CARWARDEN HOUSE COMMUNITY SCHOOL

Pay Policy

Reviewed by Audit, Risk and Resources Committee

Adopted: January 2026

Due for review: Autumn Term 26

PAY POLICY

Introduction

This policy sets out Carwarden's framework for making pay decisions for all employees of this Academy. This policy does not form part of the terms and conditions of employees' employment with the Academy and is not intended to have contractual effect. We reserve the right to amend or vary this policy at any time and will inform employees when the policy is updated.

We will comply with current legislation and the requirements of Transfer of Undertakings (Protection of Employment) Regulations (TUPE). We also intend to broadly comply with the provisions of the current School Teachers' Pay and Conditions Document (STPCD) going forward, but in the case of any conflict between this policy and the STPCD, this policy will take precedence.

The primary aims of this policy are to:

- support the recruitment and retention of a high-quality workforce.
- enable us to recognise and reward employees appropriately for their contribution to the Academy; and
- ensure that decisions on pay are managed in a fair and transparent way.

Pay decisions are made by the Trustees and the Pay Committee is authorised to administer this policy in line with its terms of reference set out in Appendix B.

Confidentiality

All information regarding the pay of individual employees, whether verbal or written, must be treated as strictly confidential and not communicated to anyone who is not directly involved in the process. Breach of confidentiality may be treated as a disciplinary matter.

Equal Opportunities

This policy will be applied fairly and consistently to all employees regardless of sex, gender reassignment, race, religion or belief, ethnicity, national origin, age, marital status or civil partnership, disability, sexual orientation, pregnancy or maternity, part-time or fixed-term status.

Review and Monitoring

We will review this policy on an annual basis and will monitor outcomes in order to assess the effectiveness of this policy in rewarding good performance and to ensure the Academy's continued compliance with equalities legislation.

Teachers' Pay: Initial Determination

We will determine the likely pay range for a vacancy prior to advertising it. On appointment, it will determine the starting salary within that range to be offered to the successful candidate. In making such determinations, we may take into account a range of factors, including but not limited to:

- the nature of the post.
- the level of qualifications, skills and experience required.
- the pay of current employees doing the same or a similar job; and
- market conditions and the wider Academy context.

There is no expectation that an employee should be paid the same salary that they received in a different School, Academy, or Trust.

1. Unqualified Teachers

We will pay an unqualified teacher on the unqualified teachers' pay range. We may pay an additional unqualified teachers' allowance if it considers that the basic salary is not adequate, having regard to the unqualified teacher's responsibilities, qualifications and experience. Such an allowance may be awarded where the teacher has:

- taken on a sustained additional responsibility which is:
    a. focused on teaching and learning; and
    b. requires the exercise of a teacher's professional skills and judgement; or
- qualifications or experience which bring added value to the role undertaken.

2. Leadership Pay

The Headteacher and any Deputy Headteacher's and Assistant Headteacher's in this Academy will each be assigned a pay range which falls within the Leadership Group Pay Range set out in the current STPCD.

The Headteacher's pay range will be set by the Board of Trustees after considering the appropriate headteacher group in the current STPCD and the needs of the Academy and can be changed in order to attract or retain a Headteacher or when there have been significant changes in the responsibilities of the Headteacher.

The pay range for Deputy and Assistant Headteacher's will be set by the Academy after taking into account the current STPCD and the Headteacher's pay range and can be changed in order to attract or retain a Deputy or Assistant Headteacher's or when there have been significant changes in the responsibilities of a serving Deputy or Assistant Headteacher.

All members of the Leadership Group must demonstrate sustained high quality of performance with particular regard to leadership, management and pupil progress at the Academy. There will be no automatic pay progression for teachers in the Leadership Group: progression (if any) up the leadership group pay range will depend on performance in relation to agreed objectives.

Teachers on the Leadership Group Pay Range are not subject to the provisions of the STPCD regarding directed time and may be required to work for more than 195 days and 1265 hours per year in order to fulfil the responsibilities of their position.

3. Supply Teachers

Teachers employed on a day-to-day or other short notice basis will be paid based on a reference salary on the Main Pay Range in the STPCD. Pay will be calculated on a daily basis using the assumption that a full working year consists of 195 days, and periods of employment for less than a day will be calculated on a pro-rata basis.

4. Teaching and Learning Responsibility Payments (TLRs)

Teaching and Learning Responsibility payments (TLRs) will be awarded to posts identified in the Academy's staffing structure (located at Appendix C) in accordance with the STPCD. In order to

qualify for a TLR payment, the teacher's duties must include a significant responsibility that is not required of all classroom teachers which:

- is focused on teaching and learning.
- requires the exercise of a teacher's professional skills and judgement.
- requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum.
- has an impact on the educational progress of other than the teacher assigned classes or groups of pupils; and
- involves leading, developing, and enhancing the teaching practice of other staff.

In order to qualify for a TLR1 payment, the significant responsibility defined above must include line management responsibility for a significant number of people; otherwise, a TLR2 payment will be appropriate. A teacher cannot hold a TLR1 and a TLR2 concurrently, but a teacher who receives either a TLR1 or a TLR2 may also hold a concurrent TLR3. A TLR can be based on a job description that includes several different areas of significant responsibility. TLR3 payments are awarded on a fixed term basis for clearly time-limited Academy improvement projects or one-off external responsibilities. A TLR payment is attached to a specific post in the Academy's staffing structure and therefore may only be held by two or more people if they are job-sharing that post or where duties are being shared.

TLRs awarded to part-time teachers must be paid on a pro rata basis.

5. Special Educational Needs Allowances

We may award an SEN allowance to a classroom teacher who would qualify for such an allowance under the relevant provisions of the STPCD. Where an SEN allowance is to be paid, we will determine the value of the allowance, taking into account the structure of our SEN provision; the qualifications or expertise of the teacher relevant to the post; and the relative demands of the post.

Teachers' Pay: Annual Reviews and Progression

We will ensure that each teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October each year. All teachers will be provided with an annual statement setting out their salary and any other financial benefits to which they are entitled.

The Headteacher's salary will be reviewed with effect from 1 September and no later than 31 December each year. The Headteacher will be provided with an annual statement setting out their salary and any other financial benefits to which they are entitled.

Pay reviews may take place at other times of the year following changes in circumstances or job description that affect the basis for calculating an individual's pay. A written statement will be provided if pay is changed following such a review.

1. Safeguarding

Where a pay decision leads to a period of pay safeguarding for a teacher, we will give the required notification as soon as possible and no later than one month after the date of the

determination, in accordance with the STPCD.

2. Inflationary Pay Increases

The STRB produces an annual report recommending whether the pay ranges in the STPCD should be uplifted. In recent years an increase has been recommended to the minima and maxima of each pay range, but schools have total discretion as to whether to apply an increase to any intermediary points.
We will consider the STRB recommendation and the new STPCD each year before deciding whether to uplift the teacher pay ranges (current version provided in Appendix D). The minima of each pay range will usually be uplifted in line with the STPCD, but other increases will be at the discretion of the Trustees who will take into account affordability, overall Academy performance and market conditions.

3. Pay Progression

Teachers can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. Our Appraisal Policy contains further information about the appraisal process.
As set out in our Appraisal Policy the appraisal report should contain: Details of the objectives, an assessment of performance against those objectives and the relevant standards, an assessment of ant continuing professional development needs, any aspirations and any actions recommended to progress then. Finally, the report should contain a recommendation on pay.

Early Career Teachers will usually be appointed at the minima of the Main Pay Range and may be recommended for pay progression if they successfully complete their induction period or the first year of their induction period.

Decisions regarding pay progression for each teacher will be made with reference to their appraisal report and the pay recommendation it contains. Subject to our appraisal procedure, teachers will be eligible for pay progression if they meet all their objectives, are fully meeting the relevant standards, and all their teaching is assessed as being at least good. The rate of progression may be differentiated according to individual teacher performance. The appraisal report will indicate whether a teacher should be considered for pay progression. Pay progression will not be withheld for reasons other than performance. Where a teacher is absent due to long term sickness absence during the academic year or at the time of a salary review, decisions will be contingent upon individual circumstances and based on the employee's performance during relevant periods of attendance. Where a teacher is absent due to pregnancy or maternity or adoption or shared parental leave, decisions will be no less favourable than if the employee had not been absent due to such reasons.

The appraisal reports will be reviewed by the Headteacher and relevant line managers for the purposes of moderation. The moderated reports will then be passed to the Pay Committee for final consideration of the pay recommendations contained within them. These recommendations can either be approved (and a pay increase awarded in line with the report) or rejected (in which case no increase will be awarded).

If a teacher is unhappy with the pay decision, they may appeal the decision in regard to their pay using the process outlined in Appendix A.

4. Progression to Upper Pay Range

Any qualified teacher may apply to be paid on the Upper Pay Range (UPR) and applications will be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the Upper Pay Range. It is usual for teachers to consider applying for progression after approximately 5 years' teaching experience, by which time they are likely to be able to achieve and sustain the necessary level of competence and contribution. However, in exceptional cases, teachers may feel ready at an earlier stage, whereas other teachers may decide not to apply for progression until later in their career.

Applications to be paid on the Upper Pay Range may be made once a year, in writing, to the Headteacher. Teachers are encouraged to discuss with their line manager or appraiser their intention to apply for progression at an early stage in the preceding academic year, for example when their performance objectives are being set so that they can be supported to achieve the required standards and gather the necessary evidence to demonstrate their achievements and contribution.

An application to be paid on the Upper Pay Range should include the results of at least two recent appraisals together with a statement explaining how the applicant has met the assessment criteria and supporting evidence. An application will be successful where the Headteacher is satisfied that:

- the teacher is highly competent in all elements of the relevant standards; and
- the teacher's achievements and contribution to the Academy are substantial and sustained.

For the purposes of this Pay Policy:

- 'highly competent' means performance which is not only good but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the Academy, in order to help them meet the relevant standards and develop their teaching practice;
- 'substantial' means of real importance, validity or value to the Academy; playing a critical role in the life of the Academy; providing a role model for teaching and learning; making a distinctive contribution to the raising of pupil standards; taking advantage of appropriate opportunities for professional development and using the outcomes effectively to improve pupils' learning; and
- 'sustained' means maintained continuously over two academic years.

The application will be assessed by the Headteacher following a meeting with the teacher to discuss their application. The Headteacher may also seek supporting evidence from the teacher's line manager and the appropriate Key Stage Lead. The decision will be communicated verbally and confirmed in writing within 5 working days.

If successful, the teacher will move to the Upper Pay Range with effect from 1 September in the year following that in which the application is approved, unless the Headteacher agrees to an earlier effective date. The teacher will be placed on the minimum point of the Upper Pay Range.

If unsuccessful, feedback will be provided by the Headteacher] which includes an explanation of where the teacher was assessed to be falling short of the progression criteria. Any appeal against a decision not to move the teacher to the Upper Pay Range will be heard under the Appeal arrangements set out in Appendix A.

5. Progression on Upper Pay Range (UPR)

UPR teachers can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. Our Appraisal Policy contains further information about the appraisal process.
As set out in our Appraisal Policy the appraisal report should contain: Details of the objectives, an assessment of performance against those objectives and the relevant standards, an assessment of ant continuing professional development needs, any aspirations and any actions recommended to progress then. Finally, the report should contain a recommendation on pay.

Following completion of an individual UPR teacher's annual appraisal and subject to the provisions of this policy, the teacher should expect to receive pay progression within the maximum of their pay range unless they are subject to formal capability procedures (which at a minimum would mean the teacher has been notified that formal procedures are commencing) in which case pay progression may be withheld.
Where a teacher is absent due to pregnancy, long term sickness, or any other form of statutory leave (for example, maternity, adoption, or shared parental leave), decisions will be no less favourable than if the employee had not been absent due to such reasons.

The appraisal reports will be reviewed by the Headteacher and relevant line managers for the purposes of moderation. The moderated reports will then be passed Pay Committee for final consideration of the pay recommendations contained within them. These recommendations can either be approved (and a pay increase awarded in line with the report) or rejected (in which case no increase will be awarded).

If a teacher is unhappy with the pay decision, they may appeal the decision in regard to their pay using the process outlined in Appendix A.

6. Stepping down from Upper Pay Range

A teacher may request to be moved down the pay ranges (for example from the Upper Pay Range to Main Pay Range). This may be for personal reasons (such as to improve work/life balance, or to manage a health condition, or as part of a planned move towards retirement) or for professional reasons (for example if a teacher decides that they prefers classroom practice to leadership and management activities, or wishes to develop a new skill set such as SEN expertise). Such a request can be made to the Headteacher at any time and will be discussed with the teacher before a decision is made, based on individual circumstances and the needs of the Academy.

A teacher may also be offered downward movement on the pay range as an alternative to formal capability action or during the course of capability action, in order to enable the teacher to focus on improving their classroom practice by removing additional responsibilities. This may be

offered as either a temporary or permanent adjustment, and will not usually be considered until after the teacher has been offered support. Where downward movement is requested or agreed by the teacher, pay safeguarding will not apply.

Support Staff Pay: Initial Determination

All support staff at the Academy are paid at the appropriate grade on the same pay spine (see Appendix E). Our support staff includes employees performing the following roles:

- Classroom support staff such as teaching assistants.
- Clerical, administrative, financial, and business managers.
- Pastoral staff including behaviour for learning, family support worker, and counsellor.
- Site staff.
- Exams Officer

We may also employ casual staff on an hourly paid basis where the requirement for certain types of work is not predictable: for example, bank staff covering support staff absences, exam invigilators, music or sports instructors. Hourly rates for casual staff will depend on the qualifications required for the post.
We have full discretion to determine the grades of newly appointed support staff and the point of entry onto the grade. However, we must have regard to the responsibilities of the post and to the pay ranges, terms and grading applicable for similar roles of work when deciding the grade for a post. The point of entry on the grade will usually be at the minimum point, but we may pay at a higher incremental point if this is justified by a new employee's skills or experience.
We have discretion to temporarily re-grade staff who are covering for absent colleagues at a higher grade. If the relevant duties and responsibilities are being shared, then consideration may be given to paying an honorarium. We may consider payment of an honorarium in other situations, with the amount depending on the circumstances of each case. In general, this is likely to be considered when an employee performs duties beyond their normal role for a specific task or over an extended period or where the additional duties and responsibilities are exceptionally onerous and required by the Headteacher.

Support Staff Pay: Annual Reviews and Progression

1. **Inflationary Pay Increases**

We will consider applying an inflationary increase to its pay range for support staff each year, to become effective on either 1 April.

2. **Pay Progression not based on Performance.**

Support staff who are not already at the top of the relevant pay grade for their job role will be moved to the next point on or around 1 April each year. Pay progression may be withheld where an employee is subject to a formal capability process, [or a formal disciplinary procedure which may amount to gross misconduct if upheld (NB: where the outcome of the disciplinary procedure is that the allegations are not upheld or the outcome is less than gross misconduct, any increment will be reinstated and backdated),] or has resigned or been dismissed subject to a notice period.

Appendix A. Appeals Procedure

Principles

An employee who wishes to appeal a decision in relation to their pay must comply with this procedure. The matter should not be raised or dealt with under our Grievance Policy and Procedure. The reasons for seeking a review may include the person or Committee who made the decision having:

- incorrectly applied any provision of the pay policy.
- failed to have proper regard for statutory guidance.
- failed to take proper account of relevant evidence.
- took account of irrelevant or inaccurate evidence.
- being biased; or
- unlawfully discriminated against the employee.

The employee will receive written confirmation of the pay determination and where applicable the basis on which the decision was made. If the employee is not satisfied, they should seek to resolve this by raising the matter informally with the Headteacher] within ten working days of the decision. The Headteacher will arrange a meeting without unreasonable delay.
If the employee is not satisfied with the outcome of the informal discussion with the Headteacher then they may follow the formal appeal process.

Formal Appeal Process

The employee will provide in writing the specific grounds for questioning the pay decision together with evidence which they consider should be taken into account. The appeal letter must be sent to the person or committee who made the decision within ten working days of the pay determination or the informal discussion with the Headteacher.
Three Trustees who were not party to the original decision will form a panel to hear the appeal.
The appeal hearing should be held without unreasonable delay following receipt of the letter of appeal.
The panel may invite the Headteacher to the hearing and they will provide the meeting with any relevant information required by the Trustees. No specific information concerning the remuneration of other members of staff shall be given in the presence of the employee for whom the appeal is being heard. Where the panel requests such pay information from the Headteacher, it will be conveyed confidentially to them alone. The employee may ask questions of the Headteacher. The employee will be given the opportunity to make representations in person and may be accompanied by a work colleague or union representative. The panel will carefully consider all the evidence that is presented before making a decision. The outcome of the appeal will be communicated to the employee in writing without unreasonable delay and will include reasons for the decision.

The decision of the panel at the appeal hearing is final.

Appendix B. Pay Committee

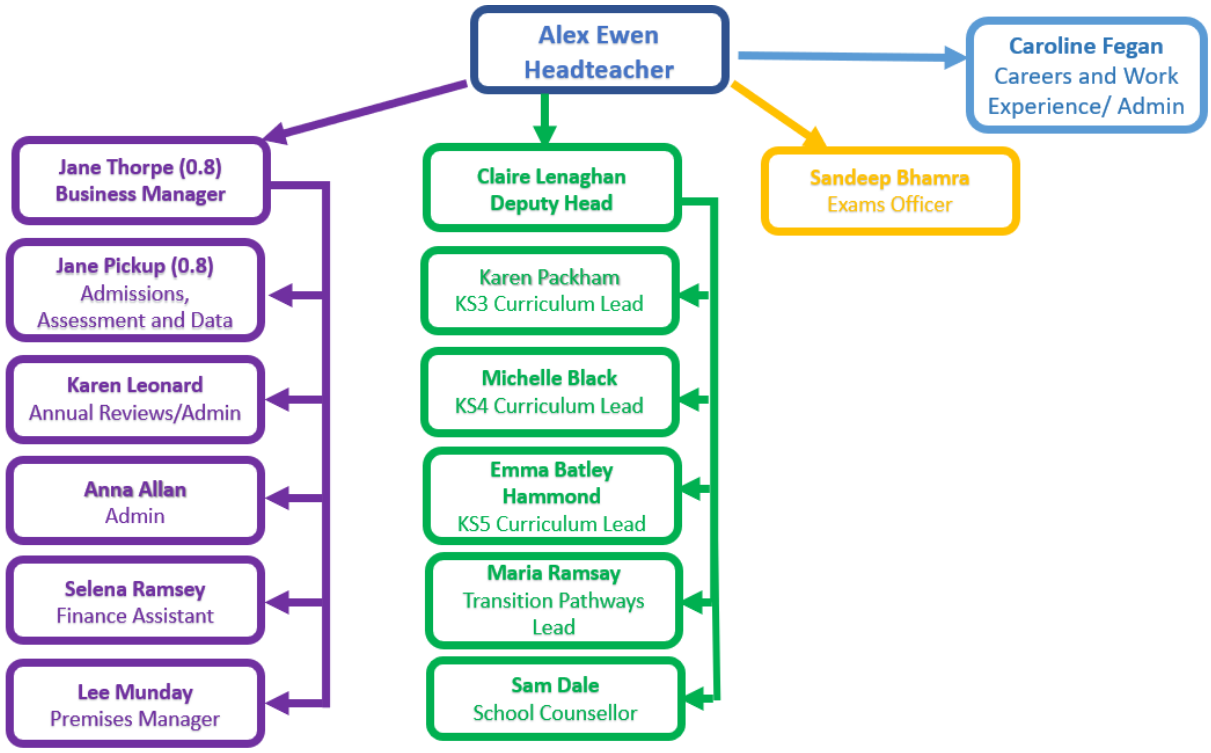
The Pay Committee will consist of a minimum of 3 Trustees, none of whom should be employees of the Academy.

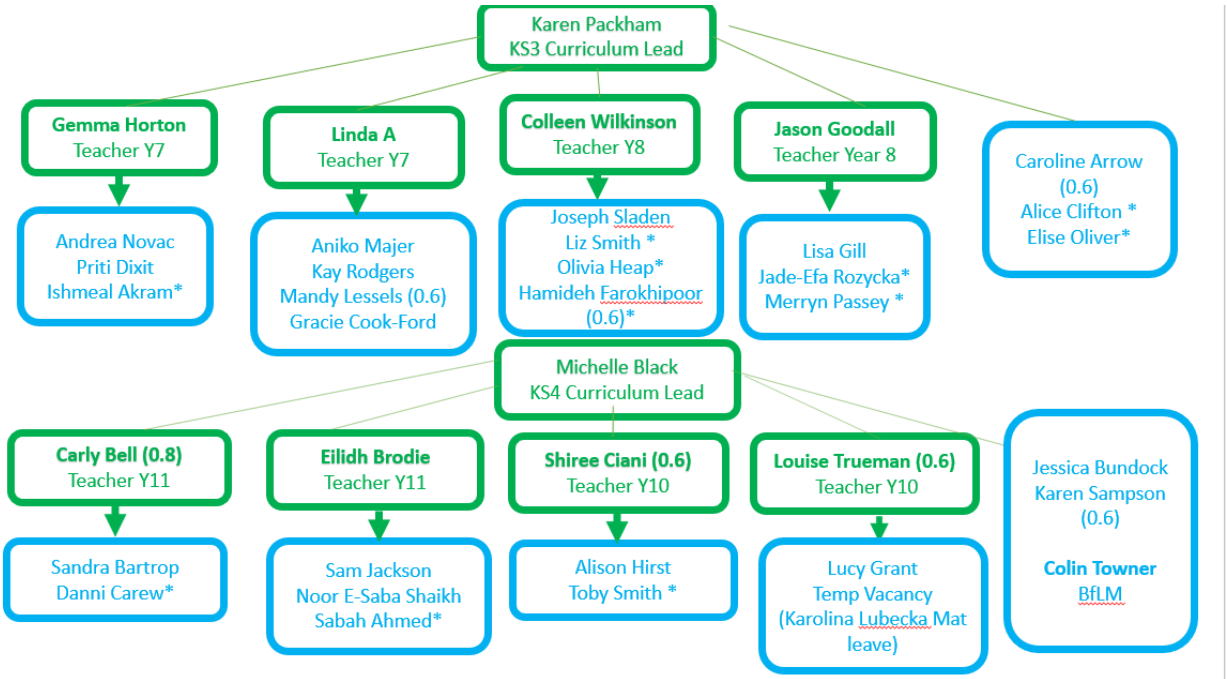
The Headteacher may attend in an advisory capacity and will withdraw when their salary is under consideration.

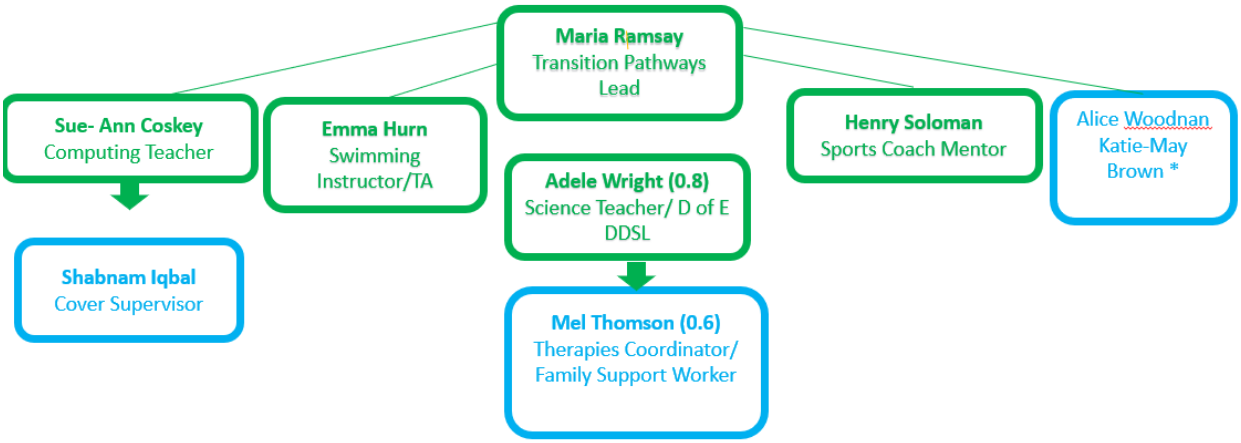
The terms of reference for the Pay Committee will be determined from time to time by the Board of Trustees. The current terms of reference are to:

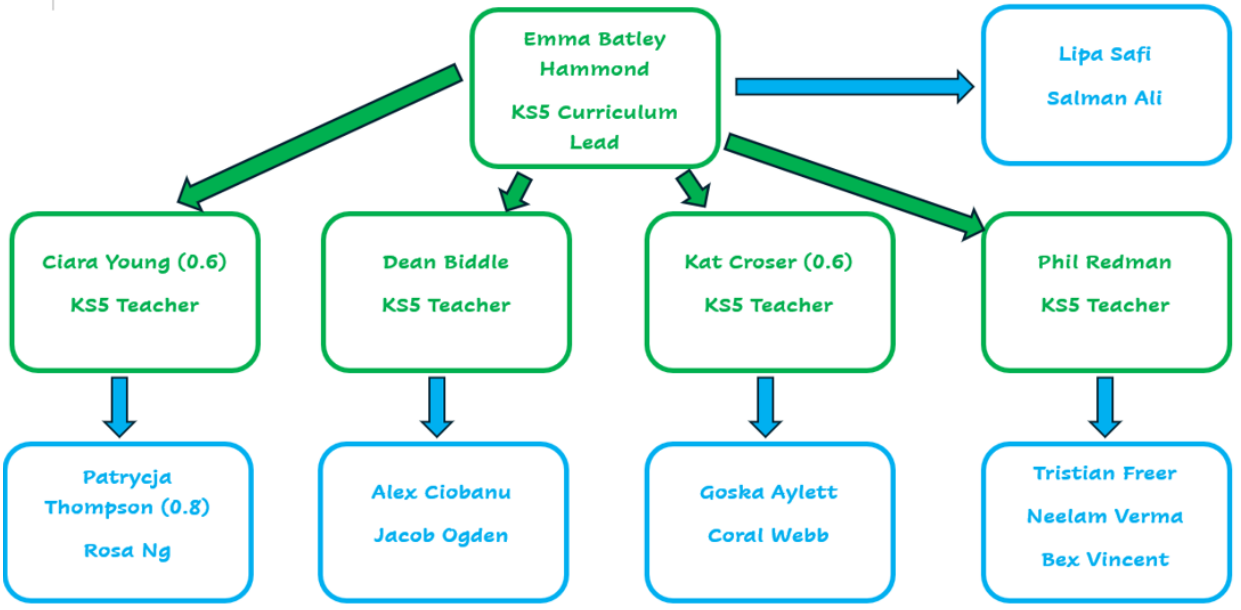
- implement the Pay Policy in a fair and objective manner and to consider any individual representations that may be made in respect of pay decisions.
- observe all statutory and contractual obligations, including making arrangements to notify pay decisions to individual members of staff within appropriate timescales.
- minute clearly the reasons for all decisions and report these decisions to the next meeting of the Board of Trustees (in summary form and having due regard for confidentiality;
- recommend to the Board of Trustees the annual budget required for pay purposes.
- keep informed of relevant developments including legislation and statutory guidance affecting the Pay Policy and to review and to recommend changes or modification to the Board of Trustees, as appropriate and at least annually; and
- carry out the performance review of the Headteacher in consultation with an external advisor.

Appendix C. Staffing Structure






Maria Ramsay
Transition Pathways Lead
Sue- Ann Coskey
Computing Teacher
Emma Hurn
Swimming Instructor/TA
Adele Wright (0.8)
Science Teacher/ D of E
DDSL
Henry Soloman
Sports Coach Mentor
Alice Woodnan
Katie-May Brown *
Shabnam Iqbal
Cover Supervisor
Mel Thomson (0.6)
Therapies Coordinator/ Family Support Worker


Emma Batley Hammond
KS5 Curriculum Lead
Lipa Safi
Salman Ali
Ciara Young (0.6)
KS5 Teacher
Dean Biddle
KS5 Teacher
Kat Croser (0.6)
KS5 Teacher
Phil Redman
KS5 Teacher
Patrycja Thompson (0.8)
Rosa Ng
Alex Ciobanu
Jacob Ogden
Goska Aylett
Coral Webb
Tristian Freer
Neelam Verma
Bex Vincent

Appendix D. Teachers' Pay Ranges 20252026

Unqualified Teacher Pay Range				
	England exc London	**Inner London Area**	**Outer London Area**	**Fringe Area**
Minimum	£22,601	£28,343	£26,789	£24,066
Maximum	£35,259	£40,994	£39,450	£36,718
Main Pay Range				
	England exc London	**Inner London Area**	**Outer London Area**	**Fringe Area**
Minimum	£32,916	£40,317	£37,870	£34,398
Maximum	£45,352	£52,300	£50,474	£46,839
Upper Pay Range				
	England exc London	**Inner London Area**	**Outer London Area**	**Fringe Area**
Minimum	£47,472	£57,632	£52,219	£48,913
Maximum	£51,048	£62,496	£56,154	£52,490
Leadership Pay Range				
	England exc London	**Inner London Area**	**Outer London Area**	**Fringe Area**
Minimum	£51,773	£61,554	£55,881	£53,198
Maximum	£143,796	£153,490	£147,866	£145,218
Leading Practitioner Pay Range				
	England exc London	**Inner London Area**	**Outer London Area**	**Fringe Area**
Minimum	£52,026	£61,858	£56,154	£53,460
Maximum	£79,092	£88,930	£83,223	£80,528
Allowances				
	TLR1	**TLR2**	**TLR3**	**SEN**
Minimum	£10,174	£3,527	£702.00	£2,787
Maximum	£17,216	£8,611	£3,478	£5,497

Appendix A. Support Staff Pay Scale

Grade	Point 2	Point 3	Point 4	Point 5	Point 6
PS1/2	23,322				
PS3	0.00	24,330			
PS4	25,052	25,480	25,916	26,360	26,825
PS5	27,634	28,113	28,602	29,101	29,604
PS6	30,647	31,187	31,739	32,301	32,867
PS7	33,552	34,186	34,833	35,098	35,763
PS8	36,873	37,591	38,322	39,069	39,820
PS9	41,585	42,397	43,224	44,068	45,135
PS10	47,142	48,064	49,005	49,965	51,175
PS11	53,713	54,980	56,278	57,069	58,953
PS12	61,784	63,252	64,758	66,301	67,859