

HORIZONS EDUCATION TRUST

Pay Policy

September 2025

POLICY ISSUE CONTROL

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	Document Control
September 2024	Rebranded Pay Scales Updated Annex F added Added to section 3.5 for clarity; - The Trust will only make payments for Special Education Needs allowances to Qualified Teachers. UQT teachers will not be eligible for SEN allowances. - An application for SEN 2 point must be referred to CEO for teachers who complete master degree qualifications in academic disciplines in special education that can add to the expertise of the Academy and support trainer status. Section 9.6 added; 'If any member of support staff acts up in a teaching capacity to help cover long term absence for more than 5 days, they will be entitled to an approved amount per day, authorised by the Trust. This amount will be paid by the academy.'
September 2025	Pay Scales updated Delegation responsibilities from CEO to the exec team and reference to clerk of trustees changed to the Executive Assistant within section 2. Section 6: 6.2.1 'These performance objectives will be set in consultation with an external adviser' removed and replaced with 'These performance objectives may be informed by an external adviser.' 6.2.2 'An external adviser appointed by the school will support the Appointed Trustees in carrying out the annual performance review of the CEO' removed. 6.2.3 'Any recommendation for progression within the HTPR will identify the recommended number of points proposed.' Removed and replaced with 'recommendations for pay progression should be undertaken with considerations set out in the Academies Trust Handbook with regards to executive pay.'

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Pay Body

- The Pay Body is delegated to the CEO for Horizons Education Trust, who is responsible for pay determination for and on behalf of Trustees.
- In the case of the CEO, the Trustees determine pay. Trustees also approve pay ranges recommended by the Executive Head Teacher, checking affordability within the budget and national guidance.

1. Introduction

1.1 Trustees will take into account the recommendations of the School Teachers' Pay and Conditions Document (STPCD) and pay in accordance with recommendations in national pay scales.

1.2 Teacher September 2025 Pay Award: The minimum and maximum of pay ranges and allowances for the September 2025 pay award are set out in the STPCD 2025.

1.3 Decisions about teachers' pay progression must be linked to the Appraisal Policy, school plan, priorities, and objectives of the Trust's strategic plan.

1.4 The CEO, for and on behalf of the Trustees, will operate the Pay Policy as the "relevant body," as defined in the STPCD and for the Pay arrangements agreed for all support staff, which will:

- Grade posts appropriately within the conditions of employment identified in the current STPCD and the conditions of service for support staff employed by the Pay Body.
- Take into account pay relatives between posts within the teachers of the Pay Body and support staff of the Pay Body.
- Ensure the annual appraisal of all teaching staff, including those absent from duty for any reason, is fairly and properly conducted in accordance with the School's Appraisal Policy by 31 October or, for exceptional cases, by 31 December.
- Where a pay determination leads or may lead to the start of a period of safeguarding, the CEO, acting as the Pay Body, will provide the required written statement of notification within one month of the determination date.
- Ensure that discretion available under the STPCD is exercised fairly and equitably.
- Recognise assigned Teaching and Learning Responsibilities (TLR) for permanent, acting, or temporary projects (TLR3).
- Comply with the salary safeguarding arrangements in the current STPCD.
- Use an appropriate evaluation process to determine the salary range for members of support staff.

1.5 This policy statement will be available to the staff of the Academy and Trust.

2. Delegation of Decision Making

2.1 CEO

2.1.1 Except where otherwise stated, the CEO on behalf of Trustees of Horizons Education Trust will delegate the day-to-day management of the policy to the Head Teacher. The Head Teacher will report to the Director of Education, Director of Operations and Director of Finance in instances where delegated responsibility has been exercised regarding the discretionary elements of the STPCD and pay provisions for support staff to ensure affordability.

2.1.2 The Head Teacher shall make annual recommendations on the salary of all staff to the Director of Education, Director of Operations and Director of Finance.

2.1.3 The CEO requires the Head Teacher to have regard to the budget approved by the Trustees Board and the requirements of employment legislation, including:

- The Equality Act 2010 (including requirements under the Public Sector Equality Duty and Gender Pay Gap reporting).
- The Employment Rights Act 1996.
- The Employment Relations Act 1999.
- The Employment Act 2002.
- The Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000.
- The ACAS Code of Practice (section 199 of the Trade Union and Labour Relations (Consolidation) Act 1992).
- The Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

2.2 Appropriate Delegation by Trustees

2.2.1 The Board of Trustees delegates final decisions arising from this policy and/or the Appraisal Policy to the CEO. At the school level, pay decisions will be made by the Head Teacher, following recommendations by Assistant Head Teachers or other managers from appraisal outcomes.

2.2.2 Trustees delegate to the CEO authority to hear any appeals by individual staff members against decisions of the Head Teacher based on this policy or the Appraisal Policy. Appeals will be dealt with before a final decision is made.

2.2.3 Meetings of the Review Committee (by the Head Teacher) and the Review Appeal Committee (by the CEO) will be convened by the Clerk to the Academy Advisory Group for Academies. Meetings will normally occur within 20 school days of an employee's meeting request, with a 5-day advance notice.

2.3 Review of Recommendations to, or Decisions of, the Review Committee by the Head Teacher

2.3.1 Before making a salary recommendation, the Head Teacher (or in the case of the CEO as part of the Trust by nominated Trustees) will inform the employee of their recommendation and the date it will be reviewed.

2.3.2 Employees who disagree with recommendation may submit a written statement to the Clerk of the Governors. The statement must specify reasons (see below), to be considered alongside the pay recommendation:

- Incorrect application of salary/appraisal policy.
- Inattention to statutory/contractual guidance of the STPC.
- Failure to consider relevant evidence.
- Bias or unlawful discrimination.

2.3.3 The employee will receive written notification of the Head Teacher's decision, with an option for a follow-up meeting if dissatisfied.

2.4 Appeals against Salary or Appraisal Decisions

2.4.1 Employees may appeal the Head Teacher's decision within 5 working days, notifying the Executive Assistant for the Trust in writing, stating reasons (as outlined in 2.3.2).

2.4.2 The appeals procedure is detailed in Annex B.

3. Exercise of Discretion under the STPCD

3.1 Starting Salary of New Classroom Teacher Appointments

3.1.1 When advertising a teaching position, the Head Teacher will indicate the salary range based on qualifications and experience. Salary matching to previous roles will not be automatic.

3.2 Calculation of Part-Time Teachers' Salaries

3.2.1 The Head Teacher ensures that part-time teacher salaries align with the STPCD, applying the "pro-rata principle."

3.2.2 Part-time teachers will be advised on salary and directed time calculations.

3.3 Recruitment/Retention Incentives

3.3.1 The Head Teacher may consider recruitment/retention incentives in line with STPCD paragraph 27.

3.4 Staffing Structure

3.4.1 The Head Teacher will annually recommend to the CEO a staffing structure for the School that:

- Takes account of any financial limits determined by the CEO and Chief Financial Officer (Finance Manager) for the Trust;
- Identifies the posts to which allowances will be allocated for permanent TLRs, in accordance with the requirements of the STPCD;
- Determines the value of any TLR post that is to be paid for a short-term period. A statement identifying a payment within the range for TLR3, the length of time for which it will be paid, and the reason for the short-term payment will be provided to the appropriate committee of the Pay Body;
- Identifies the level of allowance to be allocated to each permanent TLR post between the minimum and maximum limits set out for each TLR in the STPCD, and the different levels that may be paid within each TLR in the staffing structure in accordance with the STPCD;
- Identifies posts to be paid on the Leadership Group pay range together with the salary ranges assigned to each post;
- Identifies the staffing structure for support staff posts together with the evaluated salary range assigned to each post and approval of any exceptional honorariums or allowances with rationale.

The staffing structure and pay ranges approved by the CEO shall be published and updated annually in the Annex to this pay policy.

3.4.2 In the event that the recommendation contains changes in the staffing structure that will directly impact on staff employed by the Trust, staff and recognised trade unions will be informed and consulted before the final salary structure is published in communication with the CEO.

3.5 Special Educational Needs

3.5.1 The Pay Body will award an allowance to any teacher who satisfies the requirements outlined in the STPCD and has experience and qualifications in working with SEND. The Trust will only make payments for Special Education Needs allowances to Qualified Teachers. UQT teachers will not be eligible for SEN allowances.

3.5.2 An application for SEN 2 point must be referred to the CEO for teachers who complete master's degree qualifications in academic disciplines in special education that can add to the expertise of the Academy and support trainer status.

3.6 Post and Allowance Identification

The post and allowance(s) will be identified in the staffing structure. The value of allowances should be based on whether any mandatory qualifications are required. Awards for Performance Progression to Teachers Paid on the Main Pay Range, the Upper Pay Range or Unqualified Teachers Pay Range.

(Pay progression will be linked to assessment of performance, as determined under the Appraisal Policy).

3.6.1 At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the CEO will consider written recommendations from the Head Teacher

that a teacher be paid a higher salary on the classroom teachers' main pay range as determined by the Pay Body, or the Upper Pay Range, depending on which range the teacher is currently paid. The Head Teacher will also provide written reasons why any teacher should not progress on either range. (Please note comments under section 2.1.2).

3.6.2 Any recommendations for progression to a higher salary made by the Head Teacher shall be in respect of the teacher's performance during the previous year measured against the performance review under the Pay Body's Appraisal Policy, with particular reference to the achievement of objectives identified in Annex E and their individual performance management objectives set at their last review.

3.6.3 Recommendations for increases in pay will be differentiated in order that any increase is clearly attributable to the performance of each teacher.

3.6.4 A teacher on the main pay range whose performance meets the criteria set out in Annex E could reasonably expect to reach the maximum of the range after five years. The Head Teacher may recommend that there will be no progression on the range in a given year where the outcome of the appraisal does not warrant progression. An Early Career Teacher who achieves the required standards at the end of the final induction will normally progress to the second point on the main pay range from the following September in accordance with paragraph 2.3 if satisfactory completion is achieved.

3.6.5 Where a teacher has been absent through long-term illness or on maternity leave (or other long-term leave), the Head Teacher will ensure that a performance review has been conducted. In the event that a review cannot be conducted until the teacher returns to the Academy, the Head Teacher will conduct a review following the teacher's return. If the recommendation is to pay the teacher on a higher salary on the appropriate pay range, the award may be backdated to the date on which the award would normally have been paid.

4. The Leadership Group (See Annex F)

4.1 Deputy and Assistant Head Teachers

4.1.1 The CEO, following consideration of the relevant criteria set out in the STPCD, will determine the pay range for a newly appointed Head Teacher, Deputy Head Teacher, and Assistant Head Teacher's salary.

4.1.2 At the time of appointing a Deputy Head or Assistant Headteacher, the selection panel, including the CEO, making the new appointment shall determine the salary point on the pay range.

The selection panel shall have regard to advice available from persons engaged by the Trust as external advisers.

4.2 Awards for Performance to Head Teacher and Assistant Heads

4.2.1 At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the CEO will consider recommendations from the Head Teacher that any Assistant Headteacher be paid additional points, subject

to the maximum of their range. The CEO expects that the objectives for a Head Teacher or Assistant Headteacher will have become progressively challenging as the teacher has gained experience in the role, and no salary progression will be awarded if performance is not met or sustained.

4.2.2 Where there are substantial difficulties in retaining the services of a current Head Teacher, Deputy Head Teacher, or Assistant Headteacher, the Trustees may decide to change the salary range in accordance with the STPC Document. Only in exceptional circumstances may the Assistant Head Teacher's range overlap the Deputy Head Teacher pay range.

5. Annual Assessment of the Salary of Teachers

5.1 On or before 1 September of each year, or as soon as possible thereafter, the Head Teacher will carry out an annual assessment of salary for each teacher, including Deputy Head Teacher, Assistant Head Teachers, and unqualified teachers employed in the School.

5.2 Following an annual assessment of the Head Teacher salary, the CEO will determine pay recommendation for the Head Teacher for Trustees by 31 October at the latest and make a recommendation to Trustees. Awards will be backdated to 1 September of the current year.

5.3 The CEO will receive the pay recommendations from the Head Teacher by 31 October of the current year at the latest. Awards will be backdated to 1 September of the current year. The CEO will provide a statement for Trustees for all pay award decisions and affordability within the budget.

6. Determination of Leadership Group Salaries

6.1 Group of the School; Executive Headteacher Pay Range (HTPR) and Pay Ranges for Other Members of the Leadership Group

6.1.1 For the purposes of determining the group of the School by which the HTPR is identified, the CEO will seek advice to re-calculate the appropriate unit total of the School.

6.1.2 The CEO will assign the School to the appropriate Head Teacher Group (HTG) whenever a new Head Teacher is to be appointed and on such occasions as required.

The CEO may make representations to consider assigning the School to a new HTG.

6.1.3 If the Pay Body changes the group of the School having re-calculated the unit total, the CEO, in consultation with Trustees, will identify a HTPR which will

ensure that the minimum of the HTPR is not below the minimum of the salary range for the HTG.

6.1.4 The HTPR of the School shall be a range of consecutive salary points selected by the Pay Body within the HTG range for the School.

6.1.5 The Recruitment Selection Committee, set up to appoint a new CEO when the occasion arises, shall determine the salary point to be paid, ensuring that there is room for salary progression to be determined by subsequent performance. The Recruitment Selection Committee shall have regard to advice available from persons engaged by Trustees.

6.1.6 In the event that the CEO requests the Head Teacher to work in a different school in the Trust on a permanent basis, the Head Teacher's salary will be determined in accordance with STPCD (paragraph 6.6).

6.1.7 Where such a decision is made, the CEO will also review the salary ranges of any other teachers affected by the arrangement due to increased responsibilities. Where such arrangements are temporary, the safeguarding provisions will not apply.

6.1.8 The pay ranges for a Head Teacher or Assistant Head Teacher shall be determined with reference to the School's HTPR as defined by the STPCD.

6.2 Annual Review of CEO Salary

6.2.1 At the beginning of each academic year, or at any such time as the Trustees (in consultation with the CEO) may decide, as referred to in 2.8, they will agree with the CEO, or (in the absence of agreement) set performance objectives together with performance indicators/measures appropriate to each objective. These performance objectives may be informed by an external adviser.

6.2.2 The performance review and review statement will be conducted in accordance with the Appraisal Policy for the Trust.

6.2.3 In the Autumn Term of each year, or as determined by the Trustees, the Trustees will receive recommendations from the Nominated Trustees (having consulted the Chair of Trustees) regarding the salary of the CEO. The recommendation shall reflect the Nominated Trustees' views based on the outcomes of the annual performance review with the external adviser and the Trustees' view of the CEO's overall performance during the year. Recommendations for pay progression should be undertaken with considerations set out in the Academies Trust Handbook with regards to executive pay. The CEO will be advised of the proposed recommendation and may make a written response.

6.2.4 If the CEO wishes to seek a review of the decision regarding pay, they may do so in accordance with the procedure set out in paragraph 2.3 of this policy. The CEO will have the right of appeal against the decision of the Nominated

Trustees in accordance with the procedure set out in paragraph 2.4 of this policy.

6.3 Determination of Discretionary Payments to a Headteacher

6.3.1 The Pay Body may decide to pay additional payments to a Headteacher in accordance with paragraphs 10 of the STPCD.

6.3.2 Where a decision is made to increase the Head Teacher's salary beyond the maximum of the appropriate HTG determined in accordance with paragraph 6.2.4, the total sum of all payments made to the Headteacher will not exceed 25 per cent of the maximum of the HTG, except in wholly exceptional circumstances, which will be approved by the Pay Body.

6.3.3 In the event that it is considered necessary to exercise the provision set out in 6.3.2, Trustees will take external independent advice in accordance with paragraph 9.3 of the STPCD before agreeing to such a decision.

6.4 Acting-Up Allowances

6.4.1 If, during any absence of the Headteacher, a Deputy Head Teacher, Assistant Headteacher, or a TLR post holder, the acting appointment is made and maintained for a period, the Head Teacher will consider within four weeks of the acting appointment whether or not the teacher shall be paid an acting allowance calculated in accordance with 6.4.2. If no allowance is paid, the Head Teacher may reconsider the position at any time.

6.4.2 In the prolonged absence of the Head Teacher, an Assistant Headteacher or a TLR post holder, the CEO may appoint a teacher to act up during the absence of the post holder. From the date that the Head Teacher considers it necessary to make an acting appointment, an allowance will be paid equal to the difference between the salary currently paid to the person appointed to act up and a point considered appropriate by the Pay Body. The relevant conditions of service detailed within the STPCD will apply to any person in receipt of such an acting allowance. In the case of the CEO, this matter will be referred to the Board of Trustees.

7. Additional Payments for Teaching Staff

7.1 In the event that the Head Teacher, following consultation with the teacher(s) affected, requests teachers to undertake:

- CPD undertaken outside of the school day (directed or non-directed time),
- Activities relating to the provision of ITT as part of the ordinary conduct of the school day, or
- Out-of-school hours learning activities,

then payments as outlined below will be made to teachers agreeing to participate in such activities.

7.2 The daily rate payable to each teacher undertaking such CPD or ITT activities will be determined by the Head Teacher as part of a Trust framework of daily rates.

7.3 Where additional responsibilities and activities are undertaken by a teacher resulting from the Head Teacher's assignment of responsibility, a review of the teacher's salary to reflect the additional responsibilities and activities shall be undertaken. This recommendation is provided to the CEO for Trustees. The decision of the CEO will be reported to the next meeting of Trustees.

8. Unqualified Teachers

8.1 The Pay Body may employ unqualified teachers/instructors in our Schools if there is evidence of qualification and experience to justify that appointment. Such unqualified teachers will be paid in accordance with paragraph 17 of the STPCD, and pay evaluation is annual in case some duties cease.

8.2 The point on the Pay Body's unqualified teacher range, within the maximum and minimum of the range as set out in paragraph 17 of the STPCD, at which a new appointment will be paid, will be determined by the Head Teacher, in consultation with the central team, Operations Manager, who may gain HR advice to take account of the qualifications and experience considered to be relevant to the post.

8.3 In addition to the appropriate point on the unqualified teachers' pay range, the Head Teacher, in consultation with the CEO and Finance Director for the central team, may award an additional annual allowance in accordance with paragraph 22 of the STPCD to a person appointed as an unqualified teacher who either takes on a sustained additional responsibility, which is focused on teaching and learning and requires the exercise of a teacher's professional skills and judgement, or who the Head Teacher believes has additional qualifications and/or experience to warrant such an award.

8.4 The CEO will report any award of such an allowance to Trustees. Any award will be evaluated on an annual basis to check if duties have ceased or amendments to duties are required for the operation of the school.

8.5 The arrangements for salary progression and salary safeguarding for teachers also apply to unqualified teachers.

9. Salaries of Support Staff

9.1 On appointing a member of the support staff in the Trust, the job description determined for the post will be evaluated in relation to the Academy staffing plan.

9.2 The Head Teacher, in consultation with the Director of Education and the Director of Finance, will determine the appropriate point on the pay range having regard to:

- **I.** Relevant qualifications and/or competencies; and
- **II.** Recruitment/retention needs of the school in respect of the post.

The decision of the Headteacher will be reported to the CEO, Director of Education, Director of Operations and the Director of Finance as part of a staffing and pay analysis.

9.3 If at any time the Headteacher considers that a member of the support staff is being asked to undertake increased or decreased responsibilities on a permanent basis, the job description may be re-evaluated. If the evaluation provides for a higher salary, that salary will be paid to the post holder from a date determined by the Headteacher. In the case of a temporary increase in responsibility, the date to which the new salary will be paid will also be stated.

In the event that the evaluation provides for a lower salary, the employee will be entitled to salary safeguarding for a period in accordance with the Trust Policy. The new salary level will be reported to the central team for reporting to Trustees at its next meeting.

9.4 At the time of making the annual assessment of teachers' salaries, the Headteacher may also make any recommendation to the central team in respect of the salary scale of any member of the support staff.

In exceptional circumstances, if the Headteacher considers it appropriate, a recommendation can be made to the central team that a named member(s) of the support staff shall be awarded an honorarium for the excellence of his/her performance during the previous year. The honorarium may either be paid as a lump sum payment at the next salary payment.

9.5 If any member of support staff wishes to appeal against their salary grade, they may ask for a re-evaluation of their job description. In the event that a member of the support staff decides to appeal against a decision under paragraph 2.4 above, they shall enter a formal written statement of appeal. The appeal shall be heard as referred to in paragraph 2.2.2 above.

9.6 If any member of support staff acts up in a teaching capacity to help cover long term absence for more than 5 days, they will be entitled to an approved amount per day, authorised by the Trust. This amount will be paid by the academy.

10. Salary Sacrifice Scheme

The Pay Body will support and encourage any salary sacrifice scheme as identified in the STPCD and made available by the Pay Body, from which teachers or support staff employed in the School benefit, where there is no additional cost to the Pay Body's budget.

11. Review of the Policy

11.1 The Pay Body will review this policy when it is requested to do so by the CEO. The annex information of salary scales will be reviewed annually by the 31 December at the latest.

11.2 The Pay Body will be published internally for the Trust.

APPENDIX A

(This procedure complies with the guidance of the Secretary of State 'Implementing your School's Approach to Pay')

PROCEDURE FOR A REVIEW OF A SALARY DETERMINATION

1. Case for the employee

The employee is entitled to be accompanied by a representative of his/her trade union or a workplace colleague

The employee or representative:

- a) Presents the employee's written application for the review.
- b) CEO may ask questions of the employee.

2. The chair of the review committee

- a) Explains the process and evidence used to come to the recommendation/decision under review with reference to the written statement of reasons for the recommendation/decision previously provided to the employee.
- b) If the CEO has asked the Head Teacher (or a governor as referred to in note 3 below) to be present at the hearing the Head Teacher (or governor) may be asked questions by the CEO and the employee or their representative.

3. Summing up and withdrawal

- a) The employee, or representative, has the opportunity to sum up his/her case if s/he so wishes.
- b) All persons other than the Head Teacher and the adviser (See note 5 below), are then required to withdraw.

4. Review committee decision

- a) CEO and the person advisor, (other than the Headteacher or a governor) deliberate in private, only recalling other persons to clear points of uncertainty of evidence provided. Any recall will include both parties. CEO will announce the decision of the review to the employee, which will be confirmed in writing within 10 working days.

NOTES

1. For the purposes of the review, the CEO and the employee will have the following documents;-

- The written statement of reasons for the recommendation/decision previously provided to the employee.
- The written statement of reasons for the application for the review from the employee. (The grounds for the appeal must comply with paragraph 2.3.2 of the pay policy).

Any additional documents to be used at the review hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.

2. The review is **not** an appeal against the recommendation / decision.

APPENDIX B

(This procedure complies with the guidance of the Secretary of State 'Implementing your School's Approach to Pay')

PROCEDURE FOR AN APPEAL AGAINST A SALARY DECISION OF THE REVIEW COMMITTEE TO THE REVIEW APPEAL COMMITTEE

(CEO acting on behalf of Trustees as the Pay Body)

1. The appeal of the employee

The employee is entitled to be accompanied by a representative of their trade union or a workplace colleague.

The employee or representative:

- a) Introduces the employee's written reasons for the appeal and the representative of the Head Teacher may ask questions of the employee.
- b) May call witnesses, each of whom will have provided a written statement of the information they wish to give, and each witness may be asked questions by the Head Teacher.

2. The response to the review appeal committee.

- a) Explains the process and evidence used to come to the decision being appealed with reference to the written statement of reasons for the decision of the Head Teacher previously provided to the employee, and the employee or representative and then CEO may ask questions of the representative of the Head Teacher.
- b) May call witnesses, who will have provided a written statement of the information they wish to give, and each witness may be asked questions by the employee or his/her representative and then by the Head Teacher.

3. Summing up and withdrawal

- a) The representative of the Head Teacher has the opportunity to sum up if s/he so wishes.
- b) The employee, or representative, has the opportunity to sum up his/her case if s/he so wishes.
- c) All persons other than the CEO and adviser (see note 4 below) are then required to withdraw.

4. Review appeal committee decision

- a) The CEO and adviser are to deliberate in private, only recalling the parties to clear points of uncertainty on evidence already given. Any recall must involve both parties.
- b) The CEO will announce the decision to the employee, which will be confirmed in writing.

NOTES

- 1.** For the purposes of the final appeal, the Review Appeal Committee will have the following documents:
 - The written statement of reasons for the decision previously provided to the employee.
 - The written statement of reasons for the appeal from the employee. (The grounds for the appeal must comply with paragraph 2.3.2 of the pay policy).
 - Any additional documents to be used at the appeal hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.
- 2.** For the purposes of the appeal, the Review representative usually Head Teacher may call the manager who handled the pay decision as a witness.
- 3.** Where the Head Teacher has asked for the review the Head Teacher may call any witness.
- 4.** The Review Appeal Committee may appoint an adviser who may not be the employer.

APPENDIX C

ACCESS TO THE TEACHER'S UPPER PAY RANGE

From September 2014 it has been the case that any qualified teacher who has made substantial and sustained progress towards the maximum of the main classroom teachers' scale may apply to the Head Teacher to be paid on the Upper Pay Range. An application may only be made once in an Academic year and must be made before the 31st October.

Our Trust will not be bound by pay decisions made by other schools or Academies. The applicant must be clear they can meet the expectations for the role required of someone on the Upper Pay Scale at the Special Academy in accordance with the Teacher Standards Career Stage Expectations.

A successful applicant will have demonstrated:

- That as a teacher s/he is highly competent in all elements of the relevant standards in the context of Horizon Education Trust.

And

- That his/her/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 is good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice. It means they will be making a wider contribution to the work of the school in order to meet the relevant standards and to develop their teaching practice. It means they are able to meet the expectations of the role and prepared to meet the expectations of those on the Upper Pay Scale.

Substantial means of real importance, validity and value to 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 and achievement.

Sustained means maintained continuously over a period of at least 2 years.

The application shall be in the form of the two previous annual appraisal documents which meet the criteria with supplementary evidence that is to be considered which reflects the applicant's achievements over at least a 2-year period.

All applications will be assessed robustly, transparently and equitably by the head teacher in consultation with the applicant's current appraisal reviewer.

A successful applicant will progress to the minimum point of the Upper Pay Spine where it is expected that the level of performance assessed will be at least sustained and the expectations of the role of those on the Upper Pay scale be achieved.

Further progression on the Upper Pay Spine will be dependent on additional evidence that the applicant has developed further and taken on further responsibilities across the school as expected of the role. Sustainability of this impact will be measured over at least a 2-year period.

The Head Teacher will put the recommendations on pay progression in accordance with paragraph 2.5 of the Pay Policy.

APPENDIX D

TEACHERS: RECRUITMENT AND RETENTION ALLOWANCES OR BENEFITS

This annex identifies the circumstances under which the Academy will pay allowances and/or benefits for the purposes of recruiting and retaining teachers. Recruitment or Retention allowances will be considered as a method of attracting or retaining outstanding teachers and support staff where the school would be adversely affected by not recruiting or retaining them. Recruitment and retention allowances will be pensionable payments. On expiry of any recruitment allowance, it may be replaced by a retention allowance. Decisions on recruitment allowances or retention allowances will be made by the Head Teacher following consultation with the central team.

Prior to consultation the Head Teacher will set out:

1. The reasons why the post should attract a recruitment or retention allowance with reference to other allowances awarded and any available recruitment or retention information.
2. The start and end dates of the allowance
3. The amount of the allowance and its percentage of substantive salary which will not usually exceed (10%)

The decision to award a recruitment or retention allowance will be communicated to the employee in writing stating the start date and end date, the amount and whether it is recruitment or a retention allowance. The decision to award a recruitment or retention allowance will be reported to the central team.

APPENDIX E

THE SALARY POINTS AND PROGRESSION ON THE MAIN, UPPER AND UNQUALIFIED TEACHER PAY RANGES

THE PAY RANGE FOR 2025-2026

Pay Point	Main Pay Scale
1 MAXIMUM	£32,916
2	£34,823
3	£37,101
4	£39,556
5	£42,057
6a	£43,820
6 MAXIMUM	£45,352

Pay Point	Unqualified Teacher	Upper Pay Scale
1	£22,601	£47,472
2	£25,193	£49,232
3	£27,785	£51,048
4	£30,071	
5	£32,667	
6	£35,259	

ALLOWANCES 2025-2026

SEN1	£2,787.00		
SEN2	£5,497.00		
TLR2 min	£3,572.00	TLR2 max	£8,611.00
TLR3 min	£702.00	TLR3 max	£3,478.00

Teachers on the Main, Upper and Unqualified Teacher Pay Ranges will have their salary reviewed annually in accordance with paragraph 6 of the pay policy against the aims of the Academy and in accordance with the criteria which a teacher needs to meet to achieve salary progression. See teacher standards criteria.

To move up the Main pay scale or the unqualified teachers' pay scale one point at a time teachers will need to have made good progress towards their objectives, have shown they are competent in all elements of the Teachers Standards, teaching evaluated as good as defined by Ofsted criteria and performance sustained. Overall performance to be wholly acceptable must be good or better. Anything less than good is not acceptable to gain performance related pay.

The following criteria will be taken into account in making a by Academies:

1. Impact on pupil progress
2. Outcome of lesson observations and overall judgement of teaching and provision in relation to Ofsted criteria
3. Appraisal targets and how successfully these have been met
4. Competency in all elements of the Teachers Standards
5. Contributions to whole school development
6. Wider outcomes for pupils and colleagues

Taking into account all of the criteria and any external factors, a best fit judgement will be made by the Head Teacher in consultation with appraisal reviewers as to a teacher's overall grade based on Ofsted standards.

Teachers demonstrating exceptional performance may be awarded up to two points on the scale; this will be determined by progress significantly above expected, evidence of consistently outstanding teaching and meeting all performance management targets as well as demonstrating they are competent in all elements of the teachers' standards.

Teacher's annual appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the CEO, having regard to the appraisal report and taking into account advice from the senior leadership team. The Governing Body advised by the CEO will consider its approach in the light of the school's budget and where possible will ensure that appropriate funding is allocated for pay progression at all levels.

SALARY RANGES AND ARRANGEMENTS FOR TEACHERS PAID ON THE LEADERSHIP GROUP RANGE

Leaders in Trust schools are paid in accordance with STPCD. The CEO and Trustees may choose to review the pay of all its leadership posts under these arrangements, if they determine that this is required to maintain consistency, either with pay arrangements for new appointments to the leadership group made on or after 1st September 2014 or with pay arrangements for a member or members of the leadership group whose responsibilities significantly changed on or after that date.

Head Teacher Group 4	L23 – 27 Additional two points available for exceptional performance
Head Teacher Group 3	L20 – L24 Additional two points available for exceptional performance
Deputy Head	L16 – L20
Assistant Head	L11 – L15

The salary range for all posts in the leadership group will be a 5-point scale.

Trustees may consider according to STPCD payment of up to 25% above the maximum for the school group size due to exceptional performance and recruitment and retention for Head Teacher if this is advised with rationale from CEO.

Trustees may decide to review salary arrangements for the leadership group at any time.

APPENDIX F

THE SALARY POINTS OF THE SUPPORT STAFF PAY SCALE

NJC Pay Scale for 2025-2026

2	£24,413	22	£33,699	42	£53,460
3	£24,796	23	£34,434	43	£54,495
4	£25,185	24	£35,412		
5	£25,586	25	£36,363		
6	£25,989	26	£37,280		
7	£26,403	27	£38,220		
8	£26,824	28	£39,152		
9	£27,254	29	£39,862		
10	£27,694	30	£40,777		
11	£28,142	31	£41,771		
12	£28,598	32	£42,839		
13	£29,064	33	£44,075		
14	£29,540	34	£45,091		
15	£30,024	35	£46,142		
16	£30,518	36	£47,181		
17	£31,022	37	£48,226		
18	£31,537	38	£49,282		
19	£32,061	39	£50,269		
20	£32,597	40	£51,356		
21	£33,143	41	£52,413		

Spot salaries / points may be awarded at the discretion of the CEO and Trustees.