Life in all its fullness

learning together, inspiring each other, achieving our best

Marshfield CE VC Primary School

Pay Policy 2026

Ratified by Governing Body: October 2026	Due for Annual Review: October 2027

1. Introduction & Core Framework

This policy sets out Marshfield CE VC Primary School's framework for making clear, fair, and transparent pay decisions for all employees. It has been developed to comply fully with current statutory legislation, the requirements of the School Teachers' Pay and Conditions Document (STPCD), the National Joint Council (NJC) Green Book terms, and the Local Authority pay spine for support staff.

This policy does not form part of the contractual terms and conditions of employees' employment with the School and is not intended to have contractual effect. The Governing Body reserves the right to amend or vary this policy as required to reflect statutory updates.

The primary aims of this policy are to:

- **Workforce Quality:** Attract, recruit, and retain a high-quality, dedicated workforce capable of delivering outstanding educational outcomes for all pupils.
- **Recognition & Reward:** Recognise and reward staff appropriately for their contribution to the School's vision, culture, and ongoing improvement.
- **Fairness & Transparency:** Ensure all pay decisions are managed in a fair, consistent, transparent, and objective manner.

Pay determinations are ultimately the responsibility of the Governing Body. The Governing Body has formally delegated authority to the Headteacher to administer this policy on its behalf in accordance with the established governance framework.

2. Confidentiality & Equal Opportunities

All information regarding individual employee remuneration, whether written or verbal, is strictly confidential. Details must not be communicated to anyone not directly involved in the pay determination or appeal processes. Any breach of confidentiality may be addressed under the School's Disciplinary Policy.

This policy is applied fairly, consistently, and without discrimination to all staff regardless of sex, gender reassignment, race, religion or belief, ethnicity, national origin, age, marital status or civil partnership, disability, sexual orientation, pregnancy or maternity, or part-time/fixed-term status, in full compliance with the Equality Act 2010.

3. Review & Monitoring

The Governing Body will review this policy annually in the autumn term, following the statutory publication of the updated STPCD and Local Authority pay guidelines, ensuring consultation with staff and recognized trade union representatives.

4. Initial Pay Determination for Teachers

The Governing Body will determine the prospective pay range for any teaching vacancy prior to advertisement. On appointment, the Headteacher will determine the starting salary within the advertised range, taking into account:

- **Role Requirements:** The specific requirements and complexity of the post;
- **Experience & Skills:** The successful candidate's specialist qualifications, skills, and relevant experience;
- **Internal Equity:** Internal equity and salary alignment with existing staff performing equivalent roles;
- **Contextual Factors:** Prevailing market conditions and wider School operational context.

There is no automatic expectation or entitlement for a teacher to be appointed at the exact salary point previously held in a different school, academy, or trust, though prior service will be given full and fair consideration.

5. Unqualified Teachers

Unqualified teachers are paid on the Unqualified Teacher Pay Range set out in the STPCD. An Unqualified Teacher Allowance may be awarded where the Headteacher determines that basic salary is insufficient given additional responsibilities or expertise. Specifically, where the teacher has:

- **Sustained Responsibility:** Taken on a sustained, additional responsibility focused on teaching and learning requiring professional skill and judgement; or
- **Added Value:** Acquired qualifications or specialist experience bringing distinct added value to the role.

6. Leadership Pay

The Headteacher and Assistant Headteachers are assigned individual pay ranges within the Leadership Group Pay Range in the current STPCD. The Headteacher's pay range is established by the Governing Body in accordance with the appropriate Headteacher Group size. Assistant Headteacher pay ranges are set with reference to the Headteacher's range and post responsibilities.

Members of the Leadership Group must demonstrate sustained high-quality performance in strategic leadership, school management, and pupil progress across the school. Leadership staff are exempt from directed time provisions (195 days / 1265 hours) and work the hours necessary to fulfill their professional leadership obligations.

7. Supply Teachers

Teachers employed on a day-to-day or short-notice supply basis are paid at a daily rate calculated on a reference point on the Main Pay Range in the STPCD, based on a 195-day working year. Periods of employment for less than a full day are calculated on a pro-rata basis.

8. Teaching and Learning Responsibility Payments (TLRs)

TLRs are awarded to posts identified in the School's staffing structure (Appendix B) in accordance with STPCD criteria. To qualify, duties must include significant responsibilities focused on teaching and learning, requiring exercise of professional judgement to lead, manage, and develop a curriculum area or pupil development across the school.

- **TLR1:** Requires line management responsibility for a significant number of staff.
- **TLR2:** Awarded for significant leadership responsibilities without extensive line management duties.
- **TLR3:** Awarded on a fixed-term basis for clearly time-limited school improvement projects or external responsibilities.

TLRs awarded to part-time teachers are paid pro-rata. A teacher cannot hold TLR1 and TLR2 concurrently, but may hold a concurrent TLR3.

9. Special Educational Needs (SEN) Allowances

A SEN allowance will be awarded to classroom teachers meeting statutory STPCD criteria, taking into account the school's SEN provision structure, teacher qualifications/expertise, and relative role demands.

10. Annual Salary Reviews & Progression Mechanics

Every teacher's salary is reviewed annually with effect from 1 September, completed no later than 31 October (31 December for the Headteacher). All staff receive an annual written pay statement detailing salary, pay range, and any allowances.

Inflationary Pay Uplifts (STRB Guidance)

Following the annual report of the School Teachers' Review Body (STRB), the Governing Body will adopt mandatory uplifts to the minima and maxima of all statutory pay ranges. Intermediary pay points will be uplifted in accordance with Governing Body determination, considering national recommendations, affordability, and local context.

Pay Progression & Alignment with 'Growing Great Teachers'

Pay progression at Marshfield CE VC Primary School is fully aligned with our progressive 'Growing Great Teachers' Professional Growth Policy. We operate a culture of professional trust that de-couples pay from traditional 'performance management' targets.

- **Automatic Progression Expectation:** As the default norm, teachers who continue to meet the Teachers' Standards and actively engage in the Professional Growth process (completing their Professional Growth Plan and participating in collaborative reflection) will receive annual incremental pay progression.
- **ECT Progression:** Early Career Teachers (ECTs) appointed on the Main Pay Range will receive progression upon satisfactory completion of statutory induction stages.
- **Exception (Formal Capability):** Pay progression may only be withheld where a teacher is subject to formal capability procedures (i.e. formal written notification of capability proceedings has been issued).

11. Upper Pay Range (UPR) Progression

Qualified teachers may apply to be paid on the Upper Pay Range (UPR). Progression to UPR ('crossing the threshold') recognizes substantial and sustained contribution beyond the classroom.

UPR Assessment Criteria

An application will be successful where the Headteacher is satisfied that:

- **Highly Competent:** Performance is not only good but demonstrates high expertise enabling the teacher to coach, mentor, and guide colleagues.
- **Substantial:** Playing a critical role in school life, modeling outstanding practice, and making a distinctive contribution to raising pupil standards.
- **Sustained:** Maintained continuously over two consecutive academic years.

Application Process

Teachers may apply once per academic year in writing to the Headteacher by submitting their Professional Growth Plan reviews covering the previous two years and a supporting application. The Headteacher will discuss the application with the teacher and communicate the outcome in writing within 5 working days. Successful applicants move to UPR Minimum on 1 September following approval.

Progression on UPR

Progression within UPR is automatic provided teachers continue to meet Teachers' Standards, engage in professional growth, and sustain a substantial wider contribution. Absence due to statutory maternity, adoption, parental leave, or long-term sick leave will be treated fairly with decisions made no less favourably than if present.

12. Support Staff Pay & Progression

Support staff (teaching assistants, administrative, financial, technical, pastoral, site, and casual staff) are paid on the Local Authority NJC Green Book pay spine (Appendix C).

- **Initial Grading:** Starting salary is determined by role responsibility, entry point usually being the grade minimum.
- **Acting Up & Honorariums:** Acting-up allowances or honorariums may be paid where support staff cover higher-graded duties for more than four weeks.
- **Annual Increments:** Support staff move incrementally up their grade on 1 April each year until reaching the grade maximum, unless subject to formal capability or gross misconduct proceedings.
- **Inflationary Uplifts:** National/Local Authority pay awards implemented on 1 April are automatically applied.

13. Pay Determination Appeals Procedure

Employees dissatisfied with a pay determination may seek review under this dedicated appeal procedure (not the Grievance Policy). Grounds include alleged misapplication of policy, failure to observe statutory guidance, bias, or unlawful discrimination.

- **Stage 1 (Informal Discussion):** The employee raises the matter informally with the Headteacher within 10 working days of receiving written notification.
- **Stage 2 (Formal Appeal Panel):** If unresolved, the employee submits a formal written appeal within 10 working days to the decision-maker/Governing Body. A panel of three uncommitted Governors hears the appeal without unreasonable delay. The employee may be accompanied by a trade union representative or colleague. The decision of the Appeals Panel is final and confirmed in writing.

APPENDIX A: Pay Appeal Process Overview

Summary of statutory appeal rights and timelines:

Stage	Timeframe	Action & Outcome
Stage 1: Informal Review	Within 10 working days of written pay statement	Informal meeting with Headteacher to discuss grounds and review determination basis.
Stage 2: Formal Appeal	Within 10 working days of Stage 1 outcome	Formal hearing before 3-Governor Appeals Panel. Union/colleague representation permitted. Final written decision issued.

APPENDIX B: Teacher Pay Ranges & Allowances Reference Table

Statutory pay ranges and allowances structure (in accordance with STPCD):

Pay Category	Structure & Progression	Criteria & Key Provisions
Main Pay Range (MPR)	MPS 1 to MPS 6	Automatic annual increment as norm upon meeting Teachers' Standards & Professional Growth.
Upper Pay Range (UPR)	UPS 1 to UPS 3	Threshold application required; automatic progression within range on sustained contribution.
Leadership Pay Range	Individual School Range (ISR)	Sustained high-quality leadership performance; exempt from directed time.
Unqualified Teacher Range	Unqualified 1 to 6	Paid on unqualified range; optional allowance for sustained additional responsibilities.
TLR & SEN Allowances	TLR1, TLR2, TLR3, SEN 1-2	Awarded for significant teaching/learning leadership or SEN specialist responsibilities.

APPENDIX C: Support Staff Grading & Pay Spine Overview

Support staff roles are graded on the Local Authority NJC Green Book pay spine:

Support Staff Role Category	Grading & Progression Mechanism
Classroom Support (Teaching Assistants / SEN TAs)	Assigned Hay grade; annual increment on 1 April to grade max.
Administrative, Finance & Business Management	Assigned Hay grade based on responsibilities; annual increment on 1 April.
Technical & Pastoral Staff	Assigned Hay grade; annual increment on 1 April.
Site & Casual Staff	Hay grade or hourly rate reflecting required qualifications/duties.