

Trust Pay Policy 2025-26

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7	December 2019	Update to reflect • changes in the model Policy from Schools HR Co-operative, November 2019 • decisions on senior leadership pay scales, January 2019 decisions on teachers' pay award, September 2019 decisions on non-teachers' pay scales, April 2019
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9	March 2022	Update to reflect • composition of the Performance Management Committee decisions on teachers' and non-teachers' pay award 2021
10	October 2022	Cyclical update to reflect • pay ranges for new senior leader posts • pay ranges for school senior leaders based on school group size • flexibility for the Trust to extend senior school staff pay ranges based on specified criteria • decisions on teachers' and non-teachers' pay award 2022
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11.1	May 2024	Reflects: • Changes to progression up the main scale for teachers • Progression from main to upper pay scale for teachers • Progression for senior staff • New Workforce Development Manager pay range • Inclusion of Therapy pay scales

		Change of designation from Director of Schools and Educational Services to Deputy CEO pay range
12	October 2024	Cyclical update to reflect: 2024 pay awards - New Eden TA pay scales
12.1	November 2024	V12 updated to reflect NJC national pay award.
12.2	March 2025	Update to reflect the renamed DCEO pay scale
13	October 2025	Cyclical update to reflect: 2025 national pay awards - Changes to TLR payments - Changes in the STPC document in relation to flexible working - Changes to the ATH in relation to executive pay
13.1	January 2026	Correction to special schools allowance for admin staff from previous version

This policy will be subject to ongoing review and may be amended prior to the scheduled date of the next review in order to reflect changes in legislation, statutory guidance, or best practice (where appropriate).

Contents

1. Scope.....	6
2. Policy purpose	6
2.1. Teachers.....	7
2.2. Support staff	7
3. Determining teachers' pay	8
3.1. Pay reviews	8
3.2. Basic pay determination on appointment	8
3.3. Pay progression.....	9
3.4. Teachers on the main pay range.....	9
3.5. Movement to the upper pay range	10
3.5.1. Upper pay range progression.....	10
3.6. Leading practitioner posts	10
3.6.1. Leading practitioner range	10
3.6.2. Leading practitioner pay progression	11
3.7. Unqualified teachers.....	11
3.7.1. Unqualified teachers scale	11
3.7.2. Unqualified teacher progression	12
3.8. Post graduate teaching apprentices	12
3.9. Part-time teachers	12
3.10. Short notice/supply teachers	12
3.11. Leadership posts	13
3.11.1. Senior trust leadership	13
3.11.2. CEO pay scale	14
3.11.3. DCEO pay scale.....	14
3.11.4. COO pay scale.....	15
3.11.5. Determination of discretionary payments to CEO and cabinet members	15
3.11.6. Headteacher, Head of School, Deputy Headteachers and Assistant Head of School	15
3.11.6.1. Determination of discretionary payments to Headteachers.....	17
3.11.6.2. Deputy and Assistant Headteachers	17
3.11.6.3. Payment to Acting Headteacher	17
3.12. Discretionary allowances and payments	17
3.12.1. Teaching & learning responsibility payments (TLRs).....	17
3.12.2. TLR3 payments	18
3.12.3. Special educational needs (SEN) allowances	19
3.12.4. Allowances payable to unqualified teachers	19
3.12.5. Acting allowance	19
3.12.6. Additional payments and honoraria.....	19
3.12.6.1. Additional payments.....	19

3.12.6.2.	Honoraria	20
3.12.7.	Recruitment and retention incentives and benefits	20
3.12.8.	Salary safeguarding	20
3.13.	Pay increases arising from changes to the STPCD	20
4.	Determining pay for support staff (central and school based).....	20
4.1.	Pay rates and allowances.....	21
4.1.1.	Increments.....	21
4.1.2.	Overtime payments	22
4.1.3.	Part-time and Term-time employees.....	22
4.1.4.	Value of accommodation and services	22
4.2.	Job evaluations.....	22
5.	Determining pay for therapists.....	22
6.	Determining pay for the Workforce Development Manager	23
7.	Determining the pay for other service managers and leads	23
8.	Pay appeals	23
9.	Over/under payments	23
10.	Monitoring the impact of the policy	24
11.	Review of policy and consultation	24
	Appendix 1: Teachers' annual salary review statement, September 2025	25
	Appendix 2: Pay ranges for teachers, September 2025.....	26
	Appendix 3: NJC pay ranges for 2025-26	29

1. Scope

This policy applies to all staff who are employed by the Eden Academy Trust (the Trust).

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' 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).

For support staff, the policy reflects the provisions of the Green Book.

The recognised trade unions have been consulted.

2. Policy purpose

The Board of Trustees (the Board) is committed to the operation of an appraisal process for teachers, with the objective of supporting the maximum professional development of all staff and progress of pupils. The Board, Regional Directors, Cluster Leads and Heads will ensure that all staff in school have access to advice, training and development opportunities appropriate to their needs.

This policy explains:

- The Trust's adopted pay framework for Teachers
- The Trust's adopted pay framework for Support Staff
- The Trust's adopted pay framework for executive staff
- The Trust's adopted pay framework for other specialist staff
- The criteria which will be considered when making pay decisions
- The process by which pay determinations / decisions will be made.

This policy has been developed to comply with current legislation (which includes The Education (School Teacher's Appraisal) (England) Regulations 2012) and aims to enable pay decisions to be made in compliance with the following employment legislation as amended: the Employment Rights Act 1996, the Employment Relations Act 1999, the Equality Act 2010, The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

This policy aims to be consistent with the principles of public life: objectivity, openness and accountability.

In adopting this pay policy, the aim is to:

- Maximise the quality of teaching and learning across the Trust;
- Support the recruitment and retention of a high-quality workforce;
- Enable the schools to recognise and reward staff appropriately for their contribution;

- Help to ensure that decisions on pay are managed in a fair, just and transparent way.

The strategic approach to pay is set by the Board, through its Remuneration Committee. Individual pay decisions at school/central team level are delegated to Heads¹ for school staff and the Trust senior leaders for central staff in line with the strategic approach. The Remuneration Committee, as advised by the Performance Management Committee and CEO, make recommendations to the Board in relation to senior staff as set out in the Governance Charter.

2.1. Teachers

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' 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).

The School Teachers' Pay and Conditions Document (STPCD), is referred to as 'the 2025 Document' for the purposes of this policy. Under the 2025 document, The Trust will set out clearly in this pay policy the extent to which any uplift to pay ranges and allowances within the national pay framework should apply to its teachers.

The Trust has considered this policy alongside its performance development policy for all staff. Both policies are compliant with equalities legislation and the requirements of the STPCD.

It reflects the Department for Education's (DfE's) model pay policy which is non-statutory and sets out how the Trust determines the salary of its teachers and should be read in conjunction with the prevailing School Teachers' Pay and Conditions Document, the prevailing DfE document entitled "Managing Teachers' and Leaders' Pay", and the DfE document entitled "Teacher Appraisal – Guidance for Schools".

2.2. Support staff

The Board recognise that the pay and conditions of employment for support staff will come from a number of sources:

- National Joint Council for Local Government Services (National Agreement on Pay & Conditions of Service);
- Local agreements and conditions of service agreed/negotiated by the Local Authority, including a framework for grading posts through a recognised job evaluation process;
- Terms and conditions of employment set by the Board itself.

¹ For the purposes of this policy, Head refers to Headteacher, Executive Headteacher or Head of School/Setting/Satellite as appropriate

3. Determining teachers' pay

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) and has been consulted on with staff and/or recognised trade unions.

3.1. Pay reviews

The STPCD no longer contains any statutory deadline for taking pay decisions, and the DfE's pay advice no longer states that decisions should be made "as quickly as is reasonably possible". However, the Trust will retain the former statutory deadlines of 31st October for classroom teachers and 31st December for leadership teachers.

The Board (in relation to those employed in cross-Academy roles) and the Senior Headteachers and Heads (in relation to those employed in their particular school) **will ensure that:**

- **each teacher's salary is reviewed annually, with effect from 1st September** and no later than 31st October each year, 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 or may lead to the start of a period of safeguarding, the Board will give the required notification as soon as possible and no later than one month after the date of the determination.

3.2. Basic pay determination on appointment

The Board (in relation to cross-Academy roles) and the Regional Directors/Cluster Leads and Heads (in relation to those employed within their particular school) will determine the pay range for a vacancy prior to advertising it. They will take into consideration, where applicable, the recommended salary scales for various roles across the Trust and any advice from the Regional Directors/Cluster Leads/Cabinet. On appointment it will determine the starting salary within that range to be offered to the successful candidate.

In making such determinations, a range of factors will be taken into account, including:

- the nature of the post
- the level of qualifications, skills and experience required
- market conditions
- the wider school context

- in exceptional circumstances the Board have the discretion to award outside the advertised scale following interview
- the award of a recruitment incentive benefit to secure an appointment.

There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school.

3.3. Pay progression

In this Trust all teachers can expect to receive regular, constructive feedback on their performance and development and are subject to ongoing performance development reviews that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice.

Following an individual teacher's end of year review and, subject to the provisions of the pay policy, they should expect to receive pay progression within the maximum of their pay range unless they are subject to formal capability procedures.

The arrangements for teacher performance development are set out in the Trust's Performance Development Policy.

In the case of Early Career Teachers (ECTs), whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process. While there is no longer any statutory requirement in the STPCD for the relevant body to award 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.

3.4. Teachers on the main pay range

The Trust's Main Pay Range is set out in appendix 2. These align with the 2025 document. The Trust will also continue to implement the advisory points and is implementing the statutory increases for 2025 across main the pay range.

Teachers on the Main Pay Range will be paid on a point in the above pay range.

Teaching staff on this scale will progress annually within their pay range automatically on 1st September each year. Where there are significant concerns about the performance of a teacher and they have been subject to proceedings under the capability policy, pay progression may be withheld. Where sufficient progress has been made and the employee's performance is deemed to be satisfactory prior to 1st September, pay progression will be awarded. However, where progress is not deemed to be satisfactory, and this is documented, pay progression will be withheld. Once performance is considered to be satisfactory the pay progression will be implemented.

The Trust will ensure that the pay range reflects the requirements of the STPCD in relation to the minimum and maximum salary amounts within the appropriate salary range.

The interim points reflect the national agreement of advisory interim points.

3.5. Movement to the upper pay range

Qualified teachers, following discussion and agreement with the Head, will progress to the Trust's upper pay range which has 3 salary points.

The Trust's Upper Pay Range is set out in appendix 2:

The Trust has chosen to implement the interim pay points advised reflecting the national agreement of advisory interim points.

The Trust will ensure that the pay range reflects the requirements of the STPCD in relation to the minimum and maximum salary amounts within the appropriate salary range.

There is no automatic provision for a teacher to "step down" from the Upper Pay Range, once they have been assessed at this level, if employed in the same school.

3.5.1. Upper pay range progression

Any points awarded on the upper pay range are permanent, while the teacher remains in the same post or takes up another post in this school and while they are able to fulfil the wider responsibilities of the role of an Upper Pay Range teacher.

3.6. Leading practitioner posts

A lead practitioner in the Eden Academy could cover roles such as Heads of Department or Service Managers (someone who is taking a strategic role across a number of schools that is specifically related to teaching and learning). There is currently one service lead who has this role (Teacher Development Lead).

There are three further Service Managers who have different pay arrangements – Service Manager for Therapy (paid on the therapists pay scales), the Service Manager for Family Services (paid on a Local Government pay scale) and the Workforce Development Manager (bespoke pay scale).

The lead practitioner range does not have to be utilised.

3.6.1. Leading practitioner range

The Trust has discretion to create posts for qualified teachers whose primary purpose is modelling and leading improvement of teaching skills.

Teachers on the pay range for leading practitioners must be an exemplar of teaching skills, lead the improvement of teaching skills in the school and carry out the professional responsibilities of a teacher other than a Headteacher, including those responsibilities delegated by the Headteacher.

A teacher on the pay range for leading practitioners must take a leadership role in developing, implementing, and evaluating policies and practice in the school that contribute to school improvement. This may include:

- a) Coaching, mentoring and induction of teachers, including trainees and ECTs

- b) Disseminating materials and advice on practice, research and continuing professional development provision
- c) Assessment and impact evaluation, including through demonstration lessons and classroom observation
- d) Helping teachers who are experiencing difficulties.

The post may contain an element of outreach, for example 'they may also be required to take on this role in other schools or in relation to teachers from other schools'

Where the school decides to appoint a Leading Practitioner, it will advertise the vacancy and appoint in the same way as for other vacancies, satisfying itself that the successful candidate can demonstrate excellence in teaching and will be able to contribute to leading the improvement of teaching skills.

When setting the individual post range for teachers on the pay range for leading practitioners, the Trust will have regard to the challenge and demands of the individual post and the school's pay structure.

Where the school creates more than one such post, the individual post ranges for each post will be determined separately and can differ to reflect the different demands and challenges of each post.

The Trust will determine a pay range on the Leading Practitioner pay range and will need to ensure that the pay range reflects the requirements of the STPCD in relation to the minimum and maximum salary amounts within the appropriate salary range as set out in the Document).

The pay range will need to reflect an increase on the minimum and maximum of the range. All other pay points and the criteria which will determine incremental enhancement and/or salary enhancement will be for the school to decide.

The Trust's pay scale for leading practitioner teaching posts is set out in appendix 2.

3.6.2. Leading practitioner pay progression

Progression within the leading practitioner pay scale will be in accordance with the Trust's performance development policy.

A Leading Practitioner is not eligible for a teaching and learning responsibility payment.

3.7. Unqualified teachers

Unqualified teachers are paid according to the pay scales set out in the STPCD. The Trust ensures that unqualified teachers receive a salary that falls within the unqualified teacher pay range. This pay range sets a minimum and maximum salary, but the exact figures within this range are determined by this school's unqualified teachers' pay range as set out below

3.7.1. Unqualified teachers scale

The Trust's pay range for an unqualified teacher is set out in appendix 2:

Unqualified teachers will be paid on a point within the above range as determined by the Head and subject to the appropriate performance appraisal process.

Overseas teachers joining the Trust with a qualification in their own country will be paid at UQ5a, which is equivalent to an MPS1.

3.7.2. Unqualified teacher progression

Decisions regarding pay progression will be made annually. Decisions not to progress up the pay spine will be made in circumstances where concerns about standards of performance have been raised in writing as part of the capability process.

Any pay points awarded to unqualified teachers are permanent, while the teacher remains in the same post or takes up a new one at this school.

Unqualified teachers would not normally be eligible for teaching and learning or special educational needs allowances. The awarding body will not determine a salary for an unqualified teacher outside of the unqualified teacher pay spine.

Upon obtaining qualified teacher status, an unqualified teacher will be transferred to a salary within the Main Pay Range which is the same or higher than the sum of salary paid on the Unqualified Teachers Pay Range.

The pay range will need to reflect an increase on the minimum and maximum of the range. All other pay points and the criteria which will determine incremental enhancement and/or salary enhancement will be for the Trust to decide.

3.8. Post graduate teaching apprentices

Staff going through approved teaching apprenticeship schemes including SCITT and NIoT programmes will be paid the equivalent of UCT2 plus special needs allowance.

3.9. Part-time teachers

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 Trust 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. The salary of any pay allowances, except for TLR3s, for part time staff will be pro-rata.

When calculating an individual's working week, please refer to 2025 Document, for further guidance.

3.10. 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.

It is the school's responsibility to determine the pay point an individual teacher will be paid.

3.11. Leadership posts

3.11.1. Senior trust leadership

The salary range for the CEO, cabinet members and other Trust senior leaders will be established by the Remuneration Committee and will take into consideration the scope and nature of the roles across all schools and the nature of accountability that the posts carry. The committee will make recommendations on executive pay to the Board of Trustees for ratification.

The CEO pay range has 10 points, the DCEO pay range has 11 points and Chief Operating Officer has 8 points as set out in the table below.

The remuneration committee will comprise:

- 3 Trustees, and
- the CEO (unless discussions relate to the CEO).

Any recommendations on pay or other remuneration matters, which have a financial implication, must be supported by a statement from the COO on affordability. This may require prior discussion with the Finance Trustee portfolio holder as Chair of the Finance Committee.

Separately from this, the Board will identify a Performance Management Committee. The committee will comprise 3 Trustees, one of whom will be the Chair of the Board of Trustees. The CEO will also be part of the committee in respect of the Cabinet's performance development. At least two eligible Trustees must participate if decisions are to be made, one of whom must be the Chair of the Board of Trustees. The Trustees who serve on the Remuneration Committee will be different from the Trustees that serve on the Performance Management Committee.

At the beginning of the year development goals will be set for the CEO and other Cabinet members, which will be reviewed during the year and at a final review meeting which will consider the successful completion and impact (or otherwise) of the development goals. Development goals will be set and reviewed for the CEO by the Performance Management Committee. Development goals for other Cabinet members will be set and reviewed by the CEO and, at the end of year meeting, with the Chair of the Board of Trustees (as Chair of the Performance Management Committee). At the end of the process the respective reviewers will draw a conclusion as to whether the development goals have been met and their impact, and make a recommendation to the Remuneration Committee.

Goal setting and reviews for members of the EET will be undertaken by the Deputy CEO, with advice from an external consultant, who will make recommendations to the CEO.

The CEO, cabinet and EET members must demonstrate sustained high quality of performance in respect of leadership and management before any incremental progression is awarded

These posts will be remunerated as followed:

Leadership Ranges	Points	£
CEO	Role specific pay scale	See para. 3.11.2 below
Deputy CEO	Role specific pay scale	See para. 3.11.3 below
Chief Operating Officer	Role specific pay scale	See para. 3.11.4 below
Regional Director	L29 to L33	See appendix 2
Cluster Lead ²	L26 to L30	See appendix 2

On appointment, the Regional Director or Cluster Lead will be placed onto a point within this scale according to their experience and expertise.

3.11.2. CEO pay scale

The current bespoke pay scale in operation for the Chief Executive Officer and updated for the 2025-26 pay award is:

Point	Salary	Point	Salary
CEO1	£162,432	CEO6	£175,812
CEO2	£165,108	CEO7	£178,488
CEO3	£167,784	CEO8	£181,164
CEO4	£170,460	CEO9	£183,840
CEO5	£173,136	CEO10	£186,516

This pay scale is subject to the School Teachers' Pay and Conditions.

3.11.3. DCEO pay scale

The current bespoke pay scale in operation for the Deputy Chief Executive Officer and updated for the 2025-26 pay award is:

Point	Salary	Point	Salary
DCEO1	£114,995	DCEO7	£132,557
DCEO2	£117,757	DCEO8	£135,683
DCEO3	£120,565	DCEO9	£138,974
DCEO4	£123,457	DCEO10	£142,340
DCEO5	£126,409	DCEO11	£145,798
DCEO6	£129,456		

This pay scale correlates to pay points L32 to L43 on the leadership scale and is subject to the School Teachers' Pay and Conditions.

² Currently this role only exists in the south

3.11.4. COO pay scale

The bespoke pay scale for the Chief Operating Officer, agreed in 2022 and updated for the 2025-26 pay award is:

Point	Salary	Point	Salary
COO1	£90,357	COO4	£96,950
COO2	£92,554	COO5	£99,147
COO3	£94,752	COO6	£101,345

This pay scale will be subject to any national pay awards agreed under the NJC arrangements set out in para. 2.2. If the NJC guidance excludes Chief Officer grades, the Board's Remuneration Committee will make a separate decision in relation to any annual pay award.

3.11.5. Determination of discretionary payments to CEO and cabinet members

Where the Trust makes a determination to pay the CEO or cabinet member an additional payment, the total sum of these payments in any school year must not exceed 25% of the amount that corresponds to the current salary.

The Trust may make a determination to pay an additional payment where the CEO or cabinet member has reached the maximum point of their pay range; the Trust can consider a pay increase within the 25% discretionary amount.

The Trust may wish to consider including certain performance indicators which will assist them in determining the percentage of discretionary payment to be made.

3.11.6. Headteacher, Head of School, Deputy Headteachers and Assistant Head of School

The pay ranges for Headteachers, Heads of School, Deputy Headteachers and Assistant Head of School Schools' were determined and agreed by the Board following a detailed process commissioned from Schools' HR Co-operative, which included benchmarking against similar Trusts. These were reviewed by the Remuneration Committee in July 2022 to reflect the appropriate group sizes of our schools and settings.

These posts will be remunerated as followed:

Group	Pay Range	Salary
Headteacher Pay Range		
3	L18 to L22	See appendix 2
4	L20 to L24	
5	L22 to L26	
6	L24 to L28	
7	L26 to L30	

Group	Pay Range	Salary
Head of School Pay Range		
3	L14 to L18	See appendix 2
4	L16 to L20	
5	L18 to L22	
6	L20 to L24	
7	L22 to L26	
Head of Satellite		
-	L12 to L18	See appendix 2
Deputy Headteacher Pay range		
3	n/a	See appendix 2
4	L10 to L14	
5	L12 to L16	
6	L14 to L18	
7	L16 to L20	
Assistant Head of School Pay Range		
3	L8 to L12	See appendix 2
4	L8 to L12	
5	L10 to L14	
6	L10 to L14	
7	L12 to L16	

The Trust may determine to extend these pay ranges where there are exceptional circumstances based on the criteria of recruitment, retention, complexity and challenge. Any such extension will be recommended by the Remuneration Committee to the Board for approval.

On appointment, the Head, Deputy or Assistant Head of School will be placed onto a point within this scale according to their experience and expertise.

The Head, Deputy or Assistant Head of School must demonstrate sustained high quality of performance in respect of school leadership and management and pupil progress at the school and will be subject to a review of performance against performance objectives before any incremental progression is awarded.

The Remuneration Committee have discretion to consider movement by more than one reference point within the range. In such circumstances, the case for this will be made by the CEO and supporting evidence will be provided.

The Trust will ensure that the Head's salary is reviewed annually with effect from 1st September and no later than 31st December each year.

The Trust will need to ensure that the Head's pay range reflects the requirements of the 2025 document in relation to the minimum and maximum salary amounts within the appropriate salary range for the group size.

3.11.6.1. Determination of discretionary payments to Headteachers

Where the Trust makes a determination to pay the Head additional payments, the total sum of these payments in any school year must not exceed 25% of the amount that corresponds to the Headteacher salary.

The Trust may make a determination to pay an additional payment where the Headteacher has reached the maximum point of their pay range; the Trust can consider a pay increase within the 25% discretionary amount.

The Trust may wish to consider including certain performance indicators in the Policy which will assist them in determining the percentage of discretionary payment to be made.

3.11.6.2. Deputy and Assistant Headteachers

The pay range for Deputy and Assistant Headteachers will be determined in accordance with criteria specified in the 2025 document.

The Deputy or Assistant Headteacher's pay range will be based on the Leadership Group pay range and must not exceed the maximum reference point of the Headteacher group for the school.

In determining the pay range for the Deputy or Assistant Headteacher, the Trust will ensure that the maximum of the Deputy or Assistant Headteacher's pay range must not exceed the maximum of the Headteacher group for the school. The pay range for a Deputy or Assistant Headteacher should only overlap the Headteacher's pay range in exceptional circumstances.

Deputy and Assistant Headteachers must demonstrate sustained high quality of performance in respect of school leadership and management and pupil progress and will be subject to a review of performance against their performance objectives before any incremental progression is awarded.

3.11.6.3. Payment to Acting Headteacher

The Trust must determine within four weeks if an Acting Allowance should be paid to a Deputy Headteacher or Assistant Headteacher who is covering the absence of the Headteacher.

The acting allowance must provide a salary which is the equivalent to at least the minimum of the pay range for post.

3.12. Discretionary allowances and payments

3.12.1. Teaching & learning responsibility payments (TLRs)

The Head (for Heads of School, this will be in consultation with the Executive Head, and for Heads of Satellite this will be in consultation with the substantive Head) will pay TLR 1 and 2 payments to teachers as indicated in the schools'

staffing structure, in accordance with the Trust policy with pay ranges specified in the STPCD as updated from time to time and the levels and values which will apply are set out in appendix 2:

The criteria for the award of TLR 1 and 2 payments are as follows:

Before awarding any TLR 1 or 2 payments the Head (for Heads of School, in consultation with the Executive Head and for Heads of Satellite this will be in consultation with the substantive Head) must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and that:

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

In addition, before awarding a TLR1 payment, the Head (for Heads of School, in consultation with the Executive Head) must be satisfied that the significant responsibility referred to above includes line management responsibility for a significant number of people.

Posts attracting the level of TLR1 or TLR2 will be identified in the school's staffing structure.

In establishing appropriate values for TLR allowances, the Trust will ensure that values chosen are properly positioned between the established minimum and maximum values.

Teachers will not be required to undertake permanent additional responsibilities without payment of an appropriate permanent TLR1 or TLR2 payment.

3.12.2. TLR3 payments

Before making any TLR3 payment, the Head (for Heads of School, in consultation with the Executive Head and for Heads of Satellite this will be in consultation with the substantive Head) must be satisfied that the responsibilities meet a), b) and d) of the above criteria; that they are being awarded for clearly time limited school improvement projects or externally driven responsibilities; and that the responsibilities are not a permanent or structural requirement which should instead be rewarded by means of a permanent TLR payment.

Where the Head (for Heads of School, in consultation with the Executive Head) wishes to make TLR3 payments, the proposed responsibilities, level of payment. The annual value of the TLR3 will be between £702 and £3,478). The duration of the fixed term will be established at the outset and payment will be made on a monthly basis for the duration of the fixed term

A teacher cannot be in receipt of a TLR1 and TLR2 at the same time. However, they can receive a TLR3 in addition to a TLR1 or TLR2.

3.12.3. Special educational needs (SEN) allowances

The Trust awards SEN allowances to all teachers. The value of SEN allowances to be paid at the school will be no less than £2,787 and no more than £5,497 and will take into account:

- the qualifications and expertise of teachers within the Eden Academy
- the relative demands of the post

3.12.4. Allowances payable to unqualified teachers

The Head may award an additional allowance to an unqualified teacher where it considers that, in the context of its staffing structure, the teacher has:

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

Unqualified teachers may not hold TLRs or SEN allowances.

3.12.5. Acting allowance

Subject to the provisions set out in the STPCD, an acting allowance may be paid to a teacher or senior leader who is assigned and carries out duties of the CEO, Deputy CEO, Regional Director, Cluster Lead, Headteacher, Head of School, Head of Satellite, Deputy Headteacher or Assistant Head of School but has not been appointed as an acting CEO, Deputy CEO, Regional Director, Cluster Lead, Headteacher, Head of School, Head of Satellite, Deputy Headteacher or Assistant Head of School.

3.12.6. Additional payments and honoraria

3.12.6.1. Additional payments

The Board may make such payment as it sees fit to a teacher, other than a Head, in respect of:

- a) 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. In such cases, the Head would submit a proposal to the Remuneration Committee with the appropriate evidence and proposed additional payment for ratification.

Payment to classroom teachers will only be made in respect of activities undertaken outside of either the 1,265 hours of directed time for full-time teachers; or the appropriate proportion of the 1,265 hours of directed time for part-time teachers.

The related activities will require the exercise of the teacher's professional skills or judgement.

In addition, the Board may make such payment as it sees fit to a Head or other senior leader, in recognition of additional work that is not covered by the STPCD. Any such payments will be approved by the Remuneration Committee or the Board Chair and Remuneration Committee chairs under chairs' action.

3.12.6.2. Honoraria

On some limited occasions, a member of staff may be asked to take on an additional role (e.g. mentoring another teacher) for a time-limited period. In such cases, the CEO or cabinet members have the discretion of awarding an honorarium of up to £1,000 to the staff member in question. If consideration is being given to an honorarium of a higher amount, this should go to the Board' Remuneration Committee for ratification.

3.12.7. Recruitment and retention incentives and benefits

Where the Head (for Heads of School, in consultation with the Executive Head) wishes to make recruitment and retention payments to teachers, this will be agreed with the Board. The Trust will determine the level of payment and the fixed-term duration over which the payment is to be made. These arrangements will be subject to regular formal reviews.

Incentives may, for example, include a cash sum, a percentage uplift of salary, or defined benefits such as childcare costs or health care provision.

In relation to all leadership posts the STPCD states that recruitment and retention incentives should not be awarded other than as reimbursement as reasonably incurred housing or re-location costs. If this discretion has been applied in setting a pay range for recruitment purposes any further payment should not be made.

3.12.8. Salary safeguarding

The Board will operate salary safeguarding arrangements in line with the provisions of the STPCD.

3.13. Pay increases arising from changes to the STPCD

All teachers are paid in accordance with the statutory provisions of the STPCD as updated from time to time.

4. Determining pay for support staff (central and school based)

Salary scales or grades for support staff roles will be determined using the appropriate job family or job evaluation process in a manner which ensures equal pay for the same or broadly similar work or work of equivalent value. As a Multi Academy Trust we are following the National pay scales for support staff for 2025-26 and continue to review this on an annual basis.

The Head or Executive Team members will undertake an annual review of the pay and duties performed by support staff. If as a result of any review it is necessary to consider a change in the duties of any member of the support staff,

consultation will take place with the member/s of staff concerned and Union representatives to ensure appropriate changes are made to job descriptions.

At the end of the 2023-24 academic year the Trust concluded a consultation with our teaching support staff and as a result new job titles and job descriptions are in place with effect from 1st September 2024. This change was to ensure we have a consistent job description for Teaching Assistants across the Trust which will also allow us to develop professional development opportunities and career pathways across the Trust.

All former LSAs and TAs now have new Teaching Assistant job descriptions.

The TA pay ranges are as follows:

Grade	Salary ranges					
	South	Branthwaite	Hexham Prioxy	James Rennie	George Hastwell ³	
TA1	5–6	5-6	5–6	5–6	TA1	9-11
TA2	7–10	7-8	7–11	12–14	TA2	12-14
TA3	12–15	12-14	12-15	19-20	STA	14-16
TA4	18-20	19-20	18-20	23-24	HLTA	19-21

For the associated salary levels please see Appendix 3.

4.1. Pay rates and allowances

4.1.1. Increments

Under the Trust's Performance Development Policy, performance linked incremental scheme does not apply and staff are employed on scales that permit annual incremental progression. Increments are payable only within the grade range applicable to the post concerned unless otherwise stated in the employee's contract of employment or an authorised contractual variation. Increments will be reviewed on 1st April each year.

An increment may be withheld the employee is subject to capability proceedings.

Increments may be accelerated at the discretion of the Trust on the grounds of special merit or ability as documented in one-to-one supervision meetings or at an appraisal subject to the maximum of the scale not being exceeded.

On appointment or promotion employees will normally be appointed to the minimum point of the grade.

Probationers will be judged on the progress they have made during their probationary period. The Trust may decide to pay a previously withheld increment if the employee's performance is deemed to have reached the required level within the following 12-month period with effect from a date determined by the school.

³ TAs at George Hastwell TAs are not currently using Eden's TA1-4 job titles, and are using Fells Trust job roles under protection on transfer

An employee who, for any reason other than the annual leave of an employee, is required to undertake the full duties of a higher graded employee for a continuous period is entitled to receive a higher salary in accordance with the Local Authority conditions of service or in accordance with locally agreed arrangements.

An employee may seek a review, through the Trust's Grievance Procedure, of any determination in relation to their pay or any other decision taken that affects their pay.

4.1.2. Overtime payments

Overtime payment will be paid in accordance with locally agreed terms and conditions.

4.1.3. Part-time and Term-time employees

Part Time and Term Time employees should be paid within the salary scale for the post and paid proportionately with regard to the hours actually worked and additionally, in respect of term-time only staff, the number of weeks worked.

Overtime rates where applicable would only be paid in respect of those hours worked over and above 36 hours in any week.

4.1.4. Value of accommodation and services

The Trust will assess and deduct from the salary of an employee the value of any accommodation and services that they provide in accordance with the contract of employment and associated conditions.

4.2. Job evaluations

Employees are entitled to be paid the rate for the role provided that they are fulfilling the full duties and responsibilities of the grade. All non-teaching posts should have up to date job descriptions and person specifications and have been evaluated under a recognised job evaluation scheme.

Where an employee disputes the evaluated grade of the post, they would need to progress this through the schools' Grievance Procedure.

5. Determining pay for therapists

The salary ranges for the therapies team are based on local government NJC pay bands and take into consideration the scope and nature of the roles across all schools and the nature of accountability that the posts carry. The following pay ranges currently apply for the therapy team in the southern region⁴:

Role	NJC pay band	Points	Salary 2025-26
Therapist	SO1	23 to 25	See appendix 3
Specialist	SO2 to POA	26 to 33	
Senior	POB	34 to 38	

⁴ Therapy services in the northern region are currently provided by local health providers rather than employed directly by the Trust

Role	NJC pay band	Points	Salary 2025-26
Clinical Lead	POC to POD	39 to 48	
Service Manager	POE	49 to 53	
Combined Service Manager	POF	54 to 58	

Progression within the scale is performance related, incremented on 1st September.

6. Determining pay for the Workforce Development Manager

The salary range for the Workforce Development Manager will be bespoke and recommended to the Board by the Remuneration Committee and will take into consideration the scope and nature of the roles across all schools and the nature of accountability that the posts carry. The pay range has 5 points and the post will be remunerated as follows:

Workforce Development Manager Pay Range	
Point 1	£94,289
Point 2	£96,510
Point 3	£98,945
Point 4	£101,105
Point 5	£103,519

23

7. Determining the pay for other service managers and leads

Other Senior Service and Department Lead salary bands and pay ranges will be determined using the appropriate job family or job evaluation process in a manner which ensures equal pay for the same or broadly similar work or work of equivalent value.

8. Pay appeals

Staff have the right to make representations and to appeal about any aspect of their pay or pay progression. The Pay Appeals process will be in line with the Appeals procedure as detailed in the Trust's Performance Development Policy.

9. Over/under payments

Should an overpayment occur, the employee will be notified in writing of the full amount of the overpayment and agreement will be sought about a reasonable repayment schedule.

Where an employee is due to leave employment the balance owing may be deducted from their final salary.

In the case of former employees, recovery of overpayments will be pursued.

In the case of underpayments, the Trust will apply appropriate refunds as soon as possible.

Employees are expected to draw to the attention of the Head/Regional Business Manager for school staff or their line manager/Chief Operating Officer for central staff any overpayment or underpayment as soon as possible.

The school/Trust will draw to the attention of an employee any overpayment or underpayment as soon as possible.

10. Monitoring the impact of the policy

The Board will monitor the outcomes and impact of this policy on an annual basis including trends in progression across specific groups of staff to assess its effect and Trust's continued compliance with equalities legislation.

11. Review of policy and consultation

This policy will be reviewed each year against the Schools' HR Co-operative model policy, or when the other changes occur to the STPCD and/or changes to support staff pay and conditions of employment.

Staff and the Trade Union Representatives will be consulted on any changes to the School's Pay Policy. It will be reviewed each year or when the other changes occur to the STPCD and/or changes to support staff pay and conditions of employment.

**Appendix 1: Teachers’ annual salary review statement,
September 2025**

Name _____
School _____

Salary

Main Pay Range	£	_____
Unqualified Pay Range	£	_____
Upper Pay Range	£	_____
TLR	£	_____
Recruitment & Retention	£	_____
Special Needs	£	_____
Other (please state)	£	_____
TOTAL SALARY	£	_____

25

Signed

Head _____
Date _____

Head _____
Date _____

Teacher _____
Date _____

(Annual Salary Review Statement 2025)

Appendix 2: Pay ranges for teachers, September 2025

Main pay range (MPR)

Pay point	North	South
M1 (MPR minimum)	£32,916	£37,870
M2	£34,823	£39,851
M3	£37,101	£41,935
M4	£39,556	£44,128
M5	£42,057	£46,800
M6 (MPR maximum)	£45,352	£50,474

Upper pay range (UPR)

Pay point	North	South
U1 (UPR minimum)	£47,472	£52,219
U2	£49,232	£54,151
U3 (UPR maximum)	£51,048	£56,154

Leading practitioners range (LPR)

Pay point	North	South	Pay point	North	South
1 (min)	£52,026	£56,154	10	£65,010	£69,139
2	£53,332	£57,460	11	£66,695	£70,818
3	£54,663	£58,785	12	£68,233	£72,365
4	£56,022	£60,155	13	£69,937	£74,073
5	£57,418	£61,551	14	£71,682	£75,805
6	£58,857	£62,985	15	£73,465	£77,589
7	£60,443	£64,573	16	£75,419	£79,547
8	£61,836	£65,967	17	£77,150	£81,282
9	£63,381	£67,507	18 (max)	£79,092	£83,223

Unqualified teacher pay range (UTPR)

Pay point	North	South
U1 (UTPR minimum)	£22,601	£ 26,789
U2	£25,193	£29,383
U3	£27,785	£31,974
U4	£30,071	£34,265
U5	£32,667	£36,856
U6 (UTPR maximum)	£35,259	£39,450

Allowances

	TLR1	TLR2		TLR3	SEN
Minimum	£10,174	(2A)	£3,527	£702	£2,787
	-	(2B)	£5,766	-	-
Maximum	£17,216	(2C)	£8,611	£3,478	£5,497

School leadership pay ranges

Leadership Point	North	South
1	£51,773	£55,881
2	£53,069	£57,180
3	£54,394	£58,497
4	£55,747	£59,859
5	£57,137	£61,249
6	£58,569	£62,677
7	£60,145	£64,259
8	£61,534	£65,642
9	£63,070	£67,177
10	£64,691	£68,799
11	£66,368	£70,473
12	£67,898	£72,009
13	£69,596	£73,708
14	£71,330	£75,433
15	£73,105	£77,209
16	£75,049	£79,157
17	£76,772	£80,884

Leadership Point	North	South
23	£88,951	£93,057
24	£91,158	£95,267
25	£93,424	£97,531
26	£95,735	£99,840
27	£98,106	£102,213
28	£100,540	£104,648
29	£103,030	£107,134
30	£105,595	£109,699
31	£108,202	£112,315
32	£110,892	£114,996
33	£113,646	£117,758
34	£116,456	£120,566
35	£119,350	£123,457
36	£122,306	£126,409
37	£125,345	£129,457
38	£128,447	£132,557
39	£131,578	£135,683

Leadership Point	North	South
18	£78,702	£82,816
19	£80,655	£84,769
20	£82,654	£86,764
21	£84,699	£88,812
22	£86,803	£90,906

Leadership Point	North	South
40	£134,860	£138,974
41	£138,230	£142,340
42	£141,693	£145,798
43	£143,796	£147,866

School groupings

School	Group size	Current range
Alexandra	Group 4	L20 to L24
Branthwaite Academy	Group 4	L20 to L24
George Hastwell	Group 5	L22 to L26
Grand Union Village ⁵	Group 4	L20 to L24
Grangewood ⁶	Group 5	L22 to L26
Hexham Priory	Group 6	L24 to L28
James Rennie	Group 7	L26 to L30
Moorcroft	Group 6	L24 to L28
Pentland Field	Group 7	L26 to L30
Pinn River ⁷	Group 7	L26 to L30
Head of Setting (Sunshine House) ⁸	Group 3	L18 to L22
Head of Satellite	-	L12 to L18

⁵ Opens January 2026

⁶ Closes in December 2025

⁷ Opens January 2026

⁸ Closes December 2025

Appendix 3: NJC pay ranges for 2025-26

Southern region school and central staff

Grade	Point	Salary
Scale 1	2	£28,221
Scale 2	3	£28,617
	4	£29,025
Scale 3	5	£29,436
	6	£29,856
Scale 4	7	£30,288
	8	£30,717
	9	£31,158
	10	£31,611
Scale 5	12	£32,535
	13	£33,012
	14	£33,495
	15	£33,987
Scale 6	18	£35,520
	19	£36,048
	20	£36,585
SO1	23	£38,256
	24	£38,739
	25	£39,276
SO2	26	£40,182
	27	£41,133
	28	£42,060
POA	29	£42,771
	30	£43,680
	31	£44,685
	32	£45,750
	33	£46,968

Grade	Point	Salary
POB	34	£48,003
	35	£49,056
	36	£50,085
	37	£51,138
	38	£52,194
POC	39	£53,172
	40	£54,267
	41	£55,323
	42	£56,376
	43	£57,402
POD	44	£58,461
	45	£59,511
	46	£60,573
	47	£61,653
	48	£62,766
POE	49	£63,966
	50	£65,181
	51	£66,378
	52	£67,575
	53	£68,784
POF	54	£69,984
	55	£71,181
	56	£72,399
	57	£73,602
	58	£74,802

Northern region school and central team staff

Band	Point	Salary
Band 1	2	£24,413
Band 2	3	£24,796
	4	£25,185
Band 3	5	£25,583
	6	£25,989
Band 4	7	£26,403
	8	£26,824
	9	£27,254
	10	£27,694
	11	£28,142
Band 5	12	£28,598
	13	£29,064
	14	£29,540
	15	£30,024
	16	£30,518
	17	£31,022
Band 6	18	£31,537
	19	£32,061
	20	£32,597
	21	£33,143
	22	£33,699
	23	£34,434
Band 7	24	£35,412
	25	£36,363
	26	£37,280
	27	£38,220
	28	£39,152

Band	Point	Salary
Band 8	29	£39,862
	30	£40,777
	31	£41,771
	32	£42,839
	33	£44,075
Band 9	34	£45,091
	35	£46,142
	36	£47,181
	37	£48,226
	38	£49,282
Band 10	39	£50,269
	40	£51,356
	41	£52,413
	42	£53,460
	43	£54,495

Special Schools Allowance

	Branthwaite Academy	Southern schools	Hexham Priory	George Hastwell & James Rennie
Admin	£1,000	n/a	n/a	n/a
Teaching Assistants	£2,000	£1,539	£1,539	n/a