

# Pay Policy for School Teachers

September 2025



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## **PART 1 - POLICY ON TEACHERS' PAY**

### **1. Basic Principles**

- 1.1 All teachers employed at Manor Primary school are paid in accordance with the statutory provisions of the School Teachers' Pay and Conditions Document. A copy can be found in the school office and is also on-line at [www.gov.uk](http://www.gov.uk). This is a statutory document updated annually for each 1 September. Reference to the relevant document in this policy will mean the current School Teachers' Pay and Conditions Document.
- 1.2 All pay-related decisions are made taking full account of the school development plan and other key school documents and objectives, and teachers and unions have been consulted on this policy. All pay related decisions are taken in compliance with the Equality Act 2010, Employment Relations Acts of 1996, 1999 and 2002 as well as the Part-Time Workers' (Prevention of Less Favourable Treatment) Regulations 2000 and the Fixed Term Employees' (Prevention of Less Favourable Treatment) Regulations 2002.
- 1.3 The governing body and Headteacher are guided by the DfE's advisory document Managing Teachers & Leaders Pay 2025 and as subsequently amended when making pay decisions.
- 1.4 The aims of this pay policy are:
  - 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 whilst eliminating unnecessary bureaucracy for all concerned
- 1.5 Where timescales are set out in this policy, these will be adhered to where possible. Where they are varied, for example because of national consultation periods, staff will be informed.
- 1.6 The Governing Body will maintain teachers' previous pay entitlements in accordance with the principle of pay portability and ensure that teachers suffer no financial or professional detriment as a consequence of changes to the teachers' pay structure.

### **2. Principles Governing Application of the Policy**

- 2.1 The governing body recognises that it is bound by the terms of the School Teachers' Pay and Conditions Document; the National Conditions of Service for School Teachers in England and Wales (also known as the "Burgundy Book"); and relevant local collective

agreements on conditions of service.

- 2.2 The Governing Body undertakes that it will not restrict the pay range advertised for or starting salary and pay progression prospects available for classroom teacher posts, other than the minimum of the Main Pay Range and the maximum of the Upper Pay Range.
  - 2.3 The governing body will use the School Development Plan as the starting point for consideration of pay issues. The governing body will exercise discretion using fair, transparent and objective criteria in order to secure consistency in pay decisions. Job descriptions will exist for all posts, agreed on appointment, will be kept up to date and will be reviewed annually as part of the appraisal process. The policy will be applied in such a way as to comply with the school's commitment to equal opportunities.
  - 2.4 The operation of the policy will be monitored by the governing body and reviewed annually and amended where necessary due to changes to the teachers' pay structure or changes in governing body policy. The policy will be subject to full consultation with staff and the representatives of the recognised teacher organisations.
  - 2.5 All members of staff will receive a copy of the policy and representatives of the recognised teacher unions will have access to relevant information on the school's budgetary and staffing situation. The School Teachers' Pay and Conditions Document, the National Conditions of Service for School Teachers in England and Wales (the "Burgundy Book") and relevant local collective agreements on conditions of service will in all cases be available within the school for reference.
  - 2.6 The School is committed to equality in the development of staff and the financial recognition of performance. The school is compliant with the following legislation, as amended: Employment Relations Act 1999, Equality Act 2010, The Part Time Workers (Prevention of Less favourable Treatment) Regulations 2000, and The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.
  - 2.7 Copies of the school's pay policy, and the school's pay scales are available from the school office.
  - 2.8 It is recommended that teachers retain pay related paperwork to assist with monitoring pensions, e.g. payslips, and P60s and annual reviews.
- 3. Salary Determinations**
- 3.1 The governing body will review every teacher's salary with effect from 1 September and no later than 31 October each year (31 December for the Headteacher) and give them a written statement setting out their

salary and any other financial benefits as specified in the Document

- 3.2 The Governing Body will apply the principle of pay portability in making pay determinations for all new appointees, including those returning to teaching service after a break.
- 3.3 Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A pay determination will also be made whenever a teacher takes up a new post, where a teacher moves from the main pay range to the upper pay range, and whenever any other relevant change is made.
- 3.4 A written statement will be given after any review and within one month of that review. It will contain details showing the decision and reasons for it, basic pay, salary range and position within it, allowances, salary protections, and any fixed term arrangements such as end date or circumstances that will end it, for any affected element of pay. For leadership or leading practitioner staff details of the criteria used to make the pay decision will be included. The statement will also tell staff where the school's pay policy is located.
- 3.5 Where an allowance is awarded, the statement will show why it has been awarded, and whether it is fixed term including the end date and why it is fixed term. The award of a TLR3 allowance will show the above and will state the allowance is not safeguarded.
- 3.6 Where a pay determination leads or may lead to the start of a period of safeguarding, the Governing Body will give the required notification as soon as possible and no later than one month after the date of the decision.
- 3.7 Any member of staff absent for an extended period due to ill health or maternity leave will still be subject to a review of performance. The review period may extend to before the usual one year of review if the absence warrants it. Progression will not be unreasonably withheld.
- 3.8 More detailed information about the pay scales in use in the school are available from the school office and will be reviewed and updated at least annually.

#### **4 Fairness**

- 4.1 All pay determinations will be informed by the need for fairness of application of this policy. This will be achieved by
  - All pay recommendations are reviewed by the governing body and this will include a moderation role to ensure consistency of application of this policy
  - There is the right of appeal against any pay decision

## **5 Pay Committee**

- 5.1 The governing body will establish a committee to carry out determinations of pay in accordance with the pay policy.
- 5.2 The terms of reference for the pay/personnel committee are as follows: -
- a) Establishment of the Policy
    - establishing the terms of the policy in consultation with the Head teacher, staff and trade union representatives; and
    - submitting the policy to the full governing body for approval.
  - b) Review of the Policy
    - reviewing the policy annually, in consultation with the Head teacher, staff and trades union representatives; and
    - submitting the amended policy to the full governing body for approval.
  - c) Fair application of the Policy
    - annual pay reviews are carried out using agreed criteria,
    - all decisions are objective and noted.
- 5.3 The Head teacher is responsible for:
- making recommendations regarding the annual pay assessments for the deputy head teacher(s), assistant head teacher(s), classroom teachers and support staff in accordance with the terms and objectives of the school pay policy.
  - Submitting these recommendations to the Pay Committee
  - Ensuring that staff are informed of the outcome of decisions of the Pay Committee and of the right of appeal.
  - Maintaining records of, pay decisions, and any appeal outcomes.
  - Consulting with staff and trades union representatives as required.
- 5.4 The Pay Committee is responsible for:
- taking decisions regarding the annual pay assessments for the deputy head teacher(s), assistant head teacher(s), classroom teachers and support staff following consideration of the recommendations of the Headteacher
  - taking decisions regarding the annual pay assessment for the Headteacher following consideration of the recommendations of the governors responsible for the Headteacher's performance review, and of the external adviser contributing to the Headteacher's appraisal
  - submitting reports of these decisions to the full governing body; and
  - ensuring that the Headteacher is informed of the outcome of the decision of the Pay Committee and of the right to appeal.
- 5.5 Appeals against the decisions of the Pay Committee shall be heard by the Appeals Committee of the governing body according to the terms

- of the school pay policy.
- 5.6 The Pay Committee will comprise of a minimum of three members of the governing body excluding staff governors.

## **6 Appeals**

- 6.1 The arrangements for considering appeals are as follows:

A teacher may appeal against any determination in relation to their pay or any other decision taken by the governing body that affects their pay.

- 6.2 The grounds for appeal are that the person or committee by whom the decision was made -
- a) incorrectly applied the school's pay policy;
  - b) incorrectly applied any provision of the Document;
  - c) failed to have proper regard for statutory guidance;
  - d) failed to take proper account of relevant evidence;
  - e) took account of irrelevant or inaccurate evidence;
  - f) was biased; or
  - g) otherwise unlawfully discriminated against the teacher.

- 6.3 The order of proceedings is as follows:

1. The teacher receives written confirmation of the pay determination and where applicable the basis on which the decision was made.

2. If the teacher is not satisfied, they should seek to resolve this by discussing the matter informally with the decision-maker within ten working days of the decision.

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

4. The teacher should set down in writing the grounds for questioning the pay decision (which must relate to the grounds as set out above) and send it to the person or committee who made the determination, within ten working days of the notification of the decision being appealed against or of the outcome of the discussion referred to above.

5. The person or committee who made the determination should arrange a hearing within 10 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, accompanied, if they wish, by a trades union representative or a work colleague. Following the hearing the employee should be informed in writing of the hearing's decision and the right to appeal.

6. Any appeal against this decision should be heard by a panel of three

governors not previously involved in the original determination, normally within 20 working days of the receipt of the written appeal notification. The panel will give the teacher the opportunity to make representations in person and to be accompanied by a trades union representative or a work colleague. The decision of the appeal panel will be given in writing, and 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.

7. Where the teacher has left the school before the pay decision is made and communicated, the appeal arrangements in point 6 above still apply.

**7 Salary Budget**

7.1 The Governing Body agrees the school budget and will ensure that appropriate funding is allocated for pay progression at all levels, including threshold progression onto the Upper Pay Range.

**8. Working Days**

8.1 All teaching staff are required to work 195 days / 1265 hours (or equivalent for part time staff) for the school year. The working days / hours will be specified by the Headteacher.

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## **PART 2 - PAY DETERMINATION**

- 1.1 For new appointments, the pay range for the post will be agreed before recruitment begins and on appointment the appropriate starting salary will be agreed. In reaching these decisions account will be taken of:
  - *the nature of the post,*
  - *level of qualifications/skills/experience required,*
  - *market conditions, and the wider school context*
- 1.2 Where under performance concerns have emerged during the year, and having been discussed and addressed in accordance with the school Performance Management Policy and with appropriate support and timelines there remain concerns about under-performance, a decision may be taken to withhold incremental progression if a teacher is in formal capability proceedings. It is a principle of this policy that there are no surprises for the teacher at the pay review.
- 1.3 Reviews will normally be held in the summer term and not be unduly delayed beyond 1 September each year.

### **2. Head Teacher**

- 2.1 On appointment the individual salary range for the headteacher will be determined in line with the provisions of the relevant School Teachers' Pay and Conditions Document, including the group size of the school, and with regard to local considerations such as ease/difficulty in recruiting, complexity of role e.g. Headteacher of more than one school, and salaries being paid elsewhere in the area.
- 2.2 In setting the individual salary range and starting salary for the Headteacher, governors will be mindful of the minimum and maximum salary values of the group size pay ranges set out in the relevant School Teachers' Pay and Conditions Document.
- 2.3 The school group size and/or individual salary range will be reviewed in response to significant subsequent changes, e.g. increased responsibilities, change in pupil numbers.

### **3. Deputies and Assistant Heads**

- 3.1 On appointment senior leadership team individual salary ranges will be determined in line with the provisions of the relevant School Teachers' Pay and Conditions Document, and with regard to local considerations such as ease/difficulty in recruiting, and salaries being paid elsewhere in the area.
- 3.2 The school group size and/or individual salary range will be reviewed in response to significant subsequent changes, e.g. increased responsibilities, change in pupil numbers.

- 3.3 In setting the pay range for members of the leadership team, governors will be mindful of the minimum and maximum salary values of the group size pay ranges set out in the relevant School Teachers' Pay and Conditions Document.
- 3.4 **Leadership group members** will be provided with a written statement of their spine point and pay entitlement, together with an explanation of the basis upon which their pay will be reviewed in future.

#### **4. Leading Practitioners**

- 4.1 The role of Leading Practitioner was introduced on 1 September 2013 with the primary purpose of modelling and leading improvement of teaching skills.
- 4.2 The pay range for each Leading Practitioner is determined against and within a minimum and maximum salary value as set out in the School Teachers' Pay and Conditions Document each year. The School applies a twelve point pay range as set out below, with salary values uplifted in line with nationally negotiated increases from time to time.

*2025 Min. £52,026*

*2025 Max. £79,092*

#### **5. Post Threshold Teachers**

- 5.1 The pay range for Upper Pay Range teachers is determined against a minimum and maximum salary value as set out in the School Teachers' Pay and Conditions Document each year. The School applies the three point pay range as set out in the 2012 document, with salary values uplifted in line with nationally negotiated increases from time to time.
- 5.2 On appointment the school will give consideration to the level on the upper pay range the teacher has reached with their previous school, and will at least match this.
- 5.3 The school will ensure that where a teacher arrives within the school on the day at which they become eligible for progress on the upper pay range their progression to the upper pay range will be considered in accordance with this policy.
- 5.4 The governing body will ensure that decisions on progress on the upper pay range are taken within the context of the whole school pay policy.
- 5.5 The school recognises that movement on the upper pay range is not an application process and given that annual pay reviews are a statutory duty on schools. Teachers may choose to draw to the attention of the Governing Body their achievements in relation to performance management objectives. Should they choose not to do so this will not

- count against them.
- 5.6 Where it is not possible or practical to apply the provisions of statutory guidance, for example due to absence or recent appointment, the governing body will take a decision based on the information available.
- 5.7 Teachers who wish to do so should apply for threshold assessment to the Head teacher.

*the application process, will reference to the following two criteria set out in the School Teachers' Pay and Conditions Document:*

- *that the teacher is highly competent in all elements of the relevant standards, and*
- *that the teacher's achievements and contribution to the school are substantial and sustained.*

The school is clear that the expectations of staff who have progressed to UPR are different to those responsibilities for which a TLR will be paid.

- 5.8 The School is not bound by threshold applications a teacher may make whilst also employed at another school.

*2025 Min £47,472 - Max £51,048*

*U1 £ 47,472*

*U2 £ 49,232*

*U3 £ 51,048*

## **6. Main Pay Range for Classroom Teachers**

- 6.1 The pay range for classroom teachers is determined against a minimum and maximum salary value as set out in the School Teachers' Pay and Conditions Document each year. The School applies the reference points as set out in the 2012 document, to give a six-point pay range, with salary values uplifted in line with nationally negotiated increases from time to time.

- 6.2 On the appointment of a class teacher who is already being paid on the main pay range or upper pay range, the starting spinal point will be no less than that teacher's current spinal point, and where an increment was due on 1 September, this increment will be honoured.

*2025 Min. £32,916 - Max. £45,352*

*M1 £ 32,916*

*M2 £ 34,823*

*M3 £ 37,101*

*M4 £ 39,556*

*M5 £ 42,057*

M6 £ 45,352

6.3 Qualified teachers are entitled to apply to progress to UPR1, as outlined in paragraph 5.7, and subject to Part 1 paragraph 2.1.

**6.4 Discretionary Experience Points**

6.5 When appointing a classroom teacher to the main pay range the governing body will consider awarding an extra point or points on the main pay range in recognition of other relevant experience that would not attract mandatory experience points in the following circumstances:

- One point on the main pay range for each year of service as a qualified teacher in another school, including academies, free schools and independent schools.
- One point on the main pay range for each year of service as a qualified teacher in an overseas school outside the European Economic Area in the maintained sector of the country concerned.
- One point on the main pay range for each year of service teaching in further education, including sixth form colleges.
- One point for each year of service teaching in higher education.

6.6 The governing body will consider awarding on a case by case basis consistently, with regard to equal opportunities, fairness and transparency:

- One point on the main pay range for each three year period spent outside teaching but working in a related area. This might include industrial or commercial training, time spent in an occupation relevant to the teacher's work at the school, and experience with children/young people.
- One point for each three year period of other remunerated or unremunerated experience, which includes caring for children during a career break - to a maximum total of two points.

6.7 The school has the discretion to award an extra point on the main pay range for excellent performance over the previous academic year, and with reference to the appraisal assessment for that year.

**7. Early Career Teachers (ECT)**

7.1 The governing body must determine the early career newly qualified teacher's performance and any pay recommendation in line with the statutory induction process set out in the Education (Induction for Early Career Teachers) (England) Regulations 2024. The governing body or Headteacher must also ensure that ECTs are not negatively affected by the extension of the induction period from one to two years and that pay progression for ECTs is considered in accordance with this policy.

## **8. Unqualified Teachers and Instructors**

- 8.1 The pay range for unqualified teachers and instructors is determined against a minimum and maximum salary value as set out in the School Teachers' Pay and Conditions Document each year. The School applies the six point pay range as set out in the 2012 document, with salary values uplifted in line with nationally negotiated increases from time to time.
- 8.2 The governing body will pay an unqualified teacher on one of the employment-based routes into teaching on the qualified/unqualified teacher pay range when appropriate
- 8.3 The governing body will pay qualified overseas teachers on one of the employment routes into teaching on the qualified teacher main pay range where the employment based route allows this.
- 8.4 The Governing body will, when determining on which point to place unqualified teachers on the unqualified teachers' pay range when they are appointed, take account of any relevant qualifications and experience. Unqualified teachers will be appointed above the minimum in the following circumstances:

### Qualifications:

- one point for a recognised overseas teaching qualification, recognised post-16 teaching qualification; or a recognised qualification relevant to their subject area. (maximum of one point)

### Additional points:

- One point on the pay range for each period of one year of service as an overseas-trained teacher
  - One point on the pay range for each period of one year of service teaching in further education, including sixth form colleges.
  - One point on the pay range for each period of one year of service teaching in higher education
- 8.5 The governing body will consider awarding on a case by case basis consistently, with regard to equal opportunities, fairness and transparency:
- One point on the pay range for each three year period spent outside teaching but working in a related area. This might include industrial or commercial training, time spent in an occupation relevant to the teacher's work at the school, and experience with children/young people.
  - One point for each three year period of other remunerated or unremunerated experience, which includes caring for children during a career break - to a maximum total of two points.

2025 range Min £ 22,601 - Max £ 35,259

UQ1 £ 22,601

UQ2 £ 25,193

UQ3 £ 27,785

UQ4 £ 30,071

UQ5 £ 32,667

UQ6 £ 35,259

## **9. Discretionary Allowances and Payments**

- 9.1 **SEN** - allowances are paid between a minimum and maximum value as set out in the School Teachers Pay and Conditions Document each year, and in accordance with the criteria set out in the Document.
- 9.2 An SEN allowance will be paid for any role where a teacher is wholly or mainly in charge of a designated class with pupils with statements of special educational needs, are hearing impaired, or visually impaired.
- 9.3 An SEN allowance will be paid for any role where the teacher is making a particular contribution to the teaching of pupils with special educational needs, over and above what would normally be expected of a classroom teacher.
- 9.4 An SEN allowance will be paid where a teacher qualifies for an SEN allowance and who holds a recognised special educational needs qualification and has experience relevant to the work.
- 9.5 Note for special schools - all teachers must receive an SEN allowance.

2025 pay range £ 2,787 - £5,497

- 9.6 **Teaching and Learning Responsibilities** - are awarded as a TLR1 or TLR2 to recognise sustained additional responsibilities within the school which focus on teaching and learning, require 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, have an impact on the educational progress of pupils other than the teacher's assigned class/group, and involves leading, developing and enhancing the teaching practice of other staff. The values paid at each level are determined in accordance with the minimum and maximum values and the criteria set out in the School Teachers' Pay and Conditions Document.
- 9.7 Such allowances are used to recognise responsibilities in a substantive post or that may be being covered as part of an acting-up or cover arrangement.

- 9.8 Fixed term TLR3 allowances may be awarded only for clearly time-limited school improvement projects, one-off externally driven responsibilities, or where teachers are undertaking planning, preparation, coordination of, or delivery of tutoring to provide catch-up support to pupils on learning lost to the pandemic, and where that tutoring work is taking place outside of normal directed hours but during the school day. The fixed-term for which they are to be awarded must be established at the outset of the award. The governing body should not award consecutive TLR3s for the same responsibility unless that responsibility relates to tutoring, as set out above.

From 1st September 2025, the governing body may determine the value of any existing or new TLR1 and TLR2 payment, based on the proportion of the TLR the teacher is undertaking - i.e. the proportion of the full-time equivalent responsibility. Where a part-time teacher is taking on the responsibilities associated with a TLR1 or TLR 2, relevant bodies are no longer mandated to utilise the pro-rata principle (as defined at paragraph 40.1 of the STPCD) when determining the value of the TLR1 or TLR 2 payment. Equally, a part-time TLR may be awarded to a full-time teacher where the responsibilities are being shared with another teacher.

The governing body must act fairly and appropriately when determining the value of a TLR1 or TLR2 payment.

From 1st September 2026, it will become a requirement that the governing body will determine the value of all existing and new TLR1 and TLR 2 payments based on the proportion of the TLR the teacher is undertaking - i.e. the proportion of the full-time equivalent responsibility. If a teacher undertakes full-time TLR responsibility, in part-time hours, they will be paid the full-time equivalent TLR1 or TLR2 payment.

The pro-rata principle does not apply to any TLR3 award.

The minimum and maximum values and the criteria for use are as set out in the relevant School Teachers' Pay and Conditions Document each year. The fixed term of the allowance, and the reason for its award, will be clearly indicated to any teacher awarded such an allowance. TLR3 allowances are not safeguarded.

2025 ranges *TLR1* £ 10,174 – £ 17,216  
*TLR2* £ 3,527 - £ 8,611  
*TLR3* £ 702 - £ 3,478

- 9.9 **Continuing Professional Development, Initial Teacher Training, and Out of school learning activities** (excludes Headteacher) - staff undertaking CPD outside of the school day, or who contribute to ITT in school, or who participate in out of school hours learning activity may be paid an additional payment.

- 9.10 Any staff undertaking **CPD** outside of the school day/directed time are

entitled to payment for that work. The governing body recognises that this activity is entirely voluntary in nature and that some teachers have commitments which make it difficult for them to attend INSET organised at weekends and outside term-time. In such circumstances the school will endeavour to offer suitable alternative training arrangements within directed time, in line with its commitment to equal opportunities.

- 9.11 Any teachers who voluntarily undertake school-based **initial teacher training** activity outside of what would be considered part of normal school/role expectations will be entitled to a payment for that work. Activities will include supervising and observing teaching practice, giving feedback to students on their performance and acting as professional mentors, running seminars or tutorials on aspects of the course, and formally assessing students' competence.
- 9.12 Any activity that is not seen as part of the normal running of the school will usually be covered by a separate contract of employment, with payment as an hourly rate. Such activity might include planning an initial teacher training course, preparing course materials, undertaking the marketing, finance and administration of the course, and taking responsibility for the well-being and tuition of initial teacher training students.
- 9.13 Any teacher involved in voluntary out of school learning activities such as homework clubs, summer schools (study support, literacy, and gifted and talented), sporting activities, other outdoor activities and clubs linked to curricular, arts and hobby interest areas, will be paid an hourly rate.
- *For Teachers attending a weekend residential overnight trip then booster hours will be paid at MS6.*
  - *For Teachers carrying out School Led Tutoring then an agreed rate of £25.20 will be paid.*
- 9.14 Supplementary contracts for DfE or Government funded initiatives will be paid at a daily rate calculated as 1/195<sup>th</sup> or an hourly rate calculated as 1/975<sup>th</sup>.
- 9.15 **Recruitment and retention** (excludes Headteacher, Deputy Head, Assistant Head) - allowances are payable at the discretion of the Governing Body where there is difficulty in recruiting or retaining staff. Any such allowance will be time limited and reviewed on an agreed and regular basis.
- 9.16 **Unqualified Teachers and Instructors** - allowances to recognise a) sustained additional responsibility which: i) is focused on teaching and learning, and ii) requires the exercise of a teacher's professional skills and judgement, or b) to recognise qualifications or experience which

bring added value to the role, may be paid.

- 9.17 Acting Allowances** - where a teacher acts up into a senior leadership role for a period in excess of four weeks, an allowance will be paid to bring the salary of that teacher at least up to the minimum of the appropriate leadership salary range for the post being covered, and will be backdated to the day on which the additional duties were assumed.

## **10. Part-time teachers**

- 10.1 Teachers employed on an ongoing basis in the school but who work less than a full working day or week are deemed to be part-time. The governing body will give any part time teacher a written statement detailing their working time obligations and the mechanism used to determine their pay, subject to the provisions of the statutory pay arrangements. The governing body will ensure that part-time teachers are assessed on the same basis as full-time teachers for pay purposes, with the calculation in hours including the appropriate fraction for non-contact time and PPA by comparison to full-time colleagues.
- 10.2 Any TLR3 awarded to a part time teacher is calculated as an annual value for the project in accordance with the schools pay range, and is not subject to pro-rating.

## **11. Short notice/supply teachers**

- 11.1 Teachers who work on a day-to-day or other short notice basis have their pay determined in line with the statutory pay arrangements in the same way as other teachers. Teachers paid on a daily basis will have their salary assessed as an annual amount, divided by 195 and multiplied by the number of days worked.
- 11.2 Teachers engaged for periods of less than a day will be paid the daily rate if they have taught for the full pupil day and are able and willing to work for up to the recommended 6.5 hours, even if they are not actually required to work any additional hours beyond the end of the pupil day. Such teachers will therefore only be offered an hourly rate either where they have been genuinely engaged for less than the full pupil day or where they have been unable or unwilling to work additional hours on request.
- 11.3 Teachers who work less than a full day will have their salary calculated as an hourly rate in accordance with the local Reading agreement of dividing the annual rate by 1265 to arrive at the hourly rate.
- 11.4 Teachers employed for a term or more will be paid on the basis of regular pay from the formal start to the formal end of term, e.g. 1 September to 31 December. Teachers employed for a shorter period will be paid on the 1/195 basis. Teachers employed for a term plus part of another term will be paid on the regular basis for the full term and the 1/195 for the part of the other term(s). Part days worked will be

paid on an hourly rate calculated from 1265 hours.

### **12. Pay Progression**

- 12.1 Pay for all teachers will be reviewed annually in accordance with this policy.
- 12.2 Written recommendations for pay progression for each teacher will be made to the Governing Body for approval.

### **13. Pay Policy Review**

- 13.1 Notwithstanding nationally agreed pay awards which will be applied from time to time, the contents of this pay policy will be reviewed annually by the Governing Body. Any proposed changes to the provisions of this policy will be the subject of consultation with the Headteacher, teaching staff, and trades union representatives.
- 13.2 The impact of this policy will be regularly monitored to ensure compliance with equalities legislation, and effectiveness in meeting the school's development needs.