

Ashurst CE Aided Primary School

Pay Policy for Teachers and School Leaders in West Sussex Schools – September 2025

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Pay ranges are separate to this policy and included in **Appendix 1**.

Information for Centrally Employed Teachers is included in **Appendix 2**.

There is an additional appendix that accompanies this Pay Policy document. **Appendix 3** on the Appeals Procedure.

The Governing Body of Ashurst CE Aided Primary School adopted this policy in September 2025 and will review it in September 2026.

1. Introduction

The School Teachers' Pay and Conditions Document (STPCD) requires schools 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 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.

This Pay Policy implements the provisions of the STPCD and should be read in the context of that document.

2. Aims and Scope

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 School Teachers' Pay and Conditions Document (STPCD) 2024 and has been consulted on with the recognised teaching trade unions and the headteachers consultative groups. It is recommended that maintained schools adopt this document and, in addition, adhere to the DfE guidance as set out in ['Managing Teachers' And Leaders' Pay'](#).

This policy applies to all teachers and school leaders employed in this school with effect from 1st September 2024. It also applies to West Sussex County Council's Centrally Employed Teachers with effect from 1st September 2024. The use of the word 'teachers' should generally be read to mean all teachers including the headteacher and members of the school's leadership group.

For Centrally Employed Teachers the term Headteacher should be read as 'Manager', the term Governing Body should be read as 'Head of Service' and school should be read as 'Service'. The arrangements for the Pay Committee for Centrally Employed Teachers will be made by WSCC. Refer to Appendix 2 for more information.

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
- Help to ensure that decisions on pay are managed in a fair, just and transparent way whilst eliminating unnecessary bureaucracy for all concerned.

Pay decisions relating to the Head Teacher at Ashurst are made by the governing body. Decisions regarding other teaching and non-teaching staff are made by the Headteacher in consultation with the School Business Manager and Finance subcommittee as appropriate.

Note: information about support staff pay can be found in the 'Support Staff Pay and Conditions' guidance document.

3. Changes Resulting from the School Teachers' Pay and Conditions Document (STPCD) 2025

In accordance with the [School Teachers' Pay and Conditions Document \(STPCD\)](#), from 1st September 2025, the following changes:

- A 4% uplift has been applied to all pay points and allowances for both teachers and leaders applicable from 1st September 2024.
- TLR1 and TLR2 have been made more flexible, with pay based upon the proportion of responsibility undertaken, with both pay ranges given the same 4% uplift. TLR3 is unchanged.
- SEN posts have also been given a 4% increase.
- HT/Leadership posts have also received a 4% pay rise with new size-based groupings.

4. Annual Pay Reviews for Teachers

The Governing Body will ensure that each teacher's salary is reviewed annually, with effect from 1st September and no later than 31st October and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.

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.

Where a pay determination leads to, 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.

5. Basic Pay Determination on Appointment

Classroom Teachers - Pay on Appointment

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 which will be offered to the successful candidate.

In making such determinations, the Governing Body may consider a range of factors, including:

- Nature of the post.
- Level of qualifications, skills and experience required.
- Market conditions.
- Wider school context.

These factors are examples only, are not intended to provide an exhaustive list, and may not apply to all appointments.

There is no assumption that a teacher will be paid at the same rate they were being paid in a previous school or Authority. The only exception to this is where a teacher applies for a post within the same school, without a break in service. In this situation, the [School Teachers' Pay and Conditions Document \(STPCD\)](#) requires the teacher's current salary to be maintained.

Section 4 of the guidance document that accompanies this policy document provides further information on internal candidates.

Pay Portability

Whilst there is no longer any statutory requirement in the STPCD for the Governing Body to match teachers' previous salaries when they are appointed to a post, the Governing Body does have discretion to set salaries on appointment. This includes the freedom to pay teachers more or less than their previous salary from the start of their new employment in a school.

Governing bodies will need to be mindful of the following:

- The need to attract, recruit and maintain teachers.
- Decisions about pay do not discriminate against teachers because of a protected characteristic under the Equality Act 2010. Salary determinations made at school level should also be monitored to ensure that decisions in respect of starting salary/pay portability are not discriminatory.

The Governing body must avoid discriminating against teachers returning to the profession following a career break whether they return to the same school or to another school. Blanket policies against pay portability are likely to disadvantage women teachers who have taken a break from teaching to give birth and/or to care for their children.

Ashurst will always ensure that their adverts for vacancies clearly stipulate the pay range that is offered for the post.

Unqualified Teachers - Pay on Appointment

The Pay Committee will pay any unqualified teacher in accordance with paragraph 17 of the STPCD. The Governing Body will determine where a newly appointed unqualified teacher will be placed on the range, having regard to any qualifications or experience they may have, which are of value. The Governing Body will consider whether it wishes to pay an additional allowance, in accordance with paragraph 22.

Headteachers - Pay on Appointment

The Governing Body will determine the pay range for a vacancy prior to advertising it.

1. The pay range for the Headteacher is determined by defining the role and determining the Headteacher Group – the [School Teachers' Pay and Conditions Document \(STPCD\)](#) sets out the minimum and maximum salary amounts a Governing Body can pay a Headteacher of each school size.

2. Setting the indicative pay range - in determining this, the Governing Body will consider the following factors:

- Scale and challenge of the role.
- Budgetary considerations.
- Market conditions.
- Scope for progression.
- Relationship to other positions within the school.

Normally, the pay range set for the Headteacher's role will not exceed the maximum of the Group Size. However, the maximum of the Headteacher's pay range and any additional allowances may exceed the maximum of the Group Size by up to 25% if there are specific circumstances that warrant a higher-than-normal payment.

Additionally, in exceptional circumstances which are supported by a business case, the maximum of the range plus allowances may exceed the 25% limit. Refer to the guidance document for the process to be followed in such situations.

3. Deciding the starting salary and individual pay range - on appointment the Governing Body will determine the starting salary within that range to be offered to the successful candidate. In making such determinations the Governing Body may consider a range of factors, including:

- Nature of the post.
- Level of qualifications, skills and experience required.
- Market conditions.
- Wider school context.
- How closely the candidate meets the requirements of the post.
- Candidate's previous salary.

These factors are examples only, are not intended to provide an exhaustive list, and may not apply to all appointments.

In all circumstances the rationale for the setting of the pay range, and determining the starting salary, must be recorded, and justified.

Further information is available to school governors in the booklet published by Governors Services titled 'Determining Pay of Headteachers and Deputies West Sussex Guidance for Governors'. It is available on West Sussex Services for Education.

Assistant/Deputy Headteachers - Pay on Appointment

The Governing Body will determine the pay range for a vacancy prior to advertising it. The pay range for Assistant Headteachers / Deputy Headteachers is determined by:

1. Defining the role and determining the position of the Assistant / Deputy's role - the Governing Body must ensure there is an appropriate differential maintained between the Headteacher and other leadership roles as necessary. It is not expected that the pay range

for the Assistant/Deputy Headteacher will overlap with the range set for the Headteacher, unless there are exceptional circumstances.

2. Setting the indicative pay range - establishing the available pay range for the Assistant/Deputy Headteacher role within the minimum and maximum amounts specified. In determining this, the Governing Body will consider the following factors:

- All permanent responsibilities of the role.
- Challenges specific to the role.
- Market conditions.
- Budgetary considerations.
- Scope for progression to other school leadership positions. The range set for the post must not exceed the Headteacher's school Group size.

3. Deciding the starting salary and individual pay range - on appointment the Governing Body will determine the starting salary within that range to be offered to the successful candidate. In making such determinations, the Governing Body may consider a range of factors, including:

- Nature of the post
- Level of qualifications, skills and experience required
- Market conditions
- Wider school context

These factors are examples only, are not intended to provide an exhaustive list, and may not apply to all appointments.

Note: further information is available to school governors in the booklet published by Governors Services titled 'Determining Pay of Headteachers and Deputies West Sussex Guidance for Governors'. It is available on West Sussex Services for Education.

6. Appraisal and Pay Progression

At Ashurst, all teachers 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.

The Governing Body must consider annually, whether or not to increase the salary of teachers who have completed a year of employment since the previous annual pay determination and, if so, to what salary within the relevant pay ranges set out in Appendix 1.

The Governing Body must decide how pay progression will be determined.

A written pay recommendation is required for every teacher following the outcome of the school's appraisal arrangements as set out in the Appraisal Policy.

Pay progression must be awarded and the criteria this school will use when making decisions on pay progressions are:

Following the changes introduced in the 2024 STPCD, this school chose not to retain performance related pay. Following an individual teacher's annual appraisal and, subject to the provisions of this pay policy, teachers should expect to receive pay progression within the relevant range unless they are subject to capability procedures.

In the case of Early Career Teachers (ECTs), the Governing Body must determine their performance and any pay recommendation by means of the [statutory induction process](#) set out in the Education (Induction Arrangements for School Teachers) (England) Regulations 2012.

7. Movement to the Upper Pay Range

Applications and Evidence

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.

For an application to be successful, the application must evidence to the governance board's satisfaction that the criteria in this pay policy are met. However, the application process and collection of evidence should be proportionate and will aim to minimise the workload for employees and for the school. Applications may be made once a year.

If a teacher is simultaneously employed at another school(s), they should submit separate applications if they wish to apply to be paid on the Upper Pay Range in another school. This school will not be bound by any pay decision made by another school.

All applications should include the results of reviews or appraisals under the 2011 or 2012 regulations, (or, where that information is not applicable or available, a statement and summary of evidence to demonstrate that the applicant has met the assessment criteria). Applications should contain evidence from previous appraisals, observation reports, pupil data, CPD evidence and/or training logs and stakeholder feedback.

The Assessment

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**.

For the purposes of this pay policy, '**highly competent**' means that the teacher consistently demonstrates exceptional performance across all relevant teachers' standards (2012, as referenced in STPCD 2025), exceeding the expectations of a TMS teacher. This includes advanced professional skills, pedagogical expertise, and the ability to model best practices that positively influence colleagues and pupils.

For the purposes of this pay policy, '**substantial**' means the teacher's achievements and contributions have had a significant and measurable impact on the school's educational outcomes, extending beyond their own classroom to benefit the whole school. This can include leadership, innovation or initiatives that drive school improvement.

For the purposes of this pay policy, '**sustained**' means the teacher is at TMS6, and has maintained high performance for at least 2 years, as evident in their appraisals.

Evidence will usually be obtained within the school in which they have applied to admission to the Upper Pay Range. However, in exceptional circumstances evidence from another source may be considered.

The application will be assessed by the Headteacher initially, with further ratification by the governing body finance subcommittee following a review of all relevant evidence and data supporting the application.

Processes and Procedures

The assessment will be made in the Autumn term by the Headteacher during the annual appraisal.

If successful, applicants will move to the Upper Pay Range, back dated to the start of the school year, with changes reflected in either November or December pay checks. Teachers will generally only move one scale increment at a time.

If unsuccessful, feedback will be provided one-on-one, by the Headteacher within one week of the decision being made.

Any appeal against a decision not to move the teacher to the Upper Pay Range will be heard under the school's appeals arrangements set out in Appendix 4 of this Pay Policy.

Progression Through the Upper Pay Range

Progression through the Upper Pay Range will be determined every other year.

Progression through the Upper Pay Range is managed in accordance with section 6 of this Pay Policy titled 'Appraisal and Pay Progression', and the criteria outlined in the paragraphs above under 'The Assessment'.

Section 5 of the guidance document that accompanies this policy document provides further information on Upper Pay Range progression.

8. Managing Appeals Against Pay Determination

Teachers have the right to raise formal appeals against pay determinations if, for example, they believe that the person or committee by whom the decision was made:

- (a) incorrectly applied the school's pay policy
- (b) incorrectly applied any provision of the STPCD

- (c) failed to have proper regard to statutory guidance
- (d) failed to take proper account of relevant evidence
- (e) took account of irrelevant or inaccurate evidence
- (f) was biased OR
- (g) unlawfully discriminated against the teacher.

For more information about the Appeals Procedure refer to Appendix 4.

9. Part-Time Teachers

Teachers employed on an on-going 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, with periods of employment of less than a day being calculated pro rata based on 1265 hours.

Existing supply teachers will continue on their current salary point, and this should be guaranteed all the time they continue within the same school.

Newly appointed supply teachers, or supply teachers taking on a new supply contract in a different school, will have their salary determined in accordance with this policy.

11. Monitoring the Impact of the Policy

The Governing Body will monitor the outcomes of this policy on a regular basis.

At Ashurst this means monitoring will take place bi-annually including trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with Equalities legislation.

12. Allowances and TLR Payments

Acting Allowances

Teachers who are assigned and carry out the duties of the Headteacher, Deputy Headteacher, or Assistant Headteacher can receive an acting allowance.

The Governing Body will, within a four-week period of the teacher starting acting duties, decide whether or not the acting post holder will be paid an allowance.

In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and will be paid from the first day of absence.

The amount payable should be decided by the Governing Body and must:

- Not be lower than the minimum of the pay range set for the post the teacher is covering.
- Be a reasonable and appropriate amount.
- Be paid only for as long as the teacher occupies the position on an acting basis.

If the teacher is appointed permanently to the post, then they will be appointed in accordance with Appendix 1 of this policy.

Additional Payments for Classroom Teachers

The Governing Body may make additional payments as it sees fit to classroom teachers (but **not** headteachers) in respect of:

- Continuing Professional Development undertaken outside the school day.
- Activities relating to the provision of initial teacher training as part of the ordinary conduct of the school.
- Participation in out-of-school hours learning activity agreed between the teacher and the headteacher.
- Additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools.

No other payments such as bonuses or honoraria will be made to teachers.

The guidance document that accompanies this policy document provides further information on Additional Payments.

Recruitment and Retention Allowance

The Governing Body can award lump sum payments, periodic payments or other financial assistance, support or benefits as a recruitment or retention initiative as set out in the relevant paragraph of the [School Teachers' Pay and Conditions Document \(STPCD\)](#) to teachers, other than to the Leadership Group (see below). It will make clear at the outset, in writing, the expected duration of the award and the review date after which it may be withdrawn.

The Governing Body will review all recruitment and retention allowances annually.

Headteachers, Deputy and Assistant Headteachers may not be awarded payments for recruitment and retention other than for reimbursement of reasonably incurred housing or relocation costs. All other recruitment and retention considerations must be considered when determining the salary range.

Special Educational Needs (SEN) Allowance

A SEN allowance on a range of no less than £2,787 (the minimum) and no more than £5,497 (the maximum) per annum is payable to a classroom teacher in accordance with this paragraph. Refer to section 21 of the [School Teachers' Pay and Conditions Document \(STPCD\) for more information, specifically 21.3.](#)

The Governing Body will award a SEN allowance to a classroom teacher:

- In any SEN post that requires a mandatory SEN qualification and involves teaching pupils with SEN.
- In a special school.
- Who teaches pupils in one or more designated special classes or units in a school or, in the case of an unattached teacher, in a local authority unit or service.
- In any non-designated setting that is analogous to a designated special class or unit, where the post:
 - Involves a substantial element of working directly with children with SEN;
 - Requires the exercise of a teacher's professional skills and judgement in the teaching of children with SEN; and
 - Has a greater level of involvement in the teaching of children with SEN than is the normal requirement of teachers throughout the school or unit within the school or, in the case of an unattached teacher, the unit or service.

Where a SEN allowance is to be paid, the Governing Body must determine the spot value of the allowance, considering the structure of the school's SEN provision and the following factors:

- 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.

The Governing Body must set out in its pay policy the arrangements for rewarding classroom teachers with SEN responsibilities.

Teaching and Learning Responsibility (TLR) Payments

The Governing Body may award a TLR payment to a classroom teacher (except unqualified teachers) as set out in the following paragraphs. However, at the time of review, there are no posts within the school that attract a TLR payment, as agreed by the governing body.

A TLR1 or a TLR2 will be paid for clearly defined and sustained additional responsibility, for the purpose of ensuring the continued delivery of high-quality teaching and learning.

The value of the TLR is subject to a minimum and maximum amount as set out in the [School Teachers' Pay and Conditions Document \(STPCD\)](#). TLRs within this school will be paid on one of the Levels listed in Appendix 1, which will be determined according to the size and complexity of the duties for which they are being awarded. A TLR1 and TLR2 may not be held at the same time and cannot be awarded to unqualified teachers.

Posts to which TLRs have been attached will be reviewed regularly by the Governing Body, who will ensure that the posts meet the criteria for the payment of TLRs.

The Governing Body may award a TLR3 of between £702 and £3,478 for a clear time limited period. The Governing Body will set out in writing to the teacher the period for which the TLR3 will be awarded for and the amount of the award. The TLR3 will be paid in monthly instalments. The Governing Body should not award consecutive TLR3s for the same responsibility unless that responsibility relates to tutoring to deliver catch-up support to pupils on learning lost during the pandemic. No salary safeguarding will apply in relation to the ending of an award of a TLR3.

Section 5 of the guidance document that accompanies this policy document for provides further information on TLR payments.

Temporary Discretionary Payments to Headteachers

Any additional payment made to the Headteacher must be for clearly temporary duties and responsibilities that are in addition to the post for which their salary has been determined. The Governing Body will not consider factors which were considered when determining the pay range for the post.

The total sum of temporary discretionary payments made to the Headteacher in any school year must not exceed 25% of their annual salary or, when combined with their annual salary, exceed 25% above the maximum of their Headteacher Group.

Only in wholly exceptional circumstances will the Governing Body consider awarding an additional temporary discretionary payment to the Headteacher that exceeds the 25% limit. Where this is proposed the approvals process, set out in the guidance document which accompanies this policy, must be followed. The limit does not apply to payments that are made:

- For residential duties; and/or
- For relocation expenses that relate solely to the personal circumstances of the Headteacher.

Salary safeguarding does not apply to the ending of temporary discretionary payments that are made to Headteachers.

The guidance document that accompanies this policy document includes further information on Temporary Discretionary Payments.

Unqualified Teachers' Allowance

The Governing Body may award an additional allowance to an unqualified teacher, where the teacher has taken on a sustained additional responsibility which:

- Is focused on teaching and learning or requires the exercise of a teacher's professional skills and judgement; OR
- Where they have qualifications or experience which bring added value to the role being undertaken.

13. Other Provisions

Salary Sacrifice Arrangements

The school operates a salary sacrifice arrangement under the umbrella of 'West Sussex Choices' and any member of staff may participate in the arrangement, with their gross salary being reduced accordingly.

Equality

The Governing Body will ensure that its processes are objective, open, and fair and that all decisions can be objectively justified. Adjustments will be made to take account of special circumstances, e.g., absence on maternity or long-term sick leave. The exact adjustments will be made on a case-by-case basis, depending on all the circumstances.

Job Descriptions

The Headteacher will ensure that all members of staff have an up-to-date job description. Job descriptions may be amended from time to time, in discussion with the employee concerned, to reflect the changing needs of the school. Job descriptions will identify key areas of responsibility. All job descriptions will be reviewed at least annually as part of the appraisal process.

Determining Salary of ECTs At the End of Their Induction

Whilst there is no longer any statutory requirement in the STPCD for the relevant body to award Early Career Teachers (ECTs) pay progression on the completion of induction, it is free to do so if it chooses. The relevant body must also ensure that ECTs are not negatively affected by the extension of the induction period from one to two years. This change does not prevent a school from awarding pay progression to ECTs at the end of the first year.

Pay Differentials

Appropriate pay differentials will be created and maintained between posts within the school. These differentials will recognise accountability, job weight and the Governing Body's need to recruit, retain and motivate sufficient employees of the required quality at all levels.

Pay Increases for Teachers Arising from Changes to the STPCD

All teachers are paid in accordance with the statutory provisions of the [School Teachers' Pay and conditions Document \(STPCD\)](#).

The Governing Body has the discretion to apply the teachers' pay award (if agreed) to its pay ranges, apart from those elements that are specified within the [School Teachers' Pay and](#)

[Conditions Document \(STPCD\)](#), such as minimum and maximum points of the range which must be uplifted in accordance with the agreed pay award.

The school will annually review its position regarding the teachers' pay award.

Pay Recommendations for Teachers

Pay recommendations are made by the teacher's appraiser. The school's leadership group may moderate all recommendations made to ensure consistency amongst appraisers and refer the final recommendations to the Pay Committee for approval.

In the case of the Headteacher's pay, the governors appointed to appraise the Headteacher's performance will make a recommendation for pay progression to the Pay Committee. The relevant governors and Pay Committee should have regard to advice or comments of an externally appointed advisor.

The Pay Committee has fully delegated powers to implement all aspects of the Pay Policy. In exercising these powers, the Pay Committee will take account of the Headteacher's advice, except in relation to the Headteacher's own pay.

The Pay Committee will consist of members of the Governing Body but will not include the staff governor representatives who work at the school.

The Pay Committee will report its decisions to the Governing Body at its next meeting. The Headteacher will inform the relevant teacher of decisions made by the Pay Committee.

The timing of the appraisals process, pay recommendations, and dates of the Pay Committee should be published with this Pay Policy, so employees know when decisions about their pay will be made and the timescale for appealing against the decision should they wish to do so.

Pay Ranges

The pay ranges for teachers and school leaders are set out within Appendix 1 of this policy.

Salary Safeguarding

Where a pay decision for a teacher results in a reduction in salary, the Governing Body will comply with the salary safeguarding provisions of the [School Teachers' Pay and Conditions Document \(STPCD\)](#). The teacher concerned will be notified as soon as possible and no later than one month after the decision is taken.

Further information on Salary Safeguarding is available in the document titled '[Managing Teachers' And Leaders' Pay](#)'.

Transition to Qualified Teacher Status

When an unqualified teacher gains [qualified teacher status](#) (QTS) they will transfer to a salary within the Main Pay Range for teachers. If, immediately prior to gaining QTS, the

teacher was an unqualified teacher in this school, their new salary will be the same as, or higher than, the salary originally paid and will be in accordance with this Pay Policy.

Vacancies

All vacancies will be advertised with an indication of the salary range that the school is prepared to pay for the role. This will reflect the tasks/level of responsibility of the post. Tasks carrying additional payments, whether permanent or temporary, will be made known to staff and applicants.