NORTHAMPTON SCHOOL FOR GIRLS

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Teachers Pay Policy 2025/2026

Author:	MKW
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V2	**November 2025**	Changes highlighted in yellow.

Associated Policies	• Teaching Staff Performance, Development and Career Progression • Equality Policy

1	Policy Statement of Aims
1.1	The Governing Board of Northampton School for Girls will act with integrity, confidentiality, objectivity and honesty in the best interests of the school and its staff; will be open about decisions made and actions taken, and will be prepared to explain decisions and actions to interested persons. Its procedures for determining pay will be consistent with the principles of public life: objectivity, openness and accountability.
1.2	**The school will abide by all the requirements for teachers' pay and conditions set out in:** • the School Teachers' Pay and Conditions Document (hereafter referred to as 'the Document'.) • the Conditions of Service for School Teachers in England and Wales (Burgundy Book) and • the Education (School Teachers' Appraisal) (England) Regulations 2012.
1.3	This policy provides a framework for teachers' pay and conditions and also supports the prime statutory duty of the Governing Board, as set out the Education Act 2002, *"…to conduct the school with a view to promoting high standards of educational achievement at the school'; by providing consistent and objective procedures for determining pay decisions*."
1.4	**Note:** This pay policy is based upon the Northamptonshire County Council pay policy (2018-2019), and reflects previous Northampton School for Girls' Pay Policies. For the purposes of this policy, reference has been made to the **Pay Committee**; this term is used to define the relevant members of the Finance & Audit Committee (i.e. not employees of the school) with responsibility for pay matters.
2.	**Application for this policy**
2.1	This policy will apply to teaching staff at Northampton School for Girls, excluding any staff whose pay is not determined by the Pay Committee/Governing Board.
2.2	In applying this policy, the school will give consideration to: • the Teachers' Standards, • the National Standards of Excellence for Headteachers.
2.3	These standards are available to download from the Department for Education Website: https://www.gov.uk/government/organisations/department-for-education
3.	**Who does this policy apply to?**
3.1	This policy applies to all employees at Northampton School for Girls whose terms and conditions are determined by the School Teachers' Pay and Conditions Document.
4.	**Aims of this policy**
	The aims of this policy are to: • Maximise the Quality of Education provided for students at the school by supporting the school's aims and improvement priorities. • 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 and transparent way. • Identify the principles by which the salary decisions for all staff will be made.

	• Identify the proposed timetable for annual salary reviews, including the consideration of staff for performance related pay increases. • Demonstrate to all staff that the Governing Board/Pay Committee is managing its policy on pay in a fair, consistent and responsible way. • Ensure that equality of opportunity within the school is established and maintained.
5.	**Responsibilities**
Main roles and responsibilities in determining pay	
5.1	**The role of the Headteacher is to:** • Develop clear arrangements for linking performance to pay progression and propose changes to pay and appraisal policies, consulting staff and union representatives, as appropriate. • Submit policies to the Governing board for approval. • Ensure all teachers are informed of the policies and that they, and teachers, have the knowledge and skills to apply procedures fairly. • Ensure teachers are appraised in accordance with the school's professional review policy and the relevant regulations. • Put pay recommendations to the Governing Board and ensure they are provided with sufficient information upon which to make their decisions. • Maintain records of decisions and recommendations made, demonstrating that all decisions are made objectively and fairly, in compliance with equalities legislation. • Keep teachers informed about the process, recommendations made and decisions reached.
5.2	**The role of the Governing Board is to:** • Consider and adopt the pay and appraisal policies, including the criteria for pay progression. • Agree the extent to which specific functions relating to pay determination and appeals processes will be delegated to others, such as the Headteacher. • Ensure that appropriate arrangements for linking performance to pay progression are in place, can be applied consistently and that pay decisions can be objectively justified. • Identify and consider budgetary implications of pay decisions and consider these in the school's spending plan. • Set the appropriate level of pay for leadership roles. • Convene a panel for performance management of the Headteacher.
5.3	**The Role of Teachers is to:** • Take responsibility for participating in arrangements for their own appraisal in line with the school's professional review policy. • Keep records of their objectives and review them throughout the annual cycle. • Some teachers will have responsibilities to appraise the performance of other teachers (delegated by the Headteacher). • Decide whether they wish to apply for access to the upper pay range and provide the appropriate evidence (reference: Appendix 3, Professional Review Policy).
5.4	**The Pay Committee's remit is to**: • Consider the recommendations of the Headteacher. • Fairly apply the criteria related to discretionary areas of pay, as identified within the Pay Policy. • Determine salary at the time of the annual review for all staff. • Approve salaries and the award of performance pay in line with this policy. • Monitor the outcome of pay decisions, including the extent to which different groups of teachers may progress at different rates, and check that processes operate fairly. • Review job descriptions annually and where responsibility or accountability is increased, to reconsider the grade in accordance with the appropriate guidelines. • Ensure that statutory and contractual requirements are applied to all staff groups.

	• Ensure that adequate records of decisions are kept.
5.5	Decisions of the Pay Committee, following notification to the full Governing Board**,** will be communicated in writing to the member of staff concerned. Details of the agreed **Pay Appeal Procedure** should be identified within the notification.
5.6	If a member of staff has a query about his/her salary, he/she should in the first place seek to resolve the matter informally with the Headteacher (or in the case of a Headteacher with the Chair of the Pay Committee). If the matter remains unresolved the Pay Appeal Procedure can, if necessary be followed (see Appendix 1).
5.7	Committee members are required to treat information about each individual's earnings as strictly confidential.
5.8	These responsibilities are to be exercised within the constraints of the school's locally managed budget and in accordance with the school's financial and school improvement plans.
5.9	Reviews may take place at other times of the year to reflect any changes in circumstances or job descriptions that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable it will give information about the basis on which it was made.
6.	**Procedures**
6.1	**Equality and employment legislation** Northampton School for Girls will ensure that its processes are open, transparent and fair. All decisions will be objectively justified. Adjustments will be made to take account of special circumstances, e.g. an absence on maternity or long-term sick leave. The exact adjustments will be made on a case-by-case basis, depending on the individual teacher's circumstances and the school's circumstances. The Governing Board will comply with relevant equalities legislation: • Employment Relations Act 1999 • Equality Act 2010 • The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 • The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002 The Governing Board will promote equality in all matters related to pay, as described in the school's Equality in Employment policy. The Pay Committee will take all reasonable steps to ensure that any decision made about pay does not give rise to complaints under **any** legislation including equality legislation and the treatment of those on part-time or fixed term contracts.
6.2	**Job descriptions and person specifications** The school will provide a job description will be provided to each teacher. Job descriptions may be reviewed from time to time, in consultation with the individual employee concerned, in order to make reasonable changes in the light of the changing needs of the school. Job descriptions will identify key areas of responsibility. All job descriptions will be reviewed annually as part of the professional review process.
6.3	**Pay relativity** The Governing Board will ensure that appropriate differentials in pay are created and maintained, following guidelines and recognising accountability, job size and the need to recruit, retain and motivate sufficient employees of the required quality at all levels.

6.4	**Records** For purposes of confidentiality, the school will confine access to salary records to the individual concerned, the Headteacher, the Pay Committee and other appropriate bodies (one of which may be a recognised trade union representative as per the arrangements in the Burgundy Book).
6.5	**Teacher appraisal** All members of the teaching staff are required to participate in the arrangements made for their appraisal, in accordance with their conditions of employment and the **Education (School Teachers Appraisal) (England) Regulations 2012.** At Northampton School for Girls, these regulations inform the Professional Review Process. Relevant information from professional review statements will be taken into account by the Pay Committee in relation to pay. The Headteacher will provide advice to the Pay Committee. If the Headteacher has delegated the responsibility of reviewer to another person, the Headteacher will take into account the Reviewer's recommendation for pay progression, and advise the Pay Committee of this recommendation accordingly. The Governing Board will review moderation exercises to ensure that consistency and fairness in appraisal, performance assessment and initial pay recommendations are maintained across the school. Further information on the appraisal process can be found in the Professional Review Policy.
Part 1: Pay – General	
6.6	**2025 Pay Award** In response to the recommendations in the STRB's Report, from 1 September 2025: A pay increase of 4% is applied to the salaries of all teachers, regardless of where they are being paid in their respective pay range. All pay uplifts will be back dated to 1 September 2025. Other pay increases in respect of performance will be considered separately as part of the teacher's annual professional review.
6.7	**Timing of Salary Determination and Notification** The Governing Board will determine a teacher's salary: • whenever they take up a new post, • annually with effect from 1 September, and • at any other time required by the Document. The Pay Committee will endeavour to complete main scale teachers' annual pay reviews by 31 October and the Headteacher's annual pay review by 31 December. The Pay Committee will complete salary reviews for all teaching staff who have requested movement onto, or within, the upper pay range during the second half of the Autumn term (allowing time for the Professional Review process to be completed by 31 October). Notifications will normally be issued to these staff no later than 31 December. Within one month of a pay decision being made, the Headteacher on behalf of the Governing Board will notify the teacher in writing in accordance with paragraph 3.4 of the Document. This notification will set out the reasons for the pay decision(s).
6.8	**Appeals against Pay Determination**

	If a member of staff has a query about their salary, they should in the first place seek to resolve the matter informally with the Headteacher (or in the case of a Headteacher with the Chair of the Pay Committee). If the matter remains unresolved the Pay Appeal Procedure can, if necessary be followed. Details of the Pay Appeal Procedure is described in Appendix 1. This procedure will be identified within the Pay Committee's written pay notifications.
Part 2: Leadership Group Pay	
6.9	**Leadership Group Pay – Introduction** The Pay Committee will determine the pay of the leadership group in accordance with the provisions of Part 2 of the Document. The statutory pay range for members of the leadership group is £51,773 to £145,232. See Appendix 3 for further details as to how the Governing Board will apply this pay range.
6.10	**Determination of Leadership Pay** The Pay Committee will determine pay ranges for the Headteacher, Deputy Headteachers and Assistant Headteachers in accordance with paragraphs 9.2 to 9.4 of the Document. The Pay Committee may review and determine the leadership pay ranges whenever: A new appointment is to be made to any of the leadership pay ranges, or The responsibilities of any of the leadership pay ranges have significantly changed When making a new appointment, the Pay Committee will exercise its discretion to pay a salary within the determined range, in order to secure the appointment of its preferred candidate.
6.11	**Determination of Temporary Payments to Headteachers** The Pay Committee may determine that additional payments be made to the Headteacher for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined. Any such payments will be made in accordance with Paragraph 10 of the Document.
6.12	**Pay Progression for Leadership Group Members** The Pay Committee will consider annually with effect from 1 September whether or not to increase the salary of members of the leadership group who have completed at least twenty-six weeks of employment at this school within the previous school year, and, if it determines to do so, to what salary within the relevant pay range. In order to make this determination the Pay Committee will consider the performance of the individual and will comply with the provisions of paragraph 11 of the Document. Appendix 4 sets out this school's criteria for making this determination.
Part 3: Other Teachers' Pay	
6.13	**Other teachers' Pay Ranges - Introduction** There are four pay ranges for other teachers: I. the main pay range (MPR) for qualified teachers who are not entitled to be paid on any other pay range; II. the upper pay range (UPR); III. the pay range for leading practitioners whose primary purpose is to model and lead the improvement of teaching skills; and IV. the unqualified teacher range (UTR).

	Any pay increase or safeguarded sum (for the safeguarded period) awarded to a teacher on the main pay range, the upper pay range, or the unqualified teacher pay range, in accordance with Parts 3, 4 and 5 of the Document, or any movement between those pay ranges is permanent for as long as the teacher remains employed within this school.
6.14	**The Main Pay Range (MPR) from 1 September 2025** A teacher on the main pay range will be paid such salary within the minimum and maximum of the main pay range as the Pay Committee determines. The main pay range for qualified teachers is £32,916 to £45,352. See Appendix 3 for further details as to how the Governing Board will apply this pay range.
6.15	**The Upper Pay Range (UPR) from 1 September 2025** A teacher on the upper pay range will be paid such salary within the minimum and maximum of the upper pay range as the Pay Committee determines. The upper pay range is £47,472 to £51,048 See Appendix 3 for further details as to how the Governing Board will apply this pay range. The Governing Board will pay a teacher on the upper pay range in the circumstances set out in paragraphs 14.2 and 14.3 of the Document.
6.16	**Application to be paid on the Upper Pay Range** Qualified teachers may apply to be paid on the upper pay range (UPR) once a year. The criteria for moving to the Upper Pay Range is: that the teacher is **highly competent** in all elements of the relevant standards; and that the teacher's achievements and contribution to the educational setting or settings are **substantial** and **sustained**. For the purposes of this policy: • **'Highly competent'** means: performance which is good enough to provide quality coaching, mentoring and advice to other teachers 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, develop their teaching practice and support the improvement of student achievement. • **'Substantial'** means: the teacher's contributions are 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 student standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve students' learning. • **'Sustained'** means: the teacher's contributions have been maintained over a long period. Appendix 2 sets out the process for making and assessing applications and explains how the Pay Committee will interpret the criteria.
6.17	**Leading Practitioner Pay Range from 1 September 2025** The school may create Leading Practitioner posts that have the primary purpose of modelling and leading improvement of teaching skills. As yet, the Governing board of Northampton School for Girls has not included implementation of Leading Practitioners within its strategic plan.

	For any such post, the Pay Committee will determine an individual pay range within the leading practitioner pay range. The Leading Practitioner Pay Range is £52,026 to £79,092. See Appendix 3 for further details as to how the Governing Board would apply this pay range.
6.18	**Unqualified Teacher Pay Range from 1 September 2025** An unqualified teacher will be paid such salary within the minimum and maximum of the unqualified teacher pay range as the Pay Committee determines. The pay range for unqualified teachers is £22,601 to £35,259. See Appendix 3 for further details as to how the Governing Board will apply this pay range. When an Unqualified Teacher becomes qualified they will be transferred to a salary within the Main Pay Range in accordance with paragraph 18 of the Document. Unqualified teachers may not hold TLRs or SEN allowances.
6.19	**Pay Progression linked to Performance** The Pay Committee will consider annually with effect from 1 September whether or not to increase the salary of teachers who have completed at least twenty-six weeks of employment at this school within the previous school year and, if so, to what salary within the relevant pay ranges. In order to make this determination the Pay Committee will consider the performance of the individual and will comply with the provisions of paragraph 19 of the Document. Appendix 4 sets out this school's criteria for making pay progression determinations.
6.20	**Pay Progression linked to Performance** The Pay Committee will consider annually with effect from 1 September whether or not to increase the salary of teachers who have completed at least twenty-six weeks of employment at this school within the previous school year and, if so, to what salary within the relevant pay ranges. In order to make this determination the Pay Committee will consider the performance of the individual and will comply with the provisions of paragraph 19 of the Document. Appendix 4 sets out this school's criteria for making pay progression determinations. **Pay progression for teachers who are on maternity leave or with long-term disability – Related Sickness Absence** Where a teacher is away from school because of maternity leave, the school will not deny that teacher an appraisal and subsequent pay progression decision because of her maternity. When a teacher returns to work from maternity leave, we will give her any pay increases that she would have received, following appraisal, had she not been on maternity leave. We will take a practical and flexible approach to conducting appraisals and making pay decisions for those absent on maternity leave, including where a teacher has been absent for part or all of the reporting year. In those circumstances, we will ensure that the absent teacher receives fair treatment while ensuring the integrity and robustness of the school's appraisal process for all teachers. When considering these options, we will seek to ensure that they minimise bureaucracy for all involved. We will consider

	conducting appraisals prior to individuals departing on maternity leave, even if this is early in the appraisal year, and basing any appraisal and pay determination on the evidence of performance to date in that appraisal year. Alternatively, if the appraisal does not take place prior to the maternity leave, it will take place within three months of the return from maternity leave. Account may also be taken of performance in previous appraisal periods if there is very little to go on in the current year. However, we will not require teachers to use Keeping in Touch (KIT) days for the purposes of appraisal. If a teacher is absent long-term for disability related reasons the school will consider utilising the same range of options outlined above for teachers on maternity leave.
Part 4: Allowances and other payments for classroom teachers	
6.21	**Teaching and Learning Responsibility Payments (TLRs)** The school may award TLRs in accordance with the provisions of paragraph 20 of the Document. Unqualified teachers, and teachers on the leadership group or leading practitioner pay ranges may not be awarded TLRs**.** The Pay Committee will determine the value of any TLR payment in accordance with the following: a TLR1 annual value will be between £10,174 and £17,216 a TLR2 annual value will be between £3,527 and £8,611 a TLR3 annual value will be between £705 and £3,478 TLR1 and TLR2s awarded to part-time teachers will be paid pro-rata at the same proportion as the teacher's part-time contract. The Pay Committee may award a fixed-term third TLR (**TLR3**) to a classroom teacher for: • clearly time-limited school improvement projects, or • one-off externally driven responsibilities. The TLR3 role should be distinct from any other TLR2 or TLR1 role at the school. The full TLR3 payment can be made to a part-time teacher if they are undertaking the full requirements of the TLR3. However, if more than one part-time teacher is carrying out the TLR3 role (for example, in a job share), the payment would be pro-rata accordingly.
6.22	**Special Educational Needs Allowances (SEN)** The Pay Committee will award a special educational needs allowance of no less than £2,787 and no more than £5,497 to a classroom teacher with SEN responsibilities as strictly defined by paragraph 21 of the Document. If a teacher holds the role of SENCO, as a managerial responsibility, it normally does not meet the criteria for a SEN allowance but may meet the criteria of a TLR post. Where a teacher meets the criteria for both a SEN and TLR allowance, these are distinct payments - a TLR payable for additional responsibility, SEN Allowance for the demands of the teaching role they are carrying out. A SEN Allowance cannot be paid to a teacher on the leadership group or leading practitioner pay ranges.
6.23	**Allowance Payable to Unqualified Teachers** The Pay Committee may determine that such additional allowance as it considers appropriate is to be paid to an unqualified teacher where it considers, in the context of the staffing structure and this pay policy, that the teacher has:

6.24	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 judgment; or
6.25	qualifications or experience which bring added value to the role being undertaken
6.26	**Acting Allowance** Acting allowances may be paid in accordance with paragraph 23 of the Document, to teachers who are assigned and carrying out the duties of Headteacher, Deputy Headteacher or Assistant Headteacher.
6.27	**Performance Payments to Seconded Teachers** Performance payments may be paid in accordance with paragraph 24 of the Document, to teachers who are seconded to a post as a Headteacher in another school.
6.28	**Residential Duties** Any payment to teachers for residential duties will be determined by the Pay Committee. These, to date, are not available at Northampton School for Girls.
6.29	**Additional Payments** The Pay Committee may make such payments to a teacher as they see fit, other than a Headteacher, in respect of: I. continuing professional development undertaken outside the school day; II. activities relating to the provision of initial teacher training as part of the ordinary conduct of the school; III. participation in out of school hours learning activities agreed between the teacher and the Headteacher.; IV. additional responsibilities and activities due to, or in respect of, the provision of services by the Headteacher relating to the raising of educational standards to one or more additional schools.
6.30	**Recruitment and Retention Incentives and Benefits** The Pay Committee may make payments or provide financial assistance, support or benefits to teachers in accordance with paragraph 27 of the Document. Recruitment and retention incentives and benefits will not be made for carrying out specific responsibilities. Where a teacher is given an incentive or benefit under paragraph 27 of the Document, written notification given at the time of the award will state: I. whether the award is for recruitment or retention; II. the nature of the award (cash sums, travel or housing costs etc.); III. when/how it will be paid (as applicable); IV. unless it is a 'one-off' award, the start date and expected duration of the incentive' V. the review date after which it may be withdrawn; and VI. the basis for any uplifts which will be applied (as applicable).
6.31	**Recruitment Incentives** If a recruitment allowance is to be paid it should be on the basis of: • Insufficient number of applicants following the initial advertisement for a post. • Insufficient quality of candidates (that is, candidates not meeting the Person Specification for the post following advertisement but prior to interview).

	• Inability to appoint following advertisement because of the quality of the candidates presented at interview. It is important for a post to have been tested by advertisement externally at least once before a recruitment incentive is agreed.
6.32	**Retention Incentives** Careful consideration will be given to the offer of retention payments to individuals where no initial recruitment payment has been made. The Pay Committee will look carefully at any recommended retention allowance and consider equal opportunity/pay issues before awarding any amount. If a retention allowance is to be paid it should be on the basis of: • A teacher undertaking a particular piece of work or activity which it would be difficult for another person to take over if the teacher were to leave before the work or activity was completed. • the school having recently unsuccessfully tried to recruit a teacher with the same curriculum expertise. • circumstances where the school is near to a restructure/change of roles and needs the skills or specialism of the post holder for an additional period of time and the post holder is about to leave after which the post would not be required and where in the intervening period it would be difficult to recruit. • the school having advertised the post and not been able to recruit and the current post holder is available to continue with an addition to salary if not prepared to continue on current level of pay.
6.33	**Salary Sacrifice Arrangements** “Salary sacrifice arrangement” means any arrangement under which the employee gives up the right to receive part of their gross salary in return for the employer’s agreement to provide the teacher with a benefit-in-kind e.g. a child care voucher or other child care benefit scheme. Benefit-in-kind is exempt from income tax. Where the employer operates a salary sacrifice arrangement, the teacher may participate in any such arrangement and the teacher’s gross salary may be reduced accordingly for the duration of their participation in it. Participation in any salary sacrifice arrangement has no effect upon the determination of any safeguarded sum to which the teacher may be entitled under any provision of the Document. Details of the Salary Sacrifice scheme may be obtained from the Finance Office.
6.34	**Honoraria / Bonus Payments** The Governing Board will not provide any bonus payment or honoraria to any member of teaching staff under any circumstances.
Part 5: Supplementary	
6.35	**Safeguarding Payments** The Governing Board will operate salary safeguarding arrangements in accordance with the provisions Part 5 of the Document. Management allowances were phased out on 31 December 2008 with the exception of teachers who were in post prior to 2005 and were awarded an allowance as a result of the Northampton Town Review.
6.36	**Appointment of Teachers**

	It is for the Governing Board to decide the pay range for a vacant post prior to advertising it. On appointment the starting salary to be offered to the successful candidate will be: • For newly qualified teachers, M1 • For existing main scale/ unqualified teachers one point above their existing salary on either the main or the unqualified pay range, to be effective from the September following appointment. • For teachers on the upper pay scale, their matched salary within the upper pay scale. Teachers eligible (in accordance with Northampton School for Girl's criteria) to apply for progress onto or up the upper pay scale, are entitled to do so, and will be required to provide evidence from their previous school for this purpose. Where the post is advertised with a teaching and learning responsibility, or recruitment allowance, this will be added to the starting salary in accordance with the sum advertised.
6.37	**Part-time teachers** Teachers employed on an ongoing basis at the school but who work less than a full working day or week are deemed to be part-time. The salary and any allowances (except TLR3s) of a part-time teacher will be determined in accordance with the pro rata principle, as detailed in paragraph 42 of the Document. Further information may be found in the part-time teachers' policy.
6.38	**Teachers Employed on a Short Notice Basis** Teachers employed on a day-to-day or other short notice basis will be paid in accordance with the provisions of the Document 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.
7.	**Policy Review**
7.1	The Governing Board will share the Pay Policy that is adopted with staff. In addition, The Document will be available to all Governors and any relevant parties i.e. the Clerk to the Governors and the HR provider.
7.2	Any changes to individual conditions of employment should be subject to the usual consultation process.
7.3	The policy will be reviewed at least at yearly intervals and in any event at the time a new School Teachers' Pay and Conditions Document is issued.
7.4	Governors will convene each year and review the discretionary elements of the policy to ensure compliance with any changes in the Document and the School Improvement Plan.
7.5	Where the Governing Board wishes to deviate from this proposed policy or adopt any other policy, it is the responsibility of the Governing Board to arrange consultation with recognised trade unions.

Appendix 1

APPEALS AGAINST PAY DECISIONS (TEACHING STAFF)

In accordance with the School Teachers Pay and Conditions Document, the Governing Board has adopted a procedure for dealing with appeals against pay decisions.

The grounds for appeal are that the Headteacher or Committee making the decision:

- Incorrectly applied this policy
- Incorrectly applied any provision of The Document;
- Failed to have proper regard for statutory guidance;
- Failed to take proper account of relevant evidence;
- Took account of irrelevant or inaccurate evidence;
- Was biased;
- Unlawfully discriminated against the teacher.

GENERAL PROVISIONS

- The teacher is entitled to be accompanied by a colleague or trade union representative at the formal stage. The Headteacher may exercise his/her discretion and allow the teacher to be accompanied at the informal stage.
- The teacher must take all reasonable steps to attend meetings.
- Meetings should be arranged without undue delay.
- The timings and locations of meetings must be reasonable.
- There is no further internal process available to the teacher once the appeal stage has been completed.

PROCEDURE

Informal Stage
The salary notification form will confirm to the teacher the recommendation that has been made to The Pay Committee in respect of performance related or other pay progression.

Any teacher seeking a reconsideration of a pay decision should first seek to resolve the matter informally through discussion with the decision maker within 10 working days of notification of the decision. (This will normally be the Headteacher or line manager in the case of all teachers and the Chair of the Pay Committee or Chair of Governors in respect of the Headteacher).

An informal meeting should be convened within five working days of the teacher's request. This meeting will allow for the teacher to receive feedback and will also allow the teacher to make representations regarding pay decisions and if appropriate to provide additional information for the consideration of the decision maker.

The outcome of this informal meeting should be conveyed to the teacher/Headteacher within five working days of the meeting. A possible outcome of this meeting may be to agree to revise the original decision. However, if the original decision is upheld and the teacher is dissatisfied with this outcome, then they will still have access to the formal appeals procedure through the Appeals Committee.

Formal Stage
Where is has not been possible to resolve the matter informally, the teacher may follow the formal process by setting out their concerns in writing to the decision maker within 10 working days of the notification of the decision (or the outcome of the informal discussion). In the case of a Headteacher written notification should be given to the Chair of Governors.

The Headteacher, or in the case of an appeal by the Headteacher, the Chair of Governors, will then arrange for the appeal to be heard, normally within four calendar weeks of receipt of the written appeal.

The Appeals Committee will consist of two Governors, none of whom are employees of the school or have been previously involved in making relevant pay decisions.

The appellant will be given at least one calendar weeks' notice of the hearing and will be required to submit their case in writing at least 5 days before the hearing.

The appellant has the right to attend the appeal hearing to present their case and to be accompanied by a work colleague or trade union representative.

The Headteacher or Pay Committee will be required to submit their case in writing at least 5 days before the hearing. The Headteacher or Chair of the Pay Committee have a right to attend the appeal hearing to present the case or may be required to attend the hearing in person if the appeal's committee so wishes.

The procedure to be followed for appeal hearings is as set out below, a copy of which should be given to the employee when notice of the hearing date is given.

The Appeal Committee decision will be given in writing to the appellant within 5 working days of the hearing.

If an appeal is rejected, the Appeal Committee will inform the appellant in writing of the reasons for the decision.

The person or committee who made the original decision will also be notified of the outcome of the hearing. The decision of the Appeal Committee will be final.

A General Guide to the Appeal Hearing

In this guide, "management" refers to the Headteacher and/or Pay Committee member who are representing the original pay decision made.

1. Introduction: The Chair of the Appeal Committee introduces him/herself and invites all others to introduce themselves. The Chair runs through the agenda.

2. Nature of the appeal: The Chair specifies the appeal and checks that all parties have the relevant documents.

3. Presentation by Employee: The employee and/or their representative present their case and call any witnesses. *(Witnesses can be questioned by the employee/their representative, management/their HR support, the Committee/their HR advisor, and then re-examined by the employee/their representative before they exit the hearing).*

4. Questions by management: The person presenting the management case and/or their HR Advisor may question the employee.

5. Questions by committee members: The committee members and/or their HR Advisor may question the employee.

6. Presentation by management: Management presents the management case and calls any witnesses. *(Witnesses can be questioned by management /their HR support, the employee/their representative, the Committee/ their HR advisor and then re-examined by management before they exit the hearing).*

7. Questions by Employee: The employee and/or representative may question management.

8. Questions by committee members: The committee members and/or their HR Advisor may question management.

9. Final statement by Employee: The employee and/or representative may make a final statement.

10. Final statement by Management: Management may make a final statement.

11. Withdrawal: Both parties withdraw to allow the Appeal Committee to come to a decision. The Committee's HR advisor remains. Both parties may be asked to remain available in case the committee need to clarify any points.

12. Adjournments: Either party may ask for an adjournment during the course of the hearing.

Appendix 2

PROCESS FOR APPLICATION TO BE PAID ON THE UPPER PAY RANGE

The Governing board has determined that only qualified teachers who have been on point M6 for at least one year are eligible to apply to be paid on the Upper Pay Range (UPR) at Northampton School for Girls. The Pay Committee will assess such applications and make a determination on whether the teacher meets the criteria as outlined below. Where teachers are subject to the 2011 regulations or the 2012 regulations, the Pay Committee will have regard to the assessments and recommendations in teachers' appraisal reports under those regulations.

If a teacher is simultaneously employed at two or more schools, they will be required to follow its pay policy and may submit separate applications if they wish to apply to be paid on the UPS in all the schools. The decision of one school will not be binding on another school.

Criteria

An application from a qualified teacher will be successful where the Pay Committee is satisfied:

- 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.

In this school, this means:

"highly competent": the teacher's performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the Teachers' Standards in the particular role they are fulfilling and the context in which they are working.

"substantial": the teacher's achievements and contribution to the school are significant, not just in raising standards of teaching and learning in their own classroom, or with their own groups of children, but also in making a significant wider contribution to school improvement, which impacts on pupil progress and the effectiveness of staff and colleagues.

"sustained": the teacher must have had two consecutive successful appraisal reports in this school (see exceptions, e.g. maternity/sick leave, in the introduction to this section). They will have been expected to have shown that their teaching expertise has grown over the relevant period and is consistently good to outstanding.

PROCESS

One application may be submitted annually. The closing date for applications is normally 31st October each year; however, exceptions will be made in particular circumstances, e.g. those teachers who are on maternity leave or who are currently on sick leave. In these cases, written evidence from a 3-year period before the date of application may be provided to support their application.

In order for the assessment to be robust and transparent, it will be an evidence-based process only. Teachers therefore should ensure that they build a mainly paper evidence base to support their application.

The process for applications is:

- Complete the school's application process by completing the relevant sections of the Professional Review document (two consecutive year's documents are required); supplementary evidence may be included with this documentation but is not mandatory;
- Write a brief letter to the Headteacher to inform her of your request to be assessed for movement onto or up the upper pay scale by the cut-off date of 31st October;
- The Headteacher will assess the application, which will include a recommendation to the relevant Committee of the Governing Board;
- The Pay Committee will make the final decision, advised by the Headteacher;
- Teachers will receive written notification of the outcome of their application by 31st December. Where the application is unsuccessful, the written notification will include the areas where it was felt that the teacher's performance did not satisfy the relevant criteria set out in this policy (see 'Assessment' below);

- If requested, oral feedback will be provided by a Deputy Headteacher. Oral feedback will be given within 10 school working days of the date of notification of the outcome of the application. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement in order to meet the relevant criteria.
- Successful applicants will move onto or up the Upper Pay Range, back-dated to the 1 September.
- Unsuccessful applicants can appeal the decision. The appeals process is set out in Appendix 1.

Any decision made under this process applies only to employment at Northampton School for Girls.

Appendix 3

PAY RANGES IN THIS SCHOOL

MAIN PAY RANGE, UNQUALIFIED TEACHERS PAY RANGE AND UPPER PAY RANGE

The school has adopted the following pay reference points within the Main, Upper and Unqualified Pay Ranges. These reference points include relevant uplifts as detailed in the School Teachers' Pay and |Conditions Document (STPCD) 2025.

Unqualified Pay Range

Main Pay Range

		£
Minimum	1	22,601
	2	25,193
	3	27,785
	4	30,071
	5	32,667
Maximum	6	35,259

Qualified Teacher Pay Range

Main Pay Range

		£
Minimum	M1	32,916
	M2	34,823
	M3	37,101
	M4	39,556
	M5	42,057
Maximum	M6	45,352

Upper Pay Range

		£
Minimum	U1	47,472
Mid-reference point	U2	49,232
Maximum	U3	51,048

LEADING PRACTIONER PAY RANGE

The school has adopted the following pay reference points within the Leading Practitioner Pay Range. These reference points include relevant uplifts as detailed in the School Teachers' Pay and Conditions Document (STPCD) 2025.

For each Leading Practitioner post, the school will determine an individual post range within the reference points below, having regard to the challenges and demands of the post.

	£
1	52,026
2	53,332
3	54,663
4	56,022
5	57,418
6	58,857
7	60,443
8	61,836
9	63,381
10	65,010
11	66,695
12	68,233

13	69,937
14	71,682
15	73,465
16	75,419
17	77,150
18	79,092

LEADERSHIP PAY (Headteacher, Co-Headteacher, Deputy Headteacher and Assistant Headteacher, Associate Assistant-Headteacher)

The school has adopted the following pay reference points within the Leadership Pay Range. These reference points include relevant uplifts as detailed in the School Teachers' Pay and Conditions Document (STPCD) 2025.

For each Leadership post, the school will determine an individual post range within the relevant reference points below, having regard to the challenges and demands of the post.

2025-2026 Leadership Reference Points	
1	51,772
2	53,069
3	54,394
4	55,747
5	57,137
6	58,569
7	60,145
8	61,534
9	63,070
10	64,691

11	66,368
12	67,898
13	69,596
14	71,330
15	73,105
16	75,049
17	76,772
18	78,702
19	80,655
20	82,654
21	84,699
22	86,803
23	88,951
24	91,158
25	93,424
26	95,735
27	98,106
28	100,540
29	103,030
30	105,595
31	108,202
32	110,892
33	113,646
34	116,456

35	119,350
36	122,306
37	125,345
38	128,447
39	131,578
40	134,860
41	138,230
42	141,693
43	143,796
44	145,232

Annual pay ranges for headteachers 2025

Group	Range of spine points	England and Wales (excluding the London area)
1	L6 – L18	58,569 – 78,702
2	L8 – L21	61,534 – 84,699
3	L11 – L24	66,368 – 91,158
4	L14 – L27	71,330 – 98,106
5	L18 – L31	78,702 – 108,202
6	L21 – L35	84,699 – 119,350
7	L24 – L39	91,158 – 131,578
8	L28 – L44	100,540 – 145,232

Appendix 4

PAY PROGRESSION CRITERIA IN THIS SCHOOL

See section 11 of this policy for further information on the national pay award. The following options relate to performance related pay progression and are considered separately from the pay award made under section 11 of this policy.

When making pay progression decisions, the Pay Committee will take full account of the teacher's professional review and any recommendations contained within it.

Main pay range/Unqualified pay range

The Pay Committee will make an award of 1 point on the pay range for teachers that meet or exceed the standards and their objectives

UPPER PAY RANGE

Entrance to the upper pay scale or the movement of 1 point along the pay scale will be made for successful applications in accordance with the procedure described in Appendix 2.

The pay committee will determine whether there should be any movement on the Upper Pay Range. In making such a determination, it will take into account:

- paragraph 19 and the criteria set out in paragraph 15.2 of the Document;
- the evidence base, which should show that the teacher has had a successful professional review and has made good progress towards objectives;
- evidence that the teacher has maintained the criteria set out in paragraph 15.2 of the Document, namely 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 meaning of these criteria is set out in the section of this policy entitled, "Applications to be paid on the Upper Pay Range".

Pay progression on the Upper Pay Range will be clearly attributable to the performance of the individual teacher. The pay committee will be able to objectively justify its decisions.

Where it is clear that the evidence shows the teacher has made good progress, i.e. they continue to maintain the criteria set out above (see 'Applications to be Paid on the Upper Pay Range'), and have made good progress towards their objectives, the teacher will move to one point on the Upper Pay Range;

Further information, including sources of evidence is contained within the school's professional review policy. The Pay Committee will be advised by the Headteacher in making all such decisions.

LEADERSHIP

The Pay Committee will decide the number of pay points to be awarded and the level of performance required. They may award:

- 1 point for sustained high quality performance where objectives have been met and national
- standards of excellence for Headteachers maintained;
- 2 points for exceptional performance, where objectives have been exceeded and national standards of excellence for Headteachers maintained.