make representations to Trust Directors in connection with such matters.

## Appraisal

The Trust considers the value of appraisal to lie in promoting staff development within the context of the school's Improvement Plan and teachers' professional needs (see Teachers Appraisal Policy).

The Trust has an agreed Teacher Appraisal Policy in place. Decisions regarding pay progression are made with reference to the teachers' appraisal reports and pay recommendations.

The Trust has in place arrangements to deal fairly with any appeal arising out of appraisal reviews. Details of the appeals mechanism are included within the current Teachers' Appraisal Policy.

## Safeguarding

The Trust will fulfil its statutory obligations with regard to safeguarding of pay in accordance with the current provisions of the STPCD.

## Further Information

If you would like any further information or advice in relation this Policy, please contact the Trust HR Manager on 01388 811 765 or [office@tudhoelearningtrust.co.uk](mailto:office@tudhoelearningtrust.co.uk)

## APPENDIX 1

### TEACHERS' PAY PROGRESSION POLICY

#### PAY REVIEW PROCEDURE

- 1 The Head Teacher in each Trust School will consider pay progression for staff and make recommendations to the Chief Executive Officer via the Recommendation for Pay Progression Form in Appendix 2.
- 2 The Chief Executive Officer will consider the recommendations and may moderate these to ensure consistency and equity across the Trust.
- 3 Head Teacher notifies staff of the outcome and that they have the right to make representations to the Chief Executive Officer if they are unhappy with the outcome.
- 4 Chief Executive Officer considers any representations and notifies the teacher of the outcome.
- 5 The Chief Executive Officer will then make final recommendations to the Pay Review Panel which is made up of 3 Representatives from the Board of Directors.
- 6 Pay Review Panel will make a determination.
- 7 Head Teacher will notify staff of the outcome and of their right to appeal.
- 8 The Trust's Board of Directors will undertake an annual review of the following:
  - School Staffing Structure
  - Teachers' Pay Progression Policy
- 9 An Appeals Panel made up of 3 Directors that have had no involvement in the Pay Review Panel will be appointed from Board of Directors to hear pay review appeals. The Appeals Procedure is outlined in Appendix 3.
- 10 The panel will notify staff of the determination. The outcome of the Appeals Panel concludes the procedure. There is no further right of appeal.
- 11 It will be for each Headteacher to ensure that all their dealings are in accordance with procedures as set out in the relevant regulations.
- 12 The Trust will undertake an annual review of the pay of teaching staff employed at the school. Normally, this review will take place during the Autumn Term. When necessary, the Trust will meet to consider individual representations from staff.
- 13 The Head teacher will make a written report including recommendations on pay progression made at Performance Review meetings and present this to the Chief Executive Officer for consideration. In the case of the Head Teacher, Pay Review reports from the Chief Executive Officer will be used. If there is a written request to make additional payments to the Head Teacher, or to increase the Leadership Pay Range (LPR), advice should be sought from Human Resources. Such a review should be completed by the end of October for teachers and 31 December for Head Teachers.

- 14 All changes to teaching staff salaries will be backdated to 1 September in the relevant year.
- 15 During any review the Trust will direct its work towards meeting the needs of the school as identified in the School Improvement Plan and the objectives of this policy.
- 16 The Trust will, either annually or at any other time, consider the relevance of job descriptions in line with the actual responsibilities of posts and remuneration and the work carried out by individual members of staff.
- 17 The Trust will ensure that all proceedings and the reasons for any decision made are accurately recorded.
- 18 The Trust will consider other ways in which staff can be supported through improved conditions.
- 19 The Head Teacher will liaise with the Trust so that full records of salary details are maintained and are available to individual members of staff.
- 20 The outcomes of **ALL** Teachers Pay Review will be reported to the Trust Board and payroll by Human Resources.
- 21 The school will inform all staff in writing about the decisions of the Pay Review, including their right of appeal.
- 22 Individuals making appeals against decisions on their individual pay will do so in writing to the Chief Executive Officer explaining the reasons for their appeal.

APPENDIX 2

Recommendation for Performance Pay Progression  
Summary for the period 20\_\_ to 20\_\_

Name of Teacher \_\_\_\_\_

Objective	Met	Not Met

Was the overall review successful?	YES	NO
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Recommended for pay progression? (delete as appropriate and explain below)

YES recommendation for progression from point \_\_\_\_\_ to point \_\_\_\_\_

NO

Explanation:

Head Teacher \_\_\_\_\_ Date \_\_\_\_\_  
Teacher \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX 3

### PROCEDURE TO BE FOLLOWED WHEN CONSIDERING APPEALS AGAINST DETERMINATION OF PAY FOR TEACHING STAFF

#### Introduction

Chair to introduce the parties and outline procedure.

#### Statement of Case by Applicant

- (i) The applicant (or their representative) to put their case.
- (ii) The Head Teacher or their representative will have the opportunity to ask questions of the applicant.
- (iii) Members of the Panel and the HR Manager will have the opportunity to ask questions of the applicant.

#### Statement of Case by the School

- (iv) The Head Teacher (or their representative) to put the case for the School.
- (v) The applicant (or their representative) will have the opportunity to ask questions of the Head Teacher.
- (vi) The members of the Panel and the HR Manager will have the opportunity to ask questions of the Head Teacher or their representative.

#### Summing Up

The Head Teacher and the applicant (or their representative) have the opportunity to sum up their cases if they so wish.

#### Parties to Withdraw

Both Head Teacher and applicant to withdraw.

#### Consideration and the Decision of the Panel

- The Panel will deliberate in private, with advice from the HR Manager.
- The applicant will be notified, in writing, of the decision of the hearing.