St John Henry Newman

Catholic Primary School

Pay Policy

Approved: October 2026

Next Review Date: October 2027

1. Introduction

St John Henry Newman Catholic Primary School is committed to ensuring that pay arrangements are fair, transparent, consistent, sustainable and compliant with statutory requirements.

The school recognises the contribution made by all members of staff to the education, safeguarding, Catholic life and wider development of our pupils.

The purpose of this policy is to:

- establish clear arrangements for determining pay;
- ensure compliance with statutory teacher pay requirements;
- provide a fair and transparent approach to pay progression;
- recognise additional responsibilities appropriately;
- support recruitment and retention;
- ensure equality and consistency;
- provide appropriate arrangements for support staff pay;
- provide a clear process for reviewing and appealing pay decisions; and
- ensure that pay arrangements remain affordable and sustainable.

St John Henry Newman Catholic Primary School is a **voluntary-aided maintained school**.

The **Governing Body is the employer** and is the relevant body for teacher pay under the School Teachers' Pay and Conditions Document (STPCD).

The Governing Body is responsible for adopting, reviewing and implementing this policy.

2. Legal and professional framework

This policy has regard to:

- the Education Act 2002;
- the School Teachers' Pay and Conditions Document (STPCD), as amended from time to time;
- the School Staffing (England) Regulations 2009;
- the Education (School Teachers' Appraisal) (England) Regulations 2012;
- the Equality Act 2010;

- the Employment Rights Act 1996;
- the Employment Relations Act 1999;
- the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000;
- the Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002;
- the Teachers' Standards;
- ACAS guidance;
- relevant Department for Education guidance;
- recognised trade union guidance; and
- the terms and conditions applying to individual members of staff.

The Governing Body will ensure that teacher pay remains within the statutory ranges established by the STPCD.

The Department for Education confirms that the governing body of a maintained school must adopt and take responsibility for its pay policy, and that a voluntary-aided school's governing body has responsibility for determining support-staff pay arrangements.

3. Status of this policy

This policy does not form part of an employee's contract unless expressly incorporated into their terms and conditions.

The Governing Body may amend the policy following appropriate consultation with staff and recognised trade unions.

Where the law or STPCD changes, the Governing Body may make necessary amendments to maintain statutory compliance.

Where a change is required by law, the statutory requirement will take precedence over this policy.

4. Pay principles

StJHN's pay arrangements will be based on the following principles:

Fairness

Employees undertaking comparable work will be treated consistently.

Transparency

Employees will understand how their pay is determined and how decisions can be reviewed.

Equality

Pay decisions will not unlawfully discriminate against employees with protected characteristics or those working part-time, on fixed-term contracts, on maternity/adoption/parental leave or returning from career breaks.

Professional recognition

Additional responsibilities and increased duties will be recognised appropriately.

Development

Pay arrangements will support recruitment, retention and professional development.

Affordability

The Governing Body must ensure that pay arrangements are sustainable within the school's resources.

Affordability will not, however, be used as a reason to disregard statutory pay requirements or the school's published pay arrangements.

Separation from appraisal

Performance management and appraisal will support professional development and school improvement.

For teachers, **pay progression within the adopted pay ranges will not normally be linked to performance or the outcome of appraisal**.

This provides a clear separation between the school's Appraisal and Capability Policy and its pay arrangements.

5. Pay year

The normal annual pay determination date for teachers is **1 September**.

Teacher pay decisions will be made annually and employees will normally be notified in writing by **31 October**.

Where a pay award or determination is effective from 1 September, any resulting increase will be backdated to that date.

The Headteacher's pay determination will normally be completed by **31 December**, following the Headteacher's appraisal process and the Governing Body's agreed arrangements.

6. The Governing Body and Pay Committee

The Governing Body will appoint a **Pay Committee** with appropriate delegated authority to make decisions under this policy.

The Pay Committee will normally consist of at least three governors.

Employees of the school, including staff governors, will not normally serve on the Pay Committee.

Governors involved in pay decisions must declare any actual or potential conflict of interest.

The Pay Committee will:

- oversee implementation of this policy;
- receive pay recommendations;
- determine salaries where authority has been delegated;
- consider appeals where appropriate;
- monitor equality and consistency;
- review pay structures;
- ensure compliance with the STPCD; and
- report appropriately to the Governing Body.

The Governing Body may establish a separate **Pay Appeal Committee**.

No governor should participate in an appeal where they were involved in the original decision.

7. Headteacher responsibilities

The Headteacher will:

- implement the Pay Policy;
- make recommendations to the Pay Committee;
- ensure recommendations are based on the policy and statutory requirements;

- maintain appropriate confidentiality;
- consider equality implications;
- maintain appropriate pay records;
- advise the Governing Body of relevant financial implications;
- ensure staff receive written notification of pay decisions;
- ensure acting allowances and other payments are properly administered; and
- seek appropriate HR or professional advice where necessary.

The Headteacher will not make decisions about their own pay.

8. Appraisal and pay

StJHN has a separate **Appraisal and Capability Policy**.

Appraisal and pay are related only where legislation requires the two processes to interact.

For teachers:

- appraisal provides a framework for professional development and review;
- objectives are not used as a mechanism to determine ordinary annual pay progression;
- failure to achieve an individual appraisal objective does not automatically affect pay;
- capability procedures are separate from ordinary pay progression; and
- the school will not require teachers to produce additional evidence solely for pay purposes where the information is already available through normal appraisal and school activity.

Where a teacher is subject to formal capability, the school will apply the specific statutory provisions governing pay and capability.

9. Teacher pay structure

StJHN will use:

- the six-point **Main Pay Range (M1-M6)**;
- the three-point **Upper Pay Range (U1-U3)**;

- the **Leading Practitioner Pay Range**, where applicable;
- the **Unqualified Teacher Pay Range**, where applicable; and
- the **Leadership Group Pay Range**.

The values for the 2026/27 academic year are set out in Appendix 1.

StJHN is outside London and the London Fringe and therefore uses the **England excluding London and Fringe** values.

The NEU's current 2026/27 advisory points provide a six-point MPR and three-point UPR, with a 3.5% increase from 2025/26.

10. Main Pay Range

The Main Pay Range consists of:

- M1;
- M2;
- M3;
- M4;
- M5; and
- M6.

Qualified classroom teachers will normally be appointed to a point on the Main Pay Range unless the circumstances of the appointment justify appointment to another appropriate range.

11. Annual progression on the Main Pay Range

Progression on the Main Pay Range will normally be:

- annual;
- automatic;
- one point at a time; and
- effective from 1 September.

A teacher who has completed a year's service since the previous pay determination will normally progress by one point until they reach M6.

Progression will not normally be withheld because of:

- the school budget;
- failure to achieve an individual appraisal objective;
- absence due to maternity, adoption, parental leave or other protected leave;
- part-time working;
- trade union activity; or
- other unlawful discriminatory reason.

The NEU's current model policy advocates automatic annual progression within the adopted range and confirms that funding should not be used as a reason to deny progression.

Where statutory provisions require a different approach, the statutory provision will apply.

12. Upper Pay Range

A qualified teacher may apply to be paid on the Upper Pay Range at least annually.

StJHN will normally operate one annual application window.

The application deadline will normally be **30 October**, unless otherwise communicated by the school.

Applications should be submitted to the Headteacher.

An applicant must demonstrate the statutory criteria that they are:

- highly competent in all elements of the relevant standards; and
- whose achievements and contribution are substantial and sustained.

The assessment will normally draw upon the teacher's most recent appraisal evidence and professional practice.

The school will not require an unnecessarily extensive portfolio.

Relevant evidence may include:

- teaching and learning;
- professional contribution;
- pupil progress and attainment;

- curriculum or subject leadership;
- professional development;
- contribution to wider school life; and
- evidence of sustained contribution beyond the expectations of a teacher at the top of the Main Pay Range.

The application will be assessed fairly and consistently.

13. Successful Upper Pay Range applications

A successful applicant will normally be placed on **U1**.

A teacher already paid on the Upper Pay Range will not be required to reapply annually.

Once on the Upper Pay Range, annual progression will normally be automatic from:

- U1 to U2; and
- U2 to U3.

Progression on UPR will normally be effective from 1 September.

The NEU's 2026 model specifically supports automatic annual progression on the Upper Pay Range following access to the range.

14. Upper Pay Range appeals

Where an application is unsuccessful, the teacher will receive written reasons.

An employee may request a review where they believe:

- the policy was applied incorrectly;
- relevant evidence was not considered;
- irrelevant evidence was considered;
- the decision was inconsistent with the policy;
- the process was procedurally unfair; or
- unlawful discrimination may have occurred.

The review will normally be considered by the Pay Committee or another appropriately authorised person who was not responsible for the original assessment.

The employee may be accompanied by a trade union representative or workplace colleague.

15. Pay portability

StJHN will normally apply **pay portability**.

A qualified teacher joining the school from another maintained school or returning to teaching after a career break will normally retain their established pay point where sufficient evidence is available.

The Headteacher will consider:

- previous teaching service;
- current or most recent salary;
- the role being offered;
- relevant experience;
- qualifications;
- any statutory requirements; and
- internal pay relativities.

The school will not normally require an experienced teacher to restart at M1 simply because they are new to StJHN.

The NEU's current model specifically recommends pay portability for teachers joining a school or returning to teaching.

16. Starting salary on appointment

The salary range for a teaching vacancy will normally be stated in the recruitment documentation.

The school may appoint within the advertised range having regard to:

- qualifications;
- teaching experience;
- relevant non-teaching experience;
- previous salary;
- relevant professional expertise;

- recruitment needs;
- internal pay relativities; and
- the requirements of the post.

The school will provide a clear rationale for appointments above the normal entry point.

17. Early Career Teachers

ECTs will be paid in accordance with the relevant teacher pay range.

Progression will normally take place annually following successful completion of each year of statutory induction.

An ECT will not be disadvantaged in pay progression because their induction period has been extended from one to two years.

Appraisal and induction arrangements for ECTs will be managed under the school's **ECT Policy**.

The statutory induction process will inform professional assessment, but pay progression will remain consistent with this policy.

The NEU's current model expressly supports automatic annual progression for ECTs on successful completion of each year of induction.

18. Unqualified teachers

Where StJHN employs an unqualified teacher, they will be paid on the Unqualified Teacher Pay Range within the statutory limits.

The starting point will be determined by the Headteacher based on:

- relevant qualifications;
- relevant experience;
- responsibilities;
- recruitment considerations; and
- internal pay relativities.

Annual progression will normally be one point until the maximum of the range is reached.

Where permitted under the STPCD, additional allowances may be awarded for sustained additional responsibilities requiring the exercise of professional skills and judgement.

19. Leading Practitioners

Where StJHN establishes a Leading Practitioner post, the Pay Committee will determine an appropriate individual pay range within the statutory Leading Practitioner range.

The school will consider:

- the scope of the post;
- the level of specialist expertise;
- professional leadership;
- the scale and impact of the responsibilities; and
- relevant qualifications and experience.

The individual range will be identified when the post is established.

Annual progression within the agreed range will normally be by one point.

20. Leadership Group

Leadership posts include:

- Headteacher;
- Deputy Headteacher; and
- Assistant Headteacher.

The school will determine leadership pay in accordance with the statutory criteria in the STPCD.

The Governing Body will determine the appropriate Headteacher Group and Headteacher Pay Range.

For Deputy and Assistant Headteachers, the school will determine an appropriate individual pay range having regard to:

- the Headteacher's pay range;
- the responsibilities of the post;
- the size and complexity of the school;

- the staffing structure;
- recruitment and retention;
- the professional demands of the role; and
- the statutory provisions of the STPCD.

Leadership pay will not be determined solely by pupil numbers.

21. Headteacher pay

The Governing Body will determine the Headteacher's pay range in accordance with the STPCD.

The school's group size and relevant unit total will be reviewed when required by the statutory framework.

The Headteacher's annual pay determination will be informed by:

- the statutory pay requirements;
- the approved Headteacher Pay Range;
- the Headteacher's annual appraisal report;
- the Governing Body's assessment of the Headteacher's responsibilities;
- school context and complexity; and
- any other relevant statutory factor.

The Headteacher will not take part in their own pay determination.

An external adviser may support governors where appropriate.

22. Leadership pay progression

Leadership teachers will normally progress by one point annually within their agreed pay range.

Progression will be considered independently from individual performance-related pay.

The Governing Body may determine a different salary within the approved range where required by:

- the statutory framework;
- a significant permanent change in responsibilities;

- a change in school group;
- recruitment and retention considerations; or
- another legitimate factor permitted by the STPCD.

23. Teaching and Learning Responsibility payments

TLR payments will be made in accordance with the STPCD.

StJHN will recognise sustained additional responsibilities through an appropriate TLR where the statutory criteria are met.

A teacher will not normally be expected to carry a permanent additional responsibility without the appropriate permanent TLR1 or TLR2 payment.

For 2026/27, the applicable range is:

TLR1

£10,531 - £17,819

TLR2

£3,651 - £8,913

TLR3

£727 - £3,600

The value of a TLR will reflect:

- the nature of the responsibility;
- its scale;
- the degree of responsibility;
- the level of accountability;
- the impact on teaching and learning; and
- internal pay relativities.

The NEU's 2026 pay model similarly states that permanent additional responsibilities should normally attract permanent TLR1 or TLR2 payments and that TLR3 payments should have clear criteria and duration.

24. TLR3 payments

A TLR3 may be awarded for a clearly time-limited additional responsibility or project.

The school will specify:

- the responsibility;
- the reason for the payment;
- the amount;
- the start date;
- the end date; and
- the circumstances in which the payment will cease.

A TLR3 will not normally be used to avoid awarding a permanent TLR1 or TLR2 where the responsibility is genuinely sustained and meets the relevant statutory criteria.

25. Special Educational Needs allowances

SEN allowances will be awarded where the statutory criteria are met.

For 2026/27 the SEN allowance range is:

£2,885 - £5,690

The level awarded will take account of:

- mandatory qualifications;
- relevant qualifications;
- specialist expertise;
- the nature of the SEN responsibilities;
- the demands of the post; and
- the statutory requirements.

Where a higher SEN allowance is appropriate, the school will apply the relevant statutory criteria fairly and consistently.

26. Acting allowances

Where a teacher is required to undertake the substantial duties of:

- Headteacher;

- Deputy Headteacher;
- Assistant Headteacher; or
- another post carrying a statutory additional allowance,

the school will consider and pay the appropriate acting allowance in accordance with the STPCD.

Where an acting allowance is required, it will normally be payable **from the date the teacher assumes the relevant duties**, subject to the statutory conditions.

The current StJHN policy's four-week consideration period will not be retained.

Where the period of acting responsibility is temporary, the expected duration will be recorded.

The NEU's current model states that qualifying acting allowances should be paid from the date the teacher assumes the duties.

27. Additional payments for teachers

Teachers may be entitled to additional payment where they agree to undertake activities covered by the STPCD, including:

- continuing professional development outside the directed time of the school day;
- certain ITT activities;
- out-of-school-hours learning activities; and
- other activities where the STPCD requires payment.

Payments will be made in accordance with the statutory requirements.

The school will not routinely expect teachers to undertake additional contractual work without appropriate consideration of the STPCD requirements.

The NEU's current pay model confirms that applicable additional payments should be made for these activities.

28. Part-time teachers

Part-time teachers will be paid on a pro-rata basis in accordance with the STPCD.

Salary will be calculated by reference to the school timetable and the proportion of a full-time teacher's employment.

Directed time will be calculated in accordance with the STPCD and the pro-rata principle.

Part-time teachers will not be treated less favourably because of their part-time status.

Where a part-time teacher agrees to undertake occasional additional hours, the school will ensure that payment and working-time arrangements are lawful and proportionate.

29. Supply teachers

Teachers employed on a short-term or day-to-day basis will be paid in accordance with the applicable STPCD provisions and their contractual arrangements.

Where the school directly employs a supply teacher for a full school day, the applicable daily rate will be calculated in accordance with statutory requirements.

The school will seek to use direct employment wherever reasonably practicable.

30. Recruitment and retention incentives

The school may award a recruitment or retention incentive or benefit where permitted by the STPCD.

Any such award must be:

- necessary;
- proportionate;
- objectively justified;
- time-limited where appropriate;
- reviewed regularly; and
- reported through the school's governance arrangements.

The school will not use recruitment or retention payments as a substitute for fair basic pay or appropriate TLR/SEN arrangements.

Where an allowance is awarded, the written decision will specify:

- the amount;
- the reason;
- the start date;
- the duration;

- review date; and
- circumstances in which the payment may cease.

31. Pay safeguarding

Where statutory pay safeguarding applies, StJHN will comply fully with the relevant STPCD provisions.

An employee whose pay is protected under statutory arrangements will receive written information explaining:

- the protected salary;
- the reason for protection;
- the duration;
- the circumstances in which protection may cease; and
- any relevant future changes.

32. Salary statements

All employees will receive written confirmation of their salary determination.

Teacher salary statements will normally be issued following the annual pay determination and by the statutory deadline.

Where a decision changes during the year, an updated statement will be issued within a reasonable period.

33. Support staff pay

As a voluntary-aided maintained school, StJHN's Governing Body is responsible for determining the pay and conditions of support staff, subject to employment law and the terms of individual contracts.

Support-staff posts will be evaluated using an appropriate and recognised job evaluation methodology, supported by internal and external benchmarking where appropriate.

The evaluation will consider:

- responsibilities;

- knowledge;
- skills;
- qualifications;
- decision-making;
- problem-solving;
- accountability;
- supervision;
- complexity;
- working conditions; and
- other relevant factors.

The Governing Body will maintain an approved structure of support-staff grades and salary ranges.

34. Support staff starting salaries

The Headteacher will normally determine the starting salary for a support-staff appointment within the approved grade or salary range.

Relevant factors include:

- qualifications;
- directly relevant experience;
- competencies;
- complexity of the post;
- recruitment and retention;
- internal relativities; and
- previous relevant experience.

Appointments above the normal entry point will be supported by a clear rationale.

The decision will be reported through the school's agreed pay governance arrangements.

35. Support staff pay progression

Support staff employed on a StJHN incremental grade will normally receive annual progression by one increment within their grade, subject to:

- the terms of their contract;
- completion of the required service period;
- satisfactory conduct and performance; and
- the maximum of the grade being reached.

Progression will not normally be withheld solely because of the school's financial position.

Where performance concerns exist, these will normally be dealt with under the school's Appraisal and Capability Policy or Staff Discipline and Grievance Policy as appropriate.

The school will not use pay progression as a substitute for a fair capability or disciplinary process.

36. Support staff job evaluation and regrading

Where a support-staff post changes substantially, the Headteacher may request a review of the job evaluation.

Examples include:

- significant permanent additional responsibilities;
- removal of significant responsibilities;
- substantial changes to supervision;
- substantial changes to technical requirements; or
- significant changes to accountability.

Where the post is regraded, the revised salary will normally take effect from the date determined under the school's approved grading arrangements.

The employee will receive written confirmation.

37. Temporary additional responsibilities for support staff

Where support staff are asked to undertake substantial additional duties temporarily, the Headteacher will consider whether an appropriate temporary allowance is justified.

Any such allowance will:

- be agreed in writing;
- identify the additional responsibilities;
- identify the amount;
- specify the start date;
- specify the review/end date; and
- cease when the additional duties cease.

A temporary allowance will not be used indefinitely to avoid evaluating a permanent change to a post.

38. Apprentices

Apprentices will be paid at no less than the statutory minimum applicable to their age and stage of apprenticeship.

Where the apprentice is employed on a role with an established StJHN salary structure and the law permits, the Governing Body may determine a higher rate.

The school will comply with the National Minimum Wage and National Living Wage legislation.

39. Equal pay and discrimination

The school is committed to equal pay for work of equal value.

Pay decisions will comply with the Equality Act 2010.

The school will not discriminate unlawfully on the basis of:

- sex;
- race;
- disability;
- religion or belief;
- age;
- sexual orientation;
- pregnancy or maternity;

- gender reassignment;
- marriage or civil partnership; or
- other protected characteristics.

The school will also take account of:

- part-time status;
- fixed-term status;
- maternity, adoption and parental leave;
- trade union activity;
- disability-related absence;
- career breaks; and
- other circumstances where differential treatment could be unlawful.

40. Absence, maternity and other protected leave

Employees will not be disadvantaged in pay determination because they are absent due to:

- maternity leave;
- adoption leave;
- parental leave;
- shared parental leave;
- disability;
- long-term sickness;
- other statutory leave; or
- other protected circumstances.

Where appraisal evidence is affected by absence, the school will use appropriate evidence from the period available and, where necessary, delay or adjust the review.

The linked Appraisal and Capability Policy sets out how performance review is adjusted where absence or individual circumstances affect the evidence available.

41. Flexible and part-time working

The school will ensure that pay arrangements are applied fairly to employees working:

- part-time;
- compressed hours;
- flexible working arrangements;
- job shares; or
- other lawful working patterns.

Part-time employees will receive the appropriate pro-rata salary and benefits.

Employees will not be disadvantaged simply because they work flexibly.

42. Pay determination procedure

The annual pay process will normally operate as follows:

September

The Headteacher reviews teacher pay positions and prepares recommendations.

Autumn term

The Headteacher makes recommendations to the Pay Committee.

By 31 October

The Pay Committee normally determines teacher salaries and employees are notified in writing.

December

The Governing Body's appropriate committee considers the Headteacher's salary determination.

Following determination

Salary statements are issued and any changes are implemented and backdated to the appropriate effective date.

The school may adjust the timetable where statutory changes or external pay awards require this.

43. Notice of proposed pay decision

Before a formal pay determination is made where a discretionary decision is involved, the employee will normally be informed of the proposed recommendation.

The employee will have a reasonable opportunity to raise factual errors or relevant concerns before the decision is finalised.

For automatic progression under this policy, a separate hearing will not normally be required.

44. Pay review

An employee may request a review of a pay decision where they believe:

- this policy has been incorrectly applied;
- statutory provisions have not been followed;
- relevant evidence was ignored;
- inaccurate or irrelevant evidence was relied upon;
- the decision was discriminatory;
- the decision was inconsistent with the published criteria; or
- there has been a significant procedural error.

The employee should raise the matter informally with the Headteacher in the first instance where appropriate.

45. Formal pay appeal

If the matter cannot be resolved informally, the employee may submit a formal written appeal to the Clerk to the Governing Body within **10 working days** of receiving the written salary determination.

The appeal should explain:

- the decision being challenged;
- the grounds;
- relevant evidence; and
- the outcome sought.

46. Pay Appeal Committee

A formal appeal will normally be considered by a Pay Appeal Committee of at least three governors who:

- were not involved in the original decision;
- have no conflict of interest;
- have access to appropriate advice; and
- are able to consider the case impartially.

The employee may be accompanied by:

- a trade union representative;
- a certified trade union official; or
- a workplace colleague.

The employee will normally receive at least **10 working days' notice** of an appeal hearing.

47. Conduct of a pay appeal

The appeal process will normally involve:

1. the employee or representative explaining the grounds of appeal;
2. questions from the Appeal Committee;
3. the school's representative explaining the original decision;
4. questions from the employee or representative;
5. consideration of any relevant witnesses or evidence;
6. summing up;
7. private consideration by the Appeal Committee; and
8. written confirmation of the decision.

The appeal panel will consider the evidence afresh where necessary.

An appeal will not normally result in a lower salary determination than the original decision unless a clear administrative or legal error has been identified and the law requires correction.

48. Representation

Employees may be accompanied at formal pay review and appeal meetings by:

- a trade union representative;
- a certified trade union official; or
- a workplace colleague.

The school recognises the important role of recognised trade unions in relation to pay.

49. Confidentiality

Pay information is personal information.

Pay recommendations and individual salary decisions will be handled confidentially.

The school will comply with its:

- Data Protection Policy;
- Data Retention Policy; and
- relevant staff privacy information.

Appropriate anonymised pay information may be shared with governors or recognised trade unions where necessary for equality monitoring or policy review.

50. Equality monitoring

The Governing Body will monitor the application of this policy for equality and consistency.

This may include reviewing anonymised information relating to:

- gender;
- age;
- disability;
- ethnicity;
- part-time status;
- fixed-term status; and
- other relevant characteristics.

Where a pattern of unequal outcomes is identified, the school will investigate and take appropriate action.

51. Trade union consultation

The Governing Body recognises the role of recognised trade unions in negotiating and consulting on pay.

The school will:

- consult recognised trade unions on significant changes to the Pay Policy;
- provide appropriate information relevant to consultation;
- consider union representations;
- meet statutory consultation requirements; and
- seek to resolve issues constructively.

The school will review the policy annually and consult on changes which materially affect pay arrangements.

The NEU's current 2026 model policy explicitly identifies consultation with recognised unions as part of the development and implementation of school pay policies.

52. Funding and affordability

The Governing Body will take account of the school's financial position when planning its staffing structure and establishing posts.

However:

- statutory teacher pay requirements will be complied with;
- contractual pay obligations will be honoured;
- the school will not use lack of funding as a reason to disregard this policy;
- pay decisions will be planned through the school's budget process; and
- recruitment and staffing decisions will take account of the financial implications of pay commitments.

The NEU's current pay model specifically states that funding issues should not be used as a criterion to deny annual pay progression.

53. Salary sacrifice

The school may offer salary-sacrifice schemes where:

- legally available;
- appropriately administered;
- beneficial to participating employees; and
- financially and operationally sustainable.

Participation will normally be voluntary.

Current schemes may include relevant pension, childcare, cycle-to-work or other approved arrangements, subject to their availability and applicable legislation.

54. Overpayments and underpayments

Where a salary error occurs, the school will notify the employee and take reasonable steps to correct it.

Where an employee has been overpaid, the school will:

- explain the error;
- confirm the amount;
- consider the circumstances;
- agree reasonable repayment arrangements where appropriate; and
- comply with employment law.

Where an employee has been underpaid, the school will correct the payment as soon as reasonably practicable.

55. Changes in responsibility

Where an employee takes on a significant additional responsibility, the school will review whether:

- a TLR;
- SEN allowance;
- acting allowance;
- leadership responsibility;

- temporary payment; or
- regrading

is required.

The school will not use informal job titles to avoid appropriate pay arrangements where a statutory payment is required.

56. Temporary changes in duties

Where staff undertake substantial temporary additional duties, the school will make appropriate arrangements for the duration and payment of those duties.

Temporary arrangements will:

- be recorded;
- specify the duties;
- specify the duration;
- specify any additional payment; and
- be reviewed when circumstances change.

57. No automatic contractual entitlement from policy amendments

Publication of an updated pay scale or allowance does not automatically alter an employee's contractual terms until the relevant pay determination has been made and implemented.

Where statutory changes impose a different entitlement, the statutory provision will take precedence.

58. Statutory pay award update

The pay figures contained in Appendix 1 reflect the **2026/27 teacher pay values published by the National Education Union following the Government's accepted 3.5% pay award**.

At the date this policy is approved, the final 2026 STPCD has not yet been published.

Once the final STPCD is published:

- the statutory figures will take precedence;

- any conflicting figure in this policy will be amended;
- the amendment will be reported to the Governing Body; and
- salary determinations will be adjusted where necessary.

The school will not require a full policy rewrite merely to update statutory pay figures where the underlying policy arrangements remain unchanged.

59. Review of the policy

The Governing Body will review this policy annually.

The review will consider:

- changes to the STPCD;
- Government pay awards;
- DfE guidance;
- NEU and other recognised union guidance;
- staffing structures;
- equality information;
- recruitment and retention;
- financial sustainability;
- experience of applying the policy; and
- feedback from staff and governors.

Appendix 1 - StJHN Teacher Pay Scales 2026/27

The following rates are the 2026/27 **England excluding London and Fringe** advisory points published by the NEU.

Main Pay Range

Point	2026/27 salary
M1	£34,069
M2	£36,042
M3	£38,400
M4	£40,941
M5	£43,529
M6	£46,940

Upper Pay Range

Point	2026/27 salary
U1	£49,134
U2	£50,956
U3	£52,835

Unqualified Teacher Pay Range

Point	2026/27 salary
UQ1	£23,732
UQ2	£26,075
UQ3	£28,758
UQ4	£31,124
UQ5	£33,811
UQ6	£36,494

Leading Practitioner Range

Minimum: £53,847
Maximum: £81,861

These values reflect the published 2026/27 NEU advisory scales.

Appendix 2 - Teacher Allowances 2026/27

Allowance	2026/27 range
TLR1	£10,531 - £17,819
TLR2	£3,651 - £8,913
TLR3	£727 - £3,600
SEN allowance	£2,885 - £5,690

These are the published 2026/27 England values for the relevant ranges.

Appendix 3 - Leadership Pay 2026/27

The leadership group pay range for England excluding London and Fringe runs from:

L1: £53,586

to

L43: £148,829

Individual leadership pay ranges will be determined by the Governing Body in accordance with the statutory criteria.

The school will not automatically equate a leadership post to a particular L point simply by reference to job title.

Leadership pay will reflect:

- statutory requirements;
- school context;
- scale and complexity;
- responsibilities;
- accountability;
- recruitment and retention;
- the staffing structure; and
- internal pay relativities.

The published 2026/27 NEU advisory leadership points range from L1 £53,586 to L43 £148,829 for England excluding London and Fringe.

Appendix 4 - Upper Pay Range Application Criteria

An applicant must demonstrate that they are:

Highly competent

The teacher consistently demonstrates:

- strong professional knowledge;
- effective teaching;
- secure classroom practice;
- effective assessment;
- appropriate adaptation;
- effective behaviour management;
- professional collaboration;
- commitment to professional development; and
- the relevant elements of the Teachers' Standards.

Substantial and sustained

The teacher demonstrates a sustained contribution which extends beyond their own classroom and has a positive impact on pupils, colleagues or the wider school.

This may include:

- subject leadership;
- curriculum development;
- mentoring;
- coaching;
- professional development;
- contribution to Catholic Life and Mission;
- SEND or inclusion leadership;
- wider school improvement;
- support for colleagues; or
- another substantial and sustained contribution appropriate to the role.

The evidence must relate to the teacher's normal professional responsibilities and must not depend on excessive additional work undertaken purely to secure pay progression.

Appendix 5 - Pay Progression Principles

At StJHN:

Pay progression is normally automatic.

Annual progression is one point at a time within the relevant scale.

Appraisal is not a performance-related pay exercise.

An unsuccessful individual objective does not automatically stop pay progression.

Funding is not used as a reason to refuse normal progression.

ECTs progress annually following successful induction requirements.

UPR progression is automatic once UPR has been secured.

Additional responsibilities are paid through the appropriate allowance where statutory criteria are met.

Pay decisions are subject to the statutory framework and the school's approved policy.

Appendix 6 - Pay Determination Timetable

Date / period	Action
September	Annual pay review begins
September	UPR applications considered
Autumn term	Headteacher makes recommendations
By 31 October	Teacher pay determinations normally completed
By 31 October	Written salary notifications issued
Autumn term / December	Headteacher salary determination
1 September	Normal effective date for annual pay changes
Throughout year	Review TLR, SEN, acting and temporary responsibility payments
End of academic year	Review staffing and pay structure

Where a statutory deadline differs, the statutory deadline applies.

Appendix 7 - Pay Appeal Summary

Stage 1

Employee receives salary determination.

Stage 2

Employee raises concerns informally where appropriate.

Stage 3

Formal written appeal submitted within 10 working days.

Stage 4

Pay Appeal Committee considers the appeal.

Stage 5

Employee may be accompanied.

Stage 6

Written decision issued.

The appeal decision is normally final within the school's internal procedure.

Appendix 8 - Related Policies

This policy should be read alongside:

- **Appraisal and Capability Policy**;
- Staff Discipline and Grievance Policy;
- ECT Policy;
- Staff Code of Conduct;
- Equality Policy;
- Data Protection Policy;
- Data Retention Policy;
- Flexible Working arrangements;
- Staff Attendance / Sickness Absence arrangements; and
- individual contracts and statutory terms and conditions.