Pay Policy

Formally adopted by the Trustees of:-	**West Norfolk Academies Trust**
On:-	**October 2026**
Chair of Trustees:-	**Mr Livesey**
Last updated:-	**October 2026**
Next review date :-	**October 2027**
Consulted with recognised trade unions on 15 October 2026	

Contents

1. Introduction	1
2. Overarching Statements	1
a) Pay Differentials	1
b) Pay Structure	1
c) Salary Protection or Safeguarding	1
d) TUPE Protection	1
e) Pensions	2
f) Equalities and Support	2
g) Delegation of Authority	2
h) Appeal Against Pay Decisions	2
i) Staffing Budget	2
j) Relationship with the Trust's Improvement and Development Plans	2
k) Access to Development Opportunities	2
l) Consultation Arrangements	3
m) Communication Arrangements	3
3. Outline Pay Framework Adopted	3
a) Teaching Staff	3
b) Support Staff	3
4. Arrangements for Teaching and Leadership Staff	3
a) Pay Reviews	3
b) Pay Progression	4
c) Leadership Group Pay	4
d) Leading Practitioner Pay Arrangements	6
5. Pay Structure for Qualified Teachers	7
a) Main Pay Range	7
b) Upper Pay Range	8
c) Movement to the Upper Pay Range	8
d) Discretionary Allowance and Payments	9
e) Additional Payments to Teachers	10
f) Tutoring	10
6. Arrangements for Unqualified Teaching Staff	11
a) Salary Arrangements	11
b) Pay Progression	11
c) Additional Allowance	11
7. Other General Arrangement under STPCD	11
a) Part-Time Teaching Staff	11
b) Short Notice/Supply Teachers	12
c) Pay Increases Arising from Changes to the STPCD	12
8. Arrangements for Support Staff	12
a) Pay Reviews for Support Staff	13
b) Scales and Grades	13
c) Salary Assessment	13
d) Part-Time Support Staff	13

9. Supplementary	13
a) Apprenticeships	13
b) Data Protection	14
c) Monitoring	14
Annex 1 – Pay and Performance Management Appeal Procedure	15
Annex 2 – Pay Appeal Procedure	17
Annex 3 – ESPOS Teaching Staff Pay Scales	18
Annex 4 – Support Staff Salary Arrangements	26

We, the Trust, have adopted this policy.

1. Introduction

We recognise that pay is of considerable importance in the management and motivation of staff. Pay will influence relationships and performance at work and, if it is to be a positive force, it is important to secure as much agreement as possible about its aims and to ensure transparency around pay related decision making.

This pay policy was adopted by the Trust on **2 April 2025** and has been consulted on with the recognised trade unions.

The policy sets out how we will assess the salary of new employees on appointment and how salaries will be reviewed.

The aim of the policy is to:

- Maximise the quality of teaching and learning across the Trust's academies
- Support the recruitment and retention of a high-quality teacher workforce
- Enable the Trust to recognise and reward staff appropriately for their contribution
- Help ensure that decisions on pay are managed in a fair, just and transparent way.

2. Overarching Statements

a) Pay Differentials

Salaries assessed in accordance with this policy will take into account:

- the nature of the post and level of responsibility
- the qualifications, skills and experience required
- market conditions
- the wider Trust context
- other material differences between posts
- any requirements of the School Teacher's Pay and Conditions Document (STPCD) or, for support staff, relevant job evaluation scheme, so far as the Trust has determined is appropriate.

b) Pay Structure

For the purposes of transparency and to deliver a clear framework for the CEO, Headteachers and other staff to operate within, the Trust Board has adopted the pay structures detailed in this policy.

c) Salary Protection or Safeguarding

We will ensure that salary protection or safeguarding arrangements are in place in accordance with the provisions of the STPCD or national or local collective agreements as appropriate.

Employees in receipt of salary protection or safeguarding payments will be expected to undertake commensurate work.

d) TUPE Protection

This pay policy reflects that pay arrangements adopted by the Trust will be applied to all employees. The only exceptions will be for those individuals whose contractual rights are protected by Transfer of Undertakings (Protection of Employment) Regulations [TUPE] and their pay arrangements will be determined by their protected arrangements until such time as those arrangements are lawfully superseded.

e) Pensions

We will not increase the salary of any employee or use any other pay flexibilities in order to secure an improved pension entitlement on retirement. Such enhancements may be in breach of pension scheme legislation and may represent misuse of public funds. We recognise that in such circumstances, a pension scheme may exercise their powers to use a notional salary for calculation of pension purposes and the DfE may take action against the Trust in respect of its financial decision making.

f) Equalities and Support

It is our intention that pay is awarded fairly, equitably and in support of our policy on equality and recognising our responsibilities under relevant legislation.

Appropriate consideration will be given as to how the provisions of this pay policy will be applied where employees have been absent for long periods e.g. due to sickness or maternity leave.

We expect adherence to this policy in line with obligations under equality legislation. The CEO, Headteachers and other senior managers will ensure that all reasonable adjustments or supportive measures are considered to allow equality of access and opportunity regardless of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; or sexual orientation.

Through the implementation of this policy, we will be mindful of our obligation to seek to maintain and protect the mental health and wellbeing of all employees as far as is reasonably practicable.

According to ACAS it is estimated one in seven people are neurodivergent, meaning that the brain functions, learns and processes information uniquely. Where an employee discloses neurodiversity, we understand the employee may require extra support in relation to the application of this policy. Where reasonable adjustments are necessary and can be accommodated, the Headteacher will support these.

g) Delegation of Authority

The Trust Board has overall responsibility for pay matters.

h) Appeal Against Pay Decisions

An employee may appeal against any determination in relation to their pay or any other decision taken that affects pay. Appeal arrangements are outlined in the Annexes.

i) Staffing Budget

The amount of money allocated to implementing the pay policy will be determined at the beginning of each financial year through the budget allocation process and will take into account normal pay progression. Any proposal to change the staffing structure at any other time will not be implemented without the prior approval of the Trust as informed by the CEO and relevant committees or equivalent.

j) Relationship with the Trust's Improvement and Development Plans

We will ensure that any pay related decisions support and reflect the overall objectives identified in our improvement and development plans. Wherever possible, career progression and staff development will be taken into account.

k) Access to Development Opportunities

We believe that access to development opportunities (for example, promotions, additional responsibilities, secondments) should be made available to all employees, whether full or part time, permanent or fixed term, and will advertise their availability internally.

l) Consultation Arrangements

To ensure that meaningful consultation can take place in establishing and reviewing the pay policy, we will consider the views of employees and recognised trade unions and professional associations prior to adoption. A copy of this pay policy will be made available to employees.

m) Communication Arrangements

We are committed to ensuring that all employees are aware of this pay policy and that reasons for pay related decisions are understood. The application of the pay policy will be undertaken in as open a way as possible. The salary details of individual employees, however, shall remain confidential between the employee and their Headteacher, the CEO, appropriate Trustees, employees with responsibility for payroll and budgets, and accredited external parties such as HR and payroll providers.

The Trustees are responsible for informing leadership and teaching staff in writing of any pay related decisions. Therefore, an annual Salary assessment form will be issued to all teaching staff informing them of their actual salary once these are final.

3. Outline Pay Framework Adopted

a) Teaching Staff

We have determined that the main provisions of the STPCD will be followed for all teaching staff across the Trust as detailed later in this policy. This covers all teachers employed by the Trust including class teachers (with and without additional responsibilities), unqualified teachers and those holding the position of Head of School, Headteacher or other leadership roles.

This policy does not address every situation covered by the STPCD and we reserve the right as the 'relevant' body to exercise our responsibilities in accordance with other pay and conditions issues not covered by this pay policy.

b) Support Staff

We have determined that the pay provisions of the National Conditions of Service for Local Government Staff (the Green Book) will be applied to all support staff employed by the Trust as detailed later in this policy. We reserve the right to determine alternative arrangements for an individual post(s) where it is believed that Green Book provisions are not appropriate in light of specific factors. If a decision is made to use alternative pay arrangements for any individual post(s), this policy will be adjusted accordingly.

4. Arrangements for Teaching and Leadership Staff

a) Pay Reviews

We will ensure that the salary of all teaching staff (including Heads of School and Headteachers) is reviewed annually. Reviews must be completed no later than 30th November with any change having retrospective effect from 1 September.

Reviews may take place at other times of the year to reflect changes in circumstances or job description that warrant an adjustment to the pay level attached to a specific post.

All teaching staff will be given a written statement following the annual or any other review, setting out their salary and other financial benefits to which they are entitled, and this should be provided within one month. The content of the written statement will be in line with the requirements of the STPCD.

The finalising of pay reviews and issuing of annual statements may be delayed if there is a delay in the STPCD being approved through Parliament (for example if STPCD is not

entered into law until sometime after 1 September).

b) Pay Progression

i) Pay Progression for Teaching Staff, Leadership Staff and Unqualified Teachers

All teachers can expect to receive regular constructive feedback on their performance and development 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 our Appraisal Policy.

The criteria we will use when making decisions on pay progressions are in accordance with the School Teachers' Pay and Conditions Document. The Document specifically states that teachers (including leadership, teaching and unqualified teaching staff) who have completed a year of employment since the last annual pay determination are entitled to be considered for progression within their scale.

Subject to that:-

Following an individual teacher's annual appraisal and, subject to the provisions of this pay policy, a teacher should expect to receive pay progression within the relevant pay range unless they are subject to capability procedures.

ii) Pay Progression for Early Career Teachers (ECTs)

In the case of ECTs, the Headteacher will determine the teacher's performance and any pay recommendation by means of the statutory induction process set out in the Education (Induction Arrangements for School Teachers) (England) Regulations.

The Headteacher will also ensure that ECTs are not negatively affected by the extension of the induction period from one to two years.

Pay progression is an option for all ECTs at the end of the first year provided the stated requirements are judged to be met. If an ECT requires an extension to their first year due to unforeseen circumstances (e.g. absence from work), this will not necessarily prevent pay progression after the first year in role, provided evidence of positive assessments prior to the unforeseen circumstances is available to support consideration of the ECT's performance related pay progression.

c) Leadership Group Pay (for appointments made after or Headteacher Groups reviewed after 1 September 2014)

i) Pay Ranges and Salaries

Salaries for members of the leadership group will be assessed:

- on appointment to the Trust
- annually, to take effect from 1 September
- upon any adjustment to the Headteacher group or pay range.
- at any other time provided for within the STPCD.

Stage 1 - Defining the role and determining the Headteacher group

For any leadership post, we will define the role, responsibilities and accountabilities, as well as the skills and relevant competencies required.

Members of the leadership group will be paid on the leadership pay range as detailed in the STPCD.

Each academy in the Trust will be assigned to a Headteacher group by calculating the total unit score in accordance with the STPCD. Where two or more academies are overseen by one Executive Headteacher, a combined Headteacher group will be calculated. The Headteacher group for any academy will be reviewed whenever we deem it is necessary. Consideration will also be given to additional whole Trust responsibilities and the group may be adjusted accordingly.

For other leadership group posts, consideration will be given to how the role fits within the wider leadership structure at the academy. The pay range for a Deputy or Assistant Headteacher will only overlap the Headteacher's pay range in exceptional circumstances.

Stage 2 - Setting the indicative pay range

In determining the leadership pay ranges, we will consider the complexity and challenge of the role in the academy specific context and make a judgement on pay in light of this.

Executive Pay, Including the Chief Executive Officer and Accounting Officer

Levels of Executive pay are independently scrutinised by the Trust Board. Consideration will be given as to where this role sits within the wider leadership structure of the Trust. Remuneration will be awarded in line with that of any other leadership role in accordance with the STPCD.

Where similar Leadership roles are not available for comparison, the board will follow a robust decision-making process that demonstrates justifiable pay and that the pay represents good value for money. Decisions will be supported by a documented decision making process that has full approval of the board. Executive pay will increase no faster than the rate afforded to teaching staff.

Headteachers

For Headteachers, discretionary payments such as allowances for recruitment and retention, permanent additional responsibilities (e.g. the provision of initial teacher training (ITT)) and long-term provision to other academies, will be captured as part of this process.

In setting the pay ranges, we have taken into account additional factors to the extent deemed appropriate for the academies. The additional factors are:

- The number of schools the Head Teacher retains responsibility for.
- Any whole Trust responsibilities that the Head Teacher maintains alongside their Head Teacher responsibilities.

The Head of School or Headteacher's individual pay range will not normally exceed the maximum of the Headteacher group. However, the Headteacher's range may exceed the maximum if we determine that circumstances specific to the role or candidate warrant a higher than normal payment. The maximum of the Headteacher's pay range and any additional payments made (in total) will not exceed the maximum of the Headteacher group by more than 25% unless in exceptional circumstances approved by the Trust Board. The minimum a Headteacher can be paid is point 6 on the ESOPS scale, in accordance with the STPCD.

Other Leadership Posts

For leadership posts other than the Headteacher, we will give consideration to similar factors but also to the positioning of those posts between the Headteacher and other teaching staff within the academy.

We have determined that Heads of School and Headteacher posts will have a salary range of seven consecutive points on the ESOPS leadership scale and that any Deputy or Assistant Headteacher posts will have a range of five consecutive points on the scale.

Stage 3 - Setting the starting salary and individual pay range

New members of the leadership group will normally be appointed to the indicative pay range for the role as above.

We will ensure, on appointment, that the starting salary is set at a level within the indicative pay range which allows performance related progression over time.

ii) Pay Progression

Where a leader has not reached the maximum point of either their identified salary range, pay progression considerations within that range (with effect from 1 September each year) will be as per section C2 above.

iii) Determination of Temporary Payments to Headteachers

The approach outlined in C3.1 will capture all permanent responsibilities attached to a Headteacher's post. In most cases, therefore, additional payments will only be awarded for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined, and only where the reason or circumstance for the additional payment was not taken into account when determining the Headteacher's pay range. Such payments would require approval from the Trustees.

The total sum of the temporary payments made to a Headteacher in any academic year will not exceed 25% of the annual salary which is otherwise payable to the Headteacher. Further, the total sum of salary and other payments will not exceed 25% above the maximum of the Headteacher group (except in wholly exceptional circumstances and in which case, we will seek external independent advice before providing such agreement and will ensure this is appropriately recorded.

Payments relating to residential duties or relocation expenses (see below) should not be included in this calculation.

iv) Additional Payments to Headteachers

The STPCD makes some allowance for additional payments to be made to Headteachers in specific circumstances. We reserve the right, should the specific circumstances arise, to determine that such payment be made.

d) Leading Practitioner Pay Arrangements

i) Salary Range and Points

Where we appoint a leading practitioner, whose post will have the primary purpose of modelling and leading improvement of teaching skills, those employees will be subject to the pay arrangements set out in the STPCD which require the setting of an individual pay range within the wider range for leading practitioners.

When setting the individual pay range for leading practitioners, we will have regard to the challenge and demands of the individual post and internal pay relativities. If more than one leading practitioner post exists in the school, each will be allocated an individual pay range specific to the different demands and challenges of those posts.

We will determine a pay range for each leading practitioner within the pay range for leading practitioners in the STPCD.

Appointment to the individual pay range will ensure scope for future performance related pay progression.

In accordance with the Teacher Appraisal Policy, we require the Head of School or Headteacher where the leading practitioner reports directly to them, to agree performance criteria annually with the leading practitioner and review performance against those criteria. This needs to be agreed by the CEO.

There will be no movement up the pay range unless there has been a sustained high-quality performance by the leading practitioner in the light of the performance criteria previously agreed. We may award movement up the pay range in accordance with the provisions of the Performance Management and Appraisal Policy.

Movement up the pay range will not exceed one point in an academic year.

ii) Pay Progression

Where a Leading Practitioner has not reached the maximum point of their identified range, pay progression considerations within that range (with effect from 1 September each year) will be as per paragraph C2 above.

5. Pay Structure for Qualified Teachers

a) Main Pay Range

We have adopted a main pay scale which begins at the minimum of the pay range and ends at the maximum and contains four reference points in between. This is set out in ESOPS (see Annex 3) and mirrors the advisory pay points laid out in the STPCD.

On appointment, points on this pay scale will be awarded as follows:

- qualified teachers will commence on at least the minimum point of ESOPS.
- for service up to 31 August 2013, one point will be awarded for each year of qualifying employment as defined by the STPCD including service in state schools in the EEA outside of England and Wales (such as Scotland) on their return to England and Wales.
- for service from 1 September 2013, we will take into account the teacher's current salary and decide whether to award any additional points.
- further points (subject to a maximum of one point per year) may be awarded in respect of other relevant experience, if considered appropriate. This may include teaching in a city academy, city technology college, independent school, sixth form college, or higher or further education establishment.
- additional points (subject to a maximum of one point for every three years) may be awarded for service as a qualified teacher in an overseas school outside of the EEA in the maintained sector of the country concerned, or outside teaching but in a relevant area (including industrial or commercial training, or time spent in an occupation relevant to the teacher's work at the school).
- we will consider the awarding of points on appointment on a case by case basis, having regard to equal opportunities, fairness and transparency.
- points awarded for experience will be awarded on a permanent basis while employed at the school.

Consideration of existing salary on appointment

We have determined that we will recognise existing salaries when making a new appointment.

b) Upper Pay Range

We will pay teachers on the upper pay range where the stated criteria in the STPCD are met.

Pay Levels

We have adopted an upper pay scale that consists of the minimum and maximum values of the upper pay range plus one reference point as set out in ESOPS (see Annex 3) which mirrors the advisory points included in the STPCD.

c) Movement to the Upper Pay Range

Applications and Evidence

Any qualified teacher may apply to be paid on the upper pay range and **any such application must be assessed in line with this policy and the appraisal policy**. It is the responsibility of the teacher to decide whether they wish to apply to be paid on the upper pay range.

Applications may be made at least once a year by 31st October. This application should be made to the Headteacher.

If a teacher is simultaneously employed elsewhere (outside the Trust), they may submit separate applications if they wish to apply to be paid on the upper pay range with that employer. We will not be bound by any pay decision made by another employer.

The application shall be in the form of the annual appraisal document and should reflect the applicants' achievements over a two-year period.

A successful applicant will have demonstrated:

- That as a teacher they are highly competent in all elements of the relevant standards; and
- That their achievements and contributions to the school are substantial and sustained.

For the purpose of this pay policy:

- Highly competent' means performance which is not only good but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice.

- 'substantial' means of real importance, validity or value to the school; play a critical role in the life of the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.

- 'sustained' means maintained continuously over a period of the previous two years.

The application will be assessed robustly, transparently and equitably by the line manager and Headteacher. All applications will then be moderated and taken to representatives of the Trustees for the final determination. Applicants will be informed of the outcome following this process.

If successful, increases in pay will be effective from this date and will be backdated to the 1st September.

If unsuccessful, feedback will be provided by the Headteacher as to how the criteria is not met. Any appeal against a decision not to move the teacher to the Upper Pay range will be heard under the appeal procedure.

A successful applicant will progress to the minimum point of the Upper Pay range, where it is expected that the level of performance assessed will be at least sustained.

Further progression on the Upper Pay range will be dependent on additional evidence that the application has developed further and taken on further responsibilities across the school.

Employees who are uncertain as to whether their performance will meet the criteria to access the Teacher's Upper Pay Range should seek clarity from their Headteacher. This clarification will include advice and guidance as to the performance measures required to be evidenced throughout the academic year.

d) Discretionary Allowances and Payments

Teaching and learning responsibility payments (TLRs)

The Trust Board has determined that TLR1 and 2 payments will be reviewed to ensure payment is in line with the proportion of TLR responsibilities the respective postholder is undertaking from September 2026, as required by the STPCD.

Teachers in these identified posts will undertake duties that include significant responsibilities that:

- are focussed on teaching and learning
- require the exercise of a teacher's professional skills and judgement
- require 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 classes or groups of pupils
- involve leading, developing and enhancing the teaching practice of other staff.

TLR1s are only awarded if the teacher has line management responsibility for significant number of people.

We have set a minimum and maximum amount for TLR payments as stated in the STPCD.

TLR2s:
£3,651
£6,081
£8,913

TRL1s:
£10,531
£12,639

A TLR3 with an annual value between the minimum and maximum set by the STPCD may be awarded to a classroom teacher by the Trust Board for clearly time-limited school improvement projects, or one-off externally driven responsibilities. From 2021, TLR3 may be used to make payment to teachers 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 annual value, duration and specific responsibilities of any TLR3 awarded will be made clear, in writing, at the outset of the arrangement in accordance with the

STPCD. Safeguarding arrangements will not apply when TLR3 arrangements cease.

Special educational needs allowance (SEN)
No SEN allowances have been attached to posts in the staffing structure.

e) Additional Payments to Teachers

We may exercise discretion to award additional payments to teachers (including the Headteacher in some cases) as follows:

- ***Continuous professional development outside normal school hours***
  We have chosen not to exercise discretion to award additional payments for continuous professional development outside of normal school hours.

- ***Activities relating to the provision of initial teacher training***
  We have chosen not to exercise discretion to award additional payments in respect of the provision of initial teacher training.

- ***Participation in out of school hours learning activities***
  We may pay a fixed hourly rate (£25 per hour) to a teacher, other than the Head of School or Headteacher, for agreed out of school hours learning activities such as breakfast clubs, homework clubs, summer schools etc. From 2021 this may include tutoring work delivered outside normal school hours. Payments must be pre authorised before any work commences.

- ***Additional responsibilities and activities linked to provision of services relating to raising of educational standards to one or more additional schools***
  We may pay a fixed allowance (determined by the level of responsibility) to a teacher, other than the Headteacher, for additional responsibilities and activities linked to provision of services relating to raising of educational standards to one or more additional schools.

- ***Acting allowances***
  Where a teacher is assigned and carries out the duties of a Headteacher, Deputy Headteacher, or Assistant Headteacher but has not been appointed in an acting capacity, we shall, within four weeks, determine whether or not an allowance should be paid in accordance with the provisions of the STPCD.

- ***Recruitment and retention incentives and benefits***
  Exceptionally, we may, as an incentive for the recruitment of new teachers and/or the retention of existing teachers, make payments or provide other financial support and benefits as it considers necessary. Where these payments are to be of a limited duration, we will specify at the outset how long the payments will last. All other payments will be reviewed on an annual basis after which they may be withdrawn. These payments cannot be made to the Headteacher, Deputy Headteacher or Assistant Headteacher.

f) Tutoring

STPCD 2021 introduced clarity on arrangements for payment to main pay range teachers and upper pay range teachers in respect of tutoring work undertaken to address learning disruption as a result of the Coronavirus pandemic. The mechanism for payment should be through TLR3 (for additional work undertaken outside normal directed time but during the school day) and/or through the facility for payment in respect of out of school hours learning activity (for additional work undertaken outside the school day). The school will use these mechanisms where tutoring work is undertaken.

6. Arrangements for Unqualified Teaching Staff

a) Salary Arrangements

The salaries of unqualified teachers will be assessed on appointment and will be paid on the unqualified teacher pay range.

We have adopted a pay range for unqualified teachers that consists of the minimum and maximum of the unqualified teacher pay range plus four reference points as set out in ESOPS (see Annex 3) and mirrors the advisory points laid out in the STPCD

On appointment, points on this pay scale will be awarded as follows:

- one point for a recognised overseas teaching qualification, or for a recognised post-16 teaching qualification, or a recognised qualification relevant to their subject area
- one point on the scale for each year of school teaching as an overseas trained teacher or teaching in higher/further education.

Where an unqualified teacher is appointed who has experience of working in a relevant area, (including industrial or commercial training, time spent in an occupation relevant to the teacher's work at the school, or experience with children/young people) and we consider this to be of value to the performance of their duties, we may award an additional point or points - on the basis of one point for every four and a half years of work in a relevant area.

b) Pay Progression

Where an unqualified teacher is first appointed below the maximum point of the unqualified teachers' pay range, pay progression considerations (with effect from 1 September each year) will be as per paragraph C2 above.

c) Additional Allowance

We may determine that such additional allowance as we consider appropriate, will be paid to an unqualified teacher where we consider, in the context of the staffing structure and pay policy, that the teacher has:

a) taken on 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) qualifications or experience which bring added value to the role being undertaken.

7. Other General Arrangements under STPCD

a) Part-time Teaching Staff

Teachers employed on a contract with the Trust who work less than a full working week are deemed to be part-time. Specific requirements are included in the STPCD for the determination of pay for part-time teachers.

Until 2024, the STPCD stated that a part-time teacher should be paid a proportion of a full-time salary *including relevant allowances* * (except TLR3), equivalent to the proportion of time they work against the School's Timetabled Teaching Week (STTW).

* Although the pro-rata principle remains unchanged in respect of main salary and some allowances, the situation in respect of TLR payments 1 and 2 has changed. Details of the Trust Board's determination in respect of TLRs 1 and 2 is provided under section 5.5 above.

The STTW refers to the school session hours that are timetabled for teaching, including

PPA time and other non-contact time but excluding break times, registration and assemblies.

We require that the salaries of part-time teachers are calculated in line with the example given in the STPCD (main document and guidance).

b) Short Notice/Supply Teachers

Teachers who work on a day-to-day or other short notice basis will be paid in accordance with the requirements of the STPCD.

Such teachers will have their pay assessed as an annual amount. Payment will then be based on that annual amount divided by one hundred and ninety-four for each full day worked. The maximum number of hours a supply teacher can be paid for on any one day is six and a half. Teachers who work less than a full day will have their payment based on an hourly rate calculated from their annual amount divided by 194 and then divided by 6.5.

These arrangements apply only to teachers employed directly by the school on a day-to-day or other short notice basis and pay arrangements will be confirmed with the teacher before the placement starts. Agency workers will be covered by the pay arrangements determined by their employing agency.

Supply teachers will not normally be paid beyond point 6 of the main scale for teachers (see later in this policy). The exception to this will be for existing part-time teaching employees of the Trust who undertake additional work for the Trust and have already progressed to a higher basic salary. In those cases, the employee's normal salary will be used as the basis for the supply teaching hourly rate.

Working arrangements will be confirmed with the supply teacher before the placement starts.

These provisions do not apply to Agency Supply Teachers for whom their respective agency will determine pay levels.

c) Pay Increases (pay award) Arising from Changes to the STPCD

All teaching staff are paid in accordance with the STPCD as updated from time to time. In respect of annual cost of living increases:

Any teacher being paid at the minimum of a range will receive an uplift where required to keep them within their range. Beyond that, increases may be applied to:

- Basic pay; and/or
- TLR; and/or
- Other allowances in payment.

Other than where those at the minimum of a range are automatically uplifted, we will consider the uplift on a year-by-year basis. Our general intention is to maintain a clear structure of points in line with ESOPS but we reserve the right to move away from this through any annual determination.

8. Arrangements for Support Staff

The Trust Board is aware that the Department for Education is working in the establishment of a new School Support Staff Negotiating Body (SSSNB) under the Government's Employment Rights Bill, and that academy trusts are likely to be impacted by this through statutory application. It is expected that the new SSSNB will be responsible for determining pay and many of the employment terms and conditions for Support staff that are currently determined by the

National Joint Council for Local Government Services nationally or the Local Authority/Trust locally. At the time of adoption, the scope and likely effective date of any change over to SSSNB specified arrangements is not known and so this policy has been adopted to reflect the existing provisions for our Support staff employees. Essentially, the Governing Body will continue to apply the existing provisions as outlined here until a change is applied through SSSNB statute.

a) Pay Reviews for Support Staff

The conditions of service for support staff may provide for a number of incremental points within a specified grade. Where this is the case, support staff will progress through the incremental points until they reach the maximum of their grade. Incremental progression will be automatic unless the member of staff is subject to capability procedures, in which case, their annual increment is likely to be withheld. The West Norfolk Academies Trust (WNAT) determined arrangements for support staff pay include an incremental date of 1 Sept except when the member of staff does not have six months' service by that date or where TUPE protection provides an alternative incrementing date. In these circumstances, the first increment is awarded after six months service.

b) Scales and Grades

Salaries for support staff are determined in accordance with nationally or locally agreed conditions of service.

We operate a scheme of pay and conditions of service that reflect Norfolk County Council's Modern Reward Strategy. See Annex 4 for current grades and rates. Grades and salaries for support staff are determined in accordance with those provisions (except where an individual's salary arrangements may be protected through TUPE legislation).

c) Salary Assessment

The salaries of all support staff will normally be assessed:

- on appointment to the school
- annually to take effect from 1st July
- upon an appropriate request by the postholder
- at any other time deemed appropriate by the Trust.

This assessment will be determined by the following criteria:

- responsibilities of the post
- performance of the postholder in accordance with previously agreed objectives and the relationship between the outcome and the scheme for progression
- any career progression scheme for support staff in use in the Trust

The assessment may have regard to any current grading/job descriptions/job evaluation framework in force in the local authority.

d) Part-time Support Staff

A full-time working week for support staff is 37 hours per week. Support staff working less than 37 hours per week will be deemed to be part-time. The salary of part-time staff will be calculated on a pro-rata basis against a 37 hour per week full-time salary.

Staff working less than all year round will have salary calculated in line with the formula which reflects annual leave entitlements within Norfolk's Modern Reward Strategy and ensures compliance with statutory paid holiday provisions. Contracted support staff working less than all year round will have their pay averaged across the year and paid in twelve equal instalments.

9. Supplementary

a) Apprenticeships

The rate paid to an apprentice will be dependent on the status of the post they occupy. If

the post they occupy is part of the normal staffing structure of the school, the apprentice will be paid the normal rate for the job under the provisions outlined above. If the post is additional to the normal staffing structure, the appropriate apprenticeship rate will normally be attached to the post. Current apprenticeship rates are published at www.gov.uk/national-minimum-wage rates.

b) Data Protection

Personal data collected and processed for the purpose of this policy will be handled in accordance with the data protection policy and applicable statutory obligations. Any personal data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of employee management or to comply with statutory reporting obligations. Inappropriate access to, or disclosure of, employee data constitutes a data breach and should be reported without delay, in accordance with the data protection policy. It may also constitute a disciplinary offence in which case it would be dealt with under our disciplinary policy and procedure.

c) Monitoring

We will monitor the outcomes and impact of this policy on a regular basis to assess its effect and our continued compliance with equalities legislation.

Annex 1 - Pay and Performance Management Appeal Procedure

An employee may appeal against any determination or proposed determination in relation to their pay or performance management.

Possible grounds for appeal are that the person or panel that made the decision:

In the case of **teachers:**
- incorrectly applied a provision of the STPCD
- failed to have proper regard for the relevant statutory guidance
- failed to take account of relevant evidence
- took account of irrelevant or inaccurate evidence
- failed to apply the Trust's pay policy
- was biased, or
- otherwise unlawfully discriminated against the teacher.

In the case of **support staff**:
- has applied the job evaluation scheme incorrectly
- has not taken into account all relevant information when grading the job
- referred to incorrect or out of date information when grading the job
- failed to apply the Trust's pay policy
- was biased
- otherwise unlawfully discriminated against the member of support staff

Appeals against grading and pay progression decisions will be considered through the following process:

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

2. If the employee is not satisfied, they should seek to resolve this by discussing the matter informally with the decision maker within 10 working days of the decision. Where this is not possible, or where the employee continues to be dissatisfied, they may follow the procedure as set out below.

Registering an informal appeal

3. To initiate an informal appeal, the employee should make an appointment with the Deputy CEO. This meeting should be within 10 working days of the notification of the decision. Where the employee continues to be dissatisfied, they should move to a formal complaint.

Registering a formal appeal

4. To initiate a formal appeal, the employee should put in writing their reasons for their appeal. This should be sent to the CEO within 10 working days of the notification of the decision, or within 10 working days of the informal discussions that attempted to resolve the matter.

First hearing

5. The CEO should provide a hearing within 10 working days of receipt of the written grounds for questioning the pay decision to consider this. The employee must be given an opportunity to make representations in person and will be entitled to be accompanied by a colleague or trade union representative. Following the hearing, the employee should be informed in writing of the hearing's decision and the right of appeal.

Pay Appeals Panel hearing

6. Any appeal should be heard by a Pay Appeals Panel composed of three Trustees who were not involved in the original determination, normally within twenty working days of

the receipt of the written appeal notification. At the hearing, the employee lodging the appeal should be given the opportunity to make representation in person and to be entitled to be accompanied by a friend or trade union representative.

7. A designated member of the Trustees who was involved in the original determination (or where the decision was made by the Headteacher or CEO), the Headteacher or CEO respectively will present evidence to support the original decision.

8. Both parties may call witnesses.

9. Relevant papers will be exchanged by the parties no later than three working days before the hearing

10. The pay appeals panel will deliberate in private and will communicate their decisions to all parties in writing within 48 hours. The decisions of the Pay Appeals Panel are final and there is no recourse to the Trust's grievance procedure.

Each step and action of this process should be taken without unreasonable delay. The timing and locations of the formal meetings must be reasonable and allow both parties to explain their cases.

The detailed procedure for the hearing of the appeal is set out in Annex 2.

Annex 2 - Pay Appeal Procedure

Procedure at a hearing of the Review Panel of the Trust

The Panel should elect a Chair who should then introduce those present and explain the purpose of the hearing.

The employee, or their representative, should present evidence on the case referring to any relevant documentation.

The Headteacher, CEO or designated member of the Review Panel should be given the opportunity to ask questions of the employee.

The members of the Review Panel and their adviser(s) should be given the opportunity to ask questions of the employee.

The Headteacher, CEO or designated member of the Review Panel should present their case referring to any relevant documentation.

The employee, or their representative, should be given the opportunity to ask questions of the Headteacher, CEO or member of the Pay Panel.

The members of the Panel and their adviser(s) should be given the opportunity to ask questions of the Headteacher, CEO or member of the Pay Panel.

The employee, or their representative, should make a closing statement.

The Headteacher, CEO or designated member of the Review Panel should make a closing statement.

The Chair of the Review Panel should call an adjournment. All parties will be required to withdraw except members of the Panel and their adviser(s) who consider the evidence, discuss the case and the Panel will reach a decision.

Note
The Chair of the Review Panel may vary the order of procedure in exceptional circumstances or where appropriate if the employee is a Headteacher or the CEO. At any stage in the proceedings a request by either side for a brief adjournment may be granted at the discretion of Chair.

Annex 3 - ESOPS Teaching Staff Pay Scales (1 September 2026) G206c

Advisory note on the ESOPS scales

The School Teachers' Pay and Conditions Document requires that teachers be paid within ranges (minimum and maximum rates) specified by the Document. ESOPS is updated each year to ensure the minimum and maximum levels are met and that the annual "pay award" is interpreted and incorporated in a reasonable and justifiable way.

ESOPS has always retained reference pay points within all the pay ranges, for ease of use. If a school or academy chooses not to follow the ESOPS model, they will need to provide to Education**HR** (or alternative HR/payroll provider) details of pay structure decisions so that appropriate payments can be made. Whether a school or academy chooses to follow ESOPS or an alternative, locally determined arrangement, the decision must be reflected in the school or academy pay policy and made available to staff.

In recent years, the STPCD has introduced reference points for the main pay range, upper pay range and unqualified teacher pay range. Where these reference points, or advisory points, have been included in the STPCD, our ESOPS model pay ranges have been aligned to those. Leadership ranges and the Leading Practitioner range in the STPCD do not yet have reference or advisory points, but we have maintained these over the years through ESOPS as requested by customers.

The 2025 STPCD introduced a significant change in respect of TLR1 and TLR2 payments. Previously, there was a requirement for TLR1 and 2 payments to be made in accordance with the pro-rata principle, for example a 60% teacher could only have a 60% TLR. From September 2025, schools could choose, and from September 2026 schools MUST, consider the proportion of TLR that should be paid to a teacher based on the proportion of the TLR the teacher is undertaking (i.e. the proportion of the full-time equivalent duty). This means a part-time teacher could have a full-time TLR, or that a full-time teacher could have a part-time TLR. Guidance is provided in Part 3 of the STPCD.

Main Pay Range

Point	2026
Point 1 (Minimum)	£34,069
Point 2	£36,042
Point 3	£38,400
Point 4	£40,941
Point 5	£43,529
Point 6 (Maximum)	£46,940

Upper Pay Range

Point	2026
Point 1 (Minimum)	£49,134
Point 2	£50,956
Point 3 (Maximum)	£52,835

Allowances for qualified classroom teachers

TLR payments 2026		
	Minimum	Maximum
TLR 1	£10,531	£17,819
TLR 2	£3,651	£8,913
TLR 3	£727	£3,600

SEN allowances 2026	
Minimum	Maximum
£2,885	£5,690

Unqualified Teacher pay range

Point	2026
Point 1 (Minimum)	£23,732
Point 2	£26,075
Point 3	£28,758
Point 4	£31,124
Point 5	£33,811
Point 6 (Maximum)	£36,494

Leading practitioner pay range

Point	2026
Point 1 (Minimum)	£53,847
Point 2	£55,199
Point 3	£56,577
Point 4	£57,983
Point 5	£59,428
Point 6	£60,917
Point 7	£62,559
Point 8	£64,001
Point 9	£65,600
Point 10	£67,286
Point 11	£69,030
Point 12	£70,622
Point 13	£72,385
Point 14	£74,191
Point 15	£76,037
Point 16	£78,059
Point 17	£79,851
Point 18 (Maximum)	£81,861

Leadership Group Pay – Individual Points								
Pnt	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8
1	£53,586							
2	£54,927							
3	£56,298							
4	£57,699							

5	£59,137							
6	£60,619							
7	£62,251							
8	£63,688	£63,688						
9	£65,278	£65,278						
10	£66,956	£66,956						
11	£68,691	£68,691	£68,691					
12	£70,275	£70,275	£70,275					
13	£72,032	£72,032	£72,032					
14	£73,827	£73,827	£73,827	£73,827				
15	£75,664	£75,664	£75,664	£75,664				
16	£77,676	£77,676	£77,676	£77,676				
17	£79,460	£79,460	£79,460	£79,460				
18	£80,652*	£81,457	£81,457	£81,457	£81,457			
19		£83,478	£83,478	£83,478	£83,478			
20		£85,547	£85,547	£85,547	£85,547			
21		£86,796*	£87,664	£87,664	£87,664	£87,664		
22			£89,842	£89,842	£89,842	£89,842		
23			£92,065	£92,065	£92,065	£92,065		
24			£93,414*	£94,349	£94,349	£94,349	£94,349	
25				£96,694	£96,694	£96,694	£96,694	
26				£99,086	£99,086	£99,086	£99,086	
27				£100,536*	£101,540	£101,540	£101,540	
28					£104,059	£104,059	£104,059	£104,059
29					£106,637	£106,637	£106,637	£106,637
30					£109,291	£109,291	£109,291	£109,291
31					£110,881*	£111,990	£111,990	£111,990
32						£114,774	£114,774	£114,774

33						£117,624	£117,624	£117,624
34						£120,532	£120,532	£120,532
35						£122,305*	£123,528	£123,528
36							£126,587	£126,587
37							£129,733	£129,733
38							£132,943	£132,943
39							£134,834*	£136,184
40								£139,581
41								£143,069
42								£146,653
43								£148,829*

NOTE: Amounts in italics with * are maximums for the eight headteacher groups only.

Leadership Group Pay – National Ranges								
Pnt	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8
1								
2								
3								
4								
5								
6	£60,619							
7								
8		£63,688						
9								
10								
11			£68,691					
12								
13								

14				£73,827				
15								
16								
17								
18	£80,652*				£81,457			
19								
20								
21		£86,796*				£87,664		
22								
23								
24			£93,414*				£94,349	
25								
26								
27				£100,536*				
28								£104,059
29								
30								
31					£110,881*			
32								
33								
34								
35						£122,305*		
36								
37								
38								
39							£134,834*	
40								
41								

42								
43								£148,829*

Supply rates 2026/27

For the academic year 2026/27, the standard school year of 195 working days for a full-time teacher will operate. Daily rates are therefore annual salary/195 and hourly rates are (annual salary/195)/6.5.

ESOPS Main Pay Range for Qualified Teachers

	Annual Salary	Daily Rate	Hourly Rate
Point 1	£34,069	£174.71	£26.88
Point 2	£36,042	£184.83	£28.44
Point 3	£38,400	£196.92	£30.30
Point 4	£40,941	£209.95	£32.30
Point 5	£43,529	£223.23	£34.34
Point 6	£46,940	£240.72	£37.03

ESOPS Upper Pay Range

	Annual Salary	Daily Rate	Hourly Rate
Point 1 (Min)	£49,134	£251.97	£38.76
Point 2	£50,956	£261.31	£40.20
Point 3 (Max)	£52,835	£270.95	£41.68

SEN Allowance

Supply teachers working in Special Schools will have an additional amount added to their hourly rate in accordance with the School Teachers Pay and Conditions document. The school is to determine the level of SEN Allowance within the range below. The amount to add for each supply day will be that annual allowance rate divided by 195, or for each hour claimed, 1/1265th of that annual rate.

SEN allowances 2026	
Minimum	Maximum
£2,885	£5,690

ESOPS for Unqualified Teachers

	Annual Salary	Daily Rate	Hourly Rate
Point 1 (Min)	£23,732	£121.70	£18.72
Point 2	£26,075	£133.72	£20.57
Point 3	£28,758	£147.48	£22.69
Point 4	£31,124	£159.61	£24.56
Point 5	£33,811	£173.39	£26.68
Point 6 (Max)	£36,494	£187.15	£28.79

Annex 4 - Support Staff Salary Arrangements

Support staff salary scales (01 April 2026) G206a
***Grading structure effective 1 April 2026, pay rates effective 1 April 2026**

Scales A to I

Scale	Salary Point	£	Hourly
Scale A*	3	£25,614	£13.2765
Scale B	4	£26,016	£13.4848
Scale C	5	£26,427	£13.6979
Scale D	6	£26,847	£13.9153
	7	£27,274	£14.1370
Scale E	8	£27,709	£14.3624
	9	£28,153	£14.5927
	10	£28,608	£14.8282
	11	£29,071	£15.0681
Scale F*	13	£30,023	£15.5617
	14	£30,515	£15.8167
	15	£31,015	£16.0758
	17	£32,046	£16.6101
Scale G*	19	£33,119	£17.1665
	20	£33,673	£17.4535
	21	£34,237	£17.7458
	22	£34,811	£18.0435
Scale H	23	£35,570	£18.4370
	24	£36,581	£18.9607
	25	£37,563	£19.4699
Scale I	26	£38,510	£19.9609
	27	£39,481	£20.4641
	28	£40,444	£20.9632

Scales J to O

Scale	Salary Point	£	Hourly
Scale J	29	£41,177	£21.3433
	30	£42,123	£21.8333
	31	£43,149	£22.3655
Scale K	32	£45,268	£23.4637
	33	£46,359	£24.0290
	34	£47,481	£24.6105
	35	£48,639	£25.2108
	36	£49,818	£25.8222
Scale L	37	£51,821	£26.8604
	38	£52,844	£27.3905
	39	£53,900	£27.9377
	40	£54,991	£28.5032
	41	£56,068	£29.0616
Scale M	42	£58,790	£30.4725
	43	£60,217	£31.2119
	44	£61,662	£31.9609
	45	£63,157	£32.7357
	46	£64,684	£33.5276
Scale N	47	£68,323	£35.4134
	48	£70,221	£36.3975
	49	£72,178	£37.4116
	50	£74,184	£38.4515
	51	£76,235	£39.5148
Scale O	52	£80,297	£41.6201
	53	£82,514	£42.7692
	54	£84,805	£43.9567
	55	£87,158	£45.1764
	56	£89,582	£46.4325

Scales P to S - Senior Management and Chief Officer Grades

Scale	Salary Point	£
Scale P	57	£101,418
	58	£104,395
	59	£107,461
	60	£110,614
	61	£113,872
	62	£117,223
Scale Q	63	£117,223
	64	£120,671
	65	£124,228
	66	£127,880
	67	£129,119
	68	£132,921
Scale R	69	£132,921
	70	£136,849
	71	£140,881
	72	£145,044
	73	£149,336
	74	£153,748
Scale S	75	£153,748
	76	£158,291
	77	£162,975
	78	£167,801
	79	£172,764
	80	£177,885

*Salary points 1 and 2 removed
*Points 12, 16 and 18 not used by Norfolk County Council