



Nottingham
City Council



The Federation of Mellers Primary School and Nottingham Nursery Pay Policy for Teachers

**Nottingham City Schools
September 2025**

The policy has been consulted on through the Joint Consultative and Negotiating Committee (JCNC) for Nottingham City maintained schools, with representatives of the National Association of Head Teachers (NAHT), the National Education Union (NEU), the National Association of Schoolmasters and Union of Women Teachers (NASUWT) and Community Union. It has been shared with the Association of School and College Leaders (ASCL).

Name of School: The Federation of Mellers Primary School and Nottingham Nursery

Date adopted by Governing Body: September 2025

Signed: Sue Blakeway

Chair of Governing Body: Sue Blakeway

Head Teachers: Lorna Dermody and Joy Buttress

DOCUMENT ORIGINS

Organisation	Federation of Mellers Primary School and Nottingham Nursery School	Version date	August 2025
Owner	Lorna Dermody and Joy Buttress	Approved by (If applicable)	FGB
Next review date	September 2026	Approval date	September 2025

DOCUMENT VERSION HISTORY

Revision date	Author of changes	Summary of changes
September 2026	Nottingham City Council	Updated pay and conditions

CONTENTS	Page
1. Purpose and statement of intent	3
2. Policy for determining teachers' pay	3
3. Pay reviews	3
4. Basic pay determination on appointment	4
5. Pay progression	4
6. Movement to the upper pay range	5
6.1 Applications and evidence	5
6.2 Assessment	6
7. Leading practitioner roles	6
8. Unqualified teachers	7
9. Part time teachers	7
10. Short notice/supply teachers	7
11. Monitoring the impact of the policy	7
12. Discretionary allowances and payments	7
12.1 Teaching & learning responsibility payments (TLRs)	7
12.2 Special needs allowance	8
12.3 Acting allowances	8
12.4 Recruitment and retention	8
12.5 Honoraria payments	9
12.6 Salary sacrifice payments	9
13. Over-payments	9
14. Safeguarding pay	9
15. Appeals procedure	9
Appendix A – The Pay Committee	10
Appendix B – Appeals Procedure	13
Appendix C – Overpayments	15
Appendix D – Teachers' pay scales 2025/26	18

1. Introduction

The School Teachers' Pay and Conditions Document (STPCD) requires schools and local authorities to have a pay policy which sets out the basis on which they determine teachers' pay; the date by which they will determine the teachers' annual pay review; and the procedures for determining appeals. Schools and local authorities must stay within the legal framework set out in the STPCD and in other relevant legislation that affects all employers (for example, legislation on equality, employment protection and data protection). All procedures for determining pay should be consistent with the principles of public life - objectivity, openness and accountability. Pay policies should always be clear on the need to eliminate unnecessary bureaucracy when making pay decisions, including, for example, in making sure the use of evidence is proportionate.

2. Policy for determining teachers' pay

2.1 This policy sets out the framework for making decisions on teachers' pay. It has been developed to comply with current legislation and the requirements of the STPCD.

2.2 In adopting this pay policy the aim is to:

- maximise the quality of teaching and learning at the school;
- support the recruitment and retention of a high-quality teacher workforce;
- enable the school to recognise and reward teachers appropriately for their contribution to the school; and,
- help to ensure that decisions on pay are managed in a fair, just and transparent way, whilst eliminating unnecessary bureaucracy for all concerned.

2.3 Pay decisions at this school are made by the governing body's pay committee (see Appendix A), having considered recommendations from appraisers.

2.4 All pay scales can be found in Appendix D.

3. Pay reviews

3.1 The governing body will ensure that each teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October each year (31 December for Headteachers), and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.

3.2 Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an

individual's pay. A written statement will be given after any review and, where applicable, will give information about the basis on which it was made.

3.3 Where a pay determination leads or may lead to the start of a period of salary safeguarding, the governing body will give the required notification as soon as possible and no later than one month after the date of the determination.

4. Basic pay determination on appointment

4.1 The governing body will determine the 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.

4.2 In making such determinations, the governing body will take into account a range of factors, including:

- the nature of the post;
- the level of qualifications, skills and experience required;
- market conditions;
- the wider school context; and
- maintaining the teacher's previous pay entitlement in relation to the Main Pay Range (MPR) or Upper Pay Range (UPR), where this falls within the minimum and maximum salary for the post. Schools retain the right to set the upper salary level for posts that they are advertising and it is for the applicant to decide whether they wish to apply on those terms.

4.3 For leadership appointments, governing bodies are recommended to take note of Part 2 of the STPCD, and the Department for Education's (DfE) guidance *Implementing your school's approach to pay*, which can be found on the DfE's website, with particular reference to the section entitled *Setting the pay of school leaders*.

5. Pay progression

5.1 In this school, all teachers (including leadership) can expect to receive regular, constructive feedback on their performance and development and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the school's appraisal policy with further information in the Council's Whole School Appraisal Guidance.

5.2 Following an individual teacher's annual appraisal and, subject to the provisions of the published pay policy, they should expect to receive pay progression within the maximum of their pay range, unless they are subject to capability procedures.

6. Movement to the upper pay range

6.1 Applications and Evidence

6.1.1 Any qualified teacher may apply to be paid on the upper pay range and any such application must be assessed in line with this policy. It is the responsibility of the teacher to decide whether they wish to apply to be paid on the upper pay range.

6.1.2 One application may be submitted annually. The closing date for applications is normally 30th September, each year; however, exceptions will be made in particular circumstances, e.g. those teachers who are on maternity leave or who are currently on sick leave.

6.1.3 If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the upper pay range in that school or schools. This school will not be bound by any pay decision made by another school.

6.1.4 As good practice, at the start of the year, headteachers should notify teachers on the main pay range of their eligibility and deadlines to apply for assessment.

6.1.5 The procedure for applications is:

- Complete the school's application form.
- Submit the application form and supporting evidence (where provided) to the head teacher by the closing date (see 6.1.2 above).
- Applicants will receive notification of the name of the assessor of their application within 5 working days.
- The assessor will assess the application, which will include a recommendation to the pay committee of the governing body.
- The application, evidence and recommendation will be passed to the head teacher for moderation purposes, if the head teacher is not the assessor.
- The pay committee will make the final decision, advised by the head teacher.
- Teachers will receive written notification of the outcome of their application by 31st October.
- Successful applicants will move to the minimum of the UPR on 1st September.
- Where the application is unsuccessful, the written notification will include the areas where it was felt that the teacher's performance did not satisfy the relevant criteria set out in this policy (see 'Assessment' below).
- If unsuccessful, feedback will be provided by the headteacher within 10 working days of written notification of their application. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement in order to meet the relevant criteria.
- Unsuccessful applicants can appeal the decision. The appeals process is set

out in Appendix B.

6.2 Assessment

6.2.1 An application from a qualified teacher will be successful where the governing body is satisfied that:

- (a) the teacher is highly competent in all elements of the relevant standards; and,
- (b) the teacher's achievements and contribution are substantial and sustained.

6.2.2 For the purposes of this pay policy:

- **'highly competent'** means practice 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 school, in order to help them meet the relevant standards and develop their teaching practice;
- **'substantial'** means of real importance, validity or value to the school; play a critical role in the life of the school; provides 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,
- **'sustained'** means maintained continuously over a long period e.g. at least one school year.

6.2.3 Further information on definitions and evidence are provided in the school's appraisal policy and in section 4 of the City Council's 'Whole School Appraisal Guidance'.

6.2.4 The application will be assessed robustly, transparently and equitably. The headteacher will make the initial assessment and the governing body's pay committee will make the final determination.

7. Leading practitioner roles

7.1 The governing body will take account of paragraphs 16 and 49 of the STPCD when determining the role of leading practitioner in this school. They will determine a pay range of 3 points taken from the Leading Practitioner Range, appropriate to the school. Additional duties will be set out in the job description of the leading practitioner and will include the following:

- A leadership role in developing, implementing and evaluating policies and practices in the school that contribute to school improvement;
- The improvement of teaching in school that impacts significantly on pupil progress; and,
- Improving the effectiveness of staff and colleagues, particularly in relation to specific

areas such as [insert]

8. Unqualified teachers

8.1 The pay committee will pay an unqualified teacher in accordance with paragraph 17 of the STPCD. The pay committee will determine where a newly appointed unqualified teacher will enter the scale, having regard to any qualifications or experience they may have, which are considered to be of value.

9. Part-time teachers

9.1 Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part-time. The governing body will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a full-time teacher in an equivalent post.

10. Short notice/supply teachers

Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis, calculated on the assumption that a full working year consists of 195 days, periods of employment for less than a day being calculated pro-rata.

11. Monitoring the impact of the policy

The governing body will monitor the outcomes and impact of this policy annually, including trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with equalities legislation.

12. Discretionary allowances and payments

12.1 Teaching & learning responsibility payments (TLRs)

12.1.1 TLR1 and TLR2 payments, as appropriate to the school, will be awarded to classroom teachers (including part time teachers) in accordance with the pay ranges specified in the STPCD. Unqualified teachers cannot be awarded TLRs.

12.1.2 TLR1s and TLR2s are awarded on a permanent basis. If they are discontinued other than on a voluntary basis, safeguarding is payable.

12.1.3 TLR1s or TLR2s may only be awarded on a temporary basis to cover maternity or sick leave, or secondments, the nature and duration of which should be confirmed in writing. There is no entitlement to safeguarding in these circumstances.

12.1.4 Where a part time teacher is awarded a TLR1 or TLR2, the school will ensure that the duties associated with the role are pro-rata to a full-time equivalent teacher. Where a teacher undertakes all of the responsibility, they will receive the full TLR payment.

12.1.5 TLR3s may be awarded for clearly time-limited school improvement projects, or one-off externally driven responsibilities, as listed in paragraph 20.3 of the STPCD. The duration of the fixed term TLR will be set out in writing. The award will be paid in monthly instalments. If a TLR3 is awarded to a part-time teacher, the pro rata principle will not apply. No safeguarding will apply in relation to an award of a TLR3.

12.1.6 The school is committed to maintaining appropriate levels of TLRs to reflect the distribution of responsibilities across the school. The pay committee will ensure that sufficient differential exists between different levels of TLR, taking account of the responsibilities for which the TLR is awarded, and will regularly review these to ensure equity. The values for TLR payments can be found in Appendix D.

12.2 Special needs allowance

12.2.1 The pay committee will award a SEN spot value allowance, on the range shown in Appendix D, to any classroom teacher who meets the criteria as set out in the STPCD.

12.2.2 When deciding on the amount of the allowance to be paid, the governing body will consider the structure of the school's SEN provision; whether any mandatory qualifications are required for the post; the qualifications or expertise of the teacher relevant to the post; and, the relative demands of the post (see paragraph 21.3 of the STPCD). The governing body will also establish differential values in relation to SEN roles in the school in order to reflect significant differences in the nature and challenge of the work entailed, so that the different payment levels can be objectively justified. The governing body will take account of paragraphs 55-59 of the STPCD section 3 guidance.

12.3 Acting allowances

12.3.1 Where any teacher is required to act as head teacher, deputy head teacher or assistant head teacher for a period in excess of four weeks, they will receive an additional allowance in order that the total pay received is equal to that of the substantive post holder. Such payments will be backdated to the day on which the teacher assumed those duties.

12.4 Recruitment and retention

12.4.1 The governing body will consider making recruitment and payments to teachers, consistent with the provision in the STPCD. Such payments should not be considered permanent and will be reviewed annually by the pay committee.

12.4.2 Headteachers, deputy and assistant headteachers are not eligible for such awards, other than as reimbursement of reasonably incurred housing or relocation costs. All recruitment and retention considerations will be taken into account when determining the appointee's pay range.

12.5 Honoraria payments

12.5.1 There is no provision within the STPCD for the payment of bonuses or honoraria in any circumstances.

12.6 Salary Sacrifice payments

12.6.1 A teacher may participate in the City Council's salary sacrifice arrangements and his/her gross salary shall be reduced accordingly, in accordance with the provisions of paragraph 28 of the STPCD and paragraph 73 of the section 3 guidance.

13. Over-payments

13.1 Considerations and process for addressing overpayments can be found in Appendix C. Overpayments must be handled fairly and consistently, with HR and payroll advice.

14. Safeguarding Pay

14.1 Salary safeguarding arrangements are as outlined in the STPCD.

15. Appeals

15.1 The arrangements for considering appeals on pay determination are set out in Appendix B of this policy.

Appendix A

THE PAY COMMITTEE

1. Establishing the Pay Committee

- 1.1 The governing body shall establish a Pay Committee every year as part of its sub-committee structure.
- 1.2 The Pay Committee shall have fully delegated powers to consider and decide all matters relating to employees' pay in accordance with the relevant legislation and guidance, and in accordance with relevant school policies and in accordance with The School Governance (Procedures) (England) Regulations 2003 SI No. 2003/1377 as amended.
- 1.3 The Pay Committee shall consist of governors elected annually by a quorate meeting of the full governing body, together with the head teacher, or their representative, in an advisory capacity.
- 1.4 A quorum for the Pay Committee should ideally be a minimum of 3 governors.
- 1.5 If the Pay Committee loses a member or finds itself in difficulty over maintaining a quorum, the full body may appoint, at a quorate meeting, appropriate new members to the Pay Committee at any time of the year.
- 1.6 It is important when appointing to the Pay Committee that governors consider where any conflict of interest may lie. Anyone attending the Pay Committee, who has a conflict of interest in relation to any individual's pay, must withdraw whilst that decision is considered, including the head teacher where their own pay is under consideration. It is recommended that staff governors do not participate in the Pay Committee.
- 1.7 Similarly, no governor may serve on the Pay Committee and the Appeals Committee, nor should they be responsible for the head teacher's performance management. Ideally no governor should serve on the Appeals Committee and be responsible for the head teacher's performance management. However, if, due to availability, the latter is necessary, they must not hear any appeal from the head teacher, and alternative arrangements should be made in this instance.
- 1.8 The Pay Committee may invite other persons to serve in an advisory capacity should they deem it necessary to support the discharge of their responsibility in respect of certain tasks.
- 1.9 The Pay Committee shall be advised by the governors responsible for performance management when considering the head teacher's pay and any prospective movement along the pay spine.
- 1.10 The Pay Committee shall communicate details of all processes relating to specific pay issues to all employees, in writing, in an appropriate manner, and communicate in writing all decisions relating to the pay of individual employees to those individuals privately and personally.

2. Terms of Reference

2.1 The terms of reference for the pay committee will be determined from time to time by the governing body. The current terms of reference are:

- to achieve the aims of the pay policy in a fair and equal manner;
- to apply the criteria set by the pay policy in determining the pay of each employee at the annual review;
- to observe all statutory and contractual obligations;
- to minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the full governing body;
- to recommend to the governing body the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of pay discretion;
- to keep abreast of relevant developments and to advise the governing body when the school's pay policy needs to be revised;
- to work with the head teacher in ensuring that the governing body complies with the Appraisal Regulations 2012 (teachers).

3. The Role of the Pay Committee

3.1 The Pay Committee shall:

- (i) Apply the Pay Policy on behalf of the governing body and ensure compliance with statutory obligations in respect of pay and conditions of service related to pay;
- (ii) Review the pay of all teachers annually;
- (iii) Ensure that job descriptions are provided for all teachers;
- (iv) Ensure that every teacher's salary is reviewed with effect from 1st September and no later than 31 October (except in the case of the head teacher) each year;
- (v) Ensure that the school provides and an annual pay statement for all teachers based upon their situation on September 1st and issued before October 31st;
- (vi) Ensure that the schools provides an interim pay statement for any teachers whose situation changes during the year;
- (vii) Where a pay determination leads or may lead to the start of a period of safeguarding, give the required notification as soon as possible and no longer than one month after the date of determination;
- (viii) Consider and make decisions relating to the levels of pay associated with specific

posts, including both existing posts through the process of annual review and any new posts proposed by the head teacher;

(ix) Receive recommendations from the governors responsible for performance management in respect of the head teacher's performance pay review;

(x) Receive recommendations from the head teacher in respect of all other teachers' reviews including UPR assessment;

(xi) Ensure that all pay decisions are minuted and that, appropriate to the requirements of the STPCD, any necessary business cases are fully documented and external independent advice is sought and considered before agreement;

(xii) Monitor the impact of all pay decisions, including the extent to which different groups of teachers may progress at different rates, ensuring the school's continued compliance with equalities legislation and, where anomalies are identified, investigated these and taken any necessary action; and,

(xiii) Hear and consider any representations from teachers regarding pay related decisions prior to a formal appeal.

4. The Pay Committee and the Annual Pay Review

4.1 In conducting the annual pay review the Pay Committee shall:

(i) Publish the date of the annual pay review meeting to all teachers at least 10 working days before the meeting;

(ii) Inform all teachers of the process to be followed by any employee wishing to make representations to the annual pay review to view the ISR and the pay ranges for other members of the leadership team;

(iii) Communicate in writing decisions in respect of any representations considered in the annual pay review to the teacher making the representation;

(iv) Inform the Finance Committee of any budgetary implications of the outcomes of the annual pay review

Appendix B

APPEALS PROCEDURE

1. Appeal procedure: informal stage

- 1.1 As part of the pay determination process, the line manager (the recommendation provider) will make a recommendation to the decision maker (the Pay Committee or other body responsible for approving the pay recommendation) supported by any relevant assessment evidence (e.g for upper pay applications). On determining a teacher's pay, the decision maker will write to the teacher advising them of the pay decision, the reasons for it and will, at the same time, confirm their right to appeal the decision to the decision maker.
- 1.2 If the teacher wishes to appeal the decision, they must do so in writing to the decision maker (normally within 10 school working days from the date of the outcome letter or within a mutually agreed alternative timescale). The appeal must include a statement, in sufficient detail, of the grounds of the appeal. In the event that an initial appeal is raised, the decision maker must then arrange to meet the teacher to discuss the appeal. The recommendation provider should also be invited to the meeting to clarify the basis for the original recommendation.
- 1.3 The decision maker will review their decision through a paper-based process and in the light of the documentation provided to them. They will then write to the teacher to notify them of the outcome of the review and the teacher's right of appeal to the governing body. If the teacher wishes to exercise their right of appeal, they must write to the clerk of the governing body at the earliest opportunity (normally within 10 school working days), including a statement of the grounds of the appeal and sufficient details of the facts on which they will rely.

This will invoke the formal stage of the appeal procedure.

1. Appeal procedure: formal stage

- 2.1 On receipt of the written appeal, the clerk of the governing body will establish an appeal committee that should consist of three governors, none of whom are employees in the school or have been previously involved in the relevant pay determination process. A meeting of the appeal committee should be convened at the earliest opportunity and no later than 20 school working days of the date on which the written appeal was received (unless agreed by both parties). Both the recommendation provider and the decision maker will be required to attend the meeting.
- 2.2 The chair of the appeal committee will invite the appellant to set out their case. Both the recommendation maker and the decision maker will also be asked to outline to the committee the process that was observed and their contribution to the pay determination process.
- 2.3 Following the conclusion of representations by all relevant parties, the appeal committee will then consider all the evidence in private and reach a decision. The appeal committee will write to the teacher notifying them of their decision and the reasons for it. Other attendees at the meeting will also be notified of the decision. The decision of the appeal committee is final.

2. The modified procedure

- 3.1 There will be no entitlement to invoke the appeal procedure in relation to a pay decision if the teacher has left the employment of the school.
- 3.2 When a teacher has lodged an appeal against a pay decision and then subsequently left the school's employment before any appeal hearing is held, the following steps will be observed:
- i) The teacher must have set out details of their appeal in writing
 - ii) The teacher must have sent a copy of their appeal to the chair of the governing body
 - iii) The chair of the governing body will consult with relevant school personnel and provide the teacher with an appropriate written response on behalf of the school.

Appendix C

OVERPAYMENTS

1. On occasion, overpayments of salary or expenses may occur as a result of administrative oversight, error or late notification of payroll changes. After an investigation of the facts, recovery of the overpayment will be the normal approach taken where an overpayment of salary or expenses is discovered.

Is the overpayment recoverable?

2. Under the Employment Rights Act 1996, an employer is entitled to deduct from an employee's wages (even without the consent of the employee) an overpayment of wages made to the employee as long as recovery is lawful under general legal principles. In order to decide whether recovery is lawful there needs to be an investigation of the cause and surrounding circumstances of the overpayment including the wording of any contractual documentation.
3. Overpayments are normally recoverable. There may be circumstances where the School considers writing off an overpayment, but these will be rare and, as a minimum, the following would need to apply:
 - The employer has led the employee to believe that he or she is entitled to treat the money as his/her own, **and**
 - The employee has, in good faith, changed his or her position (i.e. spent the money believing it to be his or her own), **and**
 - The overpayment was not caused primarily by the fault of the employee.
4. An example might be where an employee has queried their pay with payroll and been assured that the calculation is correct and the money due to the employee. Another example where the employee may have acted in 'good faith' is where an overpayment is made consistently over a substantial period, and the amount overpaid each month is a relatively small amount and not reasonably identifiable to the employee as an overpayment.

Guidelines for recovery

5. Recovery of overpayments will be the normal approach in the majority of cases. There may be circumstances when partial repayment or writing off the overpayment is considered, for example, where the employee can demonstrate that they did not know, nor could reasonably have known, that an overpayment had occurred.
6. However an overpayment comes to light, the HR provider must be notified in all instances. The school, together with the payroll provider as appropriate, should prepare a written explanation of the overpayment which will detail, where relevant:
 - How the overpayment occurred
 - Over what period overpayment occurred
 - The total amount overpaid

- The net amount to be repaid once deductions for tax and NI are taken into account
- The correct rate for amendment

A letter, containing the same information, will be sent to the employee enclosing an Overpayment Recovery Option (ORO) Form.

7. The headteacher, having sought advice from their HR advisor, must attempt to meet with the employee to discuss the overpayment and how this is to be resolved, before repayment is commenced. An employee may choose to be accompanied at this meeting by a trade union representative or a work colleague if they wish.
8. The method of recovery of the overpayment could be decided at this meeting having regard to the options which are:
 - (a) A one-off payment for the full amount via salary deduction;
 - (b) A BACS payment for the full net value; or,
 - (c) In regular instalments via salary deduction

In discussing the options with the employee, headteachers/governing bodies should have regard to Financial Regulations which stipulate that the maximum recovery period for overpayments should not exceed 12 months unless the Governing Body has agreed an extended period in exceptional circumstances, with advice from the schools finance and HR advisors.

9. The employee should return the ORO Form to the school and/or payroll provider with their preferred recovery method. Although the employee's written consent to the recovery of the overpayment is not legally required, it is good practice to try and obtain written agreement for overpayments. Where the employee does not return their ORO Form or indicate their preferred recovery method within the timescales specified, recovery of the overpayment will proceed on a default basis. The default recovery method is option (c).
10. In implementing an overpayment recovery arrangement, the school will act reasonably and in all cases of recovery, the amount being repaid must not result in the employee's basic hourly rate falling below the national minimum wage.
11. It is important that overpayments are handled fairly and consistently to avoid any hint of favouritism or unlawful discrimination. It is not acceptable to pursue overpayments for some employees but agree to 'write them off' for others. Headteachers/governing bodies should not allow employees to work additional hours and receive paid overtime as a way of 'paying off' the overpayment. If overtime is necessary and approved this is a separate matter and should not be used to offset the amount owed by the employee who has been overpaid.
12. If there are compelling reasons why the overpayment is not to be recovered the headteacher/governing body should seek advice from the payroll provider and record their reasons for doing so. The payroll provider will need to be advised by the appropriate headteacher/governing body not to pursue the overpayment until the report has been considered and a decision communicated.

The process for school-employed staff

13. While it is expected that the principles of this guidance are followed for school-employed staff, the method of recovery may differ depending on the nature of the buy-back arrangements for HR/Payroll Services with the school in question.

Disputes

14. Where an employee disputes overpayment or the proposed recovery arrangement, legal advice may be sought on the matter.

Overpayments where the employee is no longer employed or is on notice

15. Where an employee leaves the employment of the school/Council within the period of an overpayment recovery arrangement, where appropriate any outstanding balance will be deducted from their final pay. Where final pay is not enough to cover the amount of the overpayment, then the outstanding amount will be due to be repaid to the school within one month after termination of employment.
16. Where an employee has been overpaid and has subsequently left the employment of the school, any outstanding balance will be dealt with as a sundry debt.

Confidentiality

17. The confidentiality of employees will be strictly preserved in any overpayment situation and the details of the overpayment, and the recovery arrangement will be released on a strict need-to-know basis.

Appendix D

TEACHERS' PAY SCALES 2025/26

All salary rates below are full time and reflect the 4% pay award from 1 September 2025. Pay should fall within the **minimum** and **maximum** for the appropriate range. Schools are not obliged to retain the spinal points shown for each pay scale, as they are discretionary. Schools must make their own arrangements with their payroll providers to ensure that pay points are established. Schools adopting different rates will also need to consult locally with their staff.

Teachers – Main Pay Range 2025	
Scale point	Annual Salary
1 (minimum)	£32,916
2	£34,823
3	£37,101
4	£39,556
5	£42,057
6 (maximum)	£45,352

Upper Pay Range 2025	
Scale point	Annual Salary
U1 (min)	£47,472
U2	£49,232
U3 (max)	£51,048

Leading Practitioner Pay Range 2025	
Scale point	Annual Salary
LP1 (min)	£52,026
LP2	£53,332
LP3	£54,663
LP4	£56,022
LP5	£57,418
LP6	£58,857
LP7	£60,443
LP8	£61,836
LP9	£63,381
LP10	£65,010
LP11	£66,695
LP12	£68,233
LP13	£69,937
LP14	£71,682
LP15	£73,465
LP16	£75,419
LP17	£77,150
LP18 (max)	£79,092

Unqualified Teacher Pay Range 2025	
Scale point	Annual Salary
UNQ1 (min)	£22,601
UNQ2	£25,193
UNQ3	£27,785
UNQ4	£30,071
UNQ5	£32,667
UNQ6 (max)	£35,259

TLR Payments 2025			SEN Pay Range 2025		
	<i>From</i>	<i>To</i>		<i>From</i>	<i>To</i>
TLR 1	£10.174	£17.216	SEN	£2,787	£5,497
TLR 2	£3,527	£8,611			
TLR 3	£702	£3,478			

LEADERSHIP GROUP 2025								
The pay ranges for each group size are as stated in the STPCD Part 1, paragraph 5.3								
	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8
Points L1 – L5 may be used for Assistant and Deputy Head ranges					Red signifies maximum salary for range			
L1	£51,773							
L2	53,069							
L3	£54,394							
L4	£55,747							
L5	£57,137							
L6	£58,569							
L7	£60,145							
L8	£61,534	£61,534						
L9	£63,070	£63,070						
L10	£64,691	£64,691						
L11	£66,368	£66,368	£66,368					
L12	£67,898	£67,898	£67,898					
L13	£69,596	£69,596	£69,596					
L14	£71,330	£71,330	£71,330	£71,330				
L15	£73,105	£73,105	£73,105	£73,105				
L16	£75,049	£75,049	£75,049	£75,049				
L17	£76,772	£76,772	£76,772	£76,772				
L18		£78,702	£78,702	£78,702	£78,702			
L18A	£77,924							
L19		£80,655	£80,655	£80,655	£80,655			
L20		£82,654	£82,654	£82,654	£82,654			
L21			£84,699	£84,699	£84,699	£84,699		
L21A		£83,860						
L22			£86,803	£86,803	£86,803	£86,803		
L23			£88,951	£88,951	£88,951	£88,951		
L24				£ 91,158	£ 91,158	£ 91,158	£ 91,158	
L24A			£90,255					
L25				£93,424	£93,424	£93,424	£93,424	
L26				£95,735	£95,735	£95,735	£95,735	
L27					£98,106	£98,106	£98,106	
L27A				£97,136				
L28					£100,540	£100,540	£100,540	£100,540
L29					£103,030	£103,030	£103,030	£103,030
L30					£105,595	£105,595	£105,595	£105,595
L31						£108,202	£108,202	£108,202
L31A					£107,131			
L32						£110,892	£110,892	£110,892
L33						£113,646	£113,646	£113,646
L34						£116,456	£116,456	£116,456
L35							£119,350	£119,350
L35A						£ 118,169		
L36							£122,306	£122,306
L37							£125,345	£125,345
L38							£128,447	£128,447
L39								£131,578
L39A							£130,274	
L40								£134,860
L41								£138,230
L42								£141,693
L43A								£143,796

