



Pay Policy 2025/2026

Date Approved	September 2025
Date of Next Review	Autumn 2026 - on publication of the 2026 STPCD.

Appendices

1.	Pay progression for unqualified teachers
2.	Pay progression for classroom teachers
3.	Pay progression for leadership group - only issued to Trustees
4.	Agenda for pay appeal hearing
5.	School staffing structure
6.	Support Staff pay scales

1 Context

The Inclusive Education Trust (IET) Board of Trustees has approved the following procedure for schools across the MAT.

In this document, reference to 'Trustees' represents the Board of Trustees. Reference to the "Trust" represents the Inclusive Education Trust. Reference to 'the school' in this document represents each school in the MAT.

2. Policy & Purpose

The overall aim of the pay policy is to ensure that all teaching and support staff are valued and receive recognition for their work and contribution to school life. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) and where appropriate has been consulted on with staff and/or the recognised trade unions.

The purpose of the policy is to:

- a) Enable the Trust to manage the remuneration of staff in a non-discriminatory, responsible and transparent way, which complies with current employment law and school policy on the fair and equal treatment of employees and with the principles of public life, namely objectivity, openness and accountability.
- b) Maintain and improve the quality of education provided for pupils across the Trust and in each school by having a whole Trust pay policy that supports the Trust development plan and reflects the agreed aims of each school within the Trust.
- c) Enable the Trust to recognise and reward staff appropriately for their contribution to the school.
- d) Support the equitable and objective determination of appropriate pay for staff under the Trust's Growing Great Staff policies for leaders, teachers and support staff.
- e) Provide for a staffing structure that will enable the Trust to achieve its aims and objectives under the Trust development plan.
- f) Support the recruitment and retention of a high-quality workforce.

The Trustees are committed to:

- e) Reviewing the pay policy annually against the targets set under the trust development plan the confines of the agreed budget and the trust's spending priorities.
- f) Working within framework documents referred to in staff contracts or formally adopted by the trust, specifically:
 - **For teachers:** The School Teachers' Pay and Conditions Document to the extent recognised by the school, and statutory regulations affecting the employment and conduct of teaching staff, insofar as they apply to a school with academy status.
 - **For support staff:** Surrey Pay terms and conditions, to the extent adopted by the Trust.
 - **For staff transferred to the school under TUPE:** Members of school staff who transferred to the academy by way of a TUPE transfer may be subject to different terms and conditions. In such cases, where any terms of this pay policy differ from an individual employee's contractual terms, the contractual terms will take precedence.
- g) Consulting staff members and local representatives of recognised trade unions as part of the annual review of this Pay Policy and ensuring that members of school staff have ready access to the up-to-date version.
- h) Complying with equalities legislation, specifically the following (as amended): The Employment Relations Act 1999, the Equality Act 2010, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 and the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

3. The Pay Committee: Terms of Reference

- a) The Trustees will annually appoint, from its members, a Pay Committee with the delegated powers described in the following terms of reference.
- b) The Pay Committee will consist of a representative from the Trustees who are non-members of staff at the school, the CEO/Director of Education and HR Manager (where required) in an advisory capacity.

The Pay Committee will have fully delegated powers to:

- c) Implement the Pay Policy with reference to staffing and financial budget plans. If the Committee feels it to be appropriate, any matter may be passed to the full Board of Trustees for ratification.
- d) Achieve the aims of the Pay Policy in a fair and equitable manner within statutory and contractual obligations.
- e) Apply the criteria of the Pay Policy in determining the pay of each member of staff in the annual review.
- f) Recommend to the full Board of Trustees the annual budget needed for the payment of staff.

The Committee shall be required to:

- g) Minute all decisions taken and submit their minutes to be noted by the Trust.
- h) Keep abreast of relevant developments and advise the Trust when the Pay Policy needs to be revised.

4. Determining Salary for New Appointments

4.1 Classroom Teachers (All Teachers Other than Leadership Group)

The Trustees will determine the pay range for a vacancy prior to advertising, these ranges are set out in appendix 2 and 3. On appointment, the CEO will determine the starting salary within that range to be offered to the successful candidate and report back to the Trust Board.

In determining the salary range for a vacant post within the overall minimum and maximum limits provided for within the School Teachers' Pay and Conditions Document (referred to hereafter as the STPCD), the Trust may take in to account a range of factors, including, but not limited to:

- The nature of the post
- The level of qualifications, knowledge, skills and experience required
- The wider school context at the time of the application.

In determining the specific starting salary for a successful applicant, the selection panel will take into account the applicant's relevant career history, previous salary, skills and qualifications based on the evidence collected through the selection process, including references.

The selection panel may, at its discretion, recognise a teacher's upper pay range status, as awarded by another school, without requiring the teacher to reapply separately through the school's procedure. This is provided there is scope within the established pay range for the post to award a starting salary on the upper pay range and on the condition that there is sufficient evidence collected through the selection process that the teacher meets the relevant criteria (see 5.2).

Teachers without QTS or QTLS will be placed on the pay range for unqualified teachers as detailed in Appendix 1.

Additional allowances may be awarded to new appointments where the Trustees deems this to be appropriate (see Section 7). Specifically, where market conditions are deemed to be a factor, a recruitment allowance may be awarded if the criteria in 6.2 has been met.

4.2 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.

4.3 Leadership Group

The salary ranges for all staff paid on the leadership pay range will be determined by reference to the provisions of the STPCD and will include consideration of any broader responsibilities that attach to the role.

i. The CEO

The Trustees will determine a pay range for the above post holder by reference to the school group size and taking into account all permanent responsibilities of the role, any challenges specific to the role and all other relevant considerations, ensuring that there is appropriate scope in the range to allow for performance related progression over time. The total unit scores for the MAT is equivalent to a **Group 8** school.

The Trustees will only re-determine the CEO's pay range in the circumstances specified in the STPCD.

The Trustees may determine that additional payments be made to the CEO for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined and which have not previously been taken into account when determining

salary. An example is the provision of services relating to the raising of educational standards to one or more additional schools. Any such payments will be subject to the overall restrictions on headteacher's pay set out within the STPCD.

li. The Director of Education

The salary range for the above post shall be determined by reference to the STPCD, taking into account how the role fits within the wider leadership structure of the school, all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations.

The maximum of the pay range will not exceed the maximum of the CEO (see section 7) group for the Trust.

The Trustees will only re-determine the pay range of the Director of Education in the circumstances specified in the STPCD.

Certain additional allowances may be awarded to the Director of Education in line with the STPCD where the Trustees deem this to be appropriate.

lii. Head of School

The salary range for the above posts shall be determined by reference to the STPCD, taking into account how the role fits within the wider leadership structure of the school, all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations.

The maximum of the pay range will not exceed the maximum of the Director of Education's pay range for the Trust.

The Trustees will only re-determine the pay range of the above post holders in the circumstances specified in the STPCD.

Certain additional allowances may be awarded to the above post holders where the Trustees deem this to be appropriate (see Section 7).

iv. Director of School Support and Outreach, Head of Aspire Alternative College & Head of Centre RVC

The salary range for the above posts shall be determined by reference to the STPCD, taking into account how the role fits within the wider leadership structure of the school, all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations.

The maximum of the pay range will not exceed the maximum of the Head of School pay range for the Trust.

The Trustees will only re-determine the pay range of the above post holders in the circumstances specified in the STPCD.

Certain additional allowances may be awarded to the above post holders where the Trustees deem this to be appropriate (see Section 7).

v. Deputy Head/s and FWC Head of Centre

The salary range for the above posts shall be determined by reference to the STPCD, taking into account how the role fits within the wider leadership structure of the school, all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations.

The maximum of the pay range will not exceed the maximum of the pay range allocated to the Director of School Support and Outreach, Head of Aspire Alternative College & Head of Centre RVC.

The Trustees will only re-determine the pay range of the above post holder/s in the circumstances specified in the STPCD.

Certain additional allowances may be awarded to the above post holder/s where the Trustees deem this to be appropriate (see Section 7).

vi. Assistant Head (FWC & WVC)

The salary range for the above post shall be determined by reference to the STPCD, taking into account how the role fits within the wider leadership structure of the school, all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations.

The maximum of the pay range will not exceed the maximum of the pay range allocated to the Deputy Head/s and FWC Head of Centre.

The Trustees will only re-determine the pay range of the above post holder/s in the circumstances specified in the STPCD.

Certain additional allowances may be awarded to the above post holder/s where the Trustees deem this to be appropriate (see Section 7).

vii. Assistant Head RVC/ Senior SENDCo

The salary range for the above post shall be determined by reference to the STPCD, taking into account how the role fits within the wider leadership structure of the school, all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations.

The maximum of the pay range will not exceed the maximum of the pay range allocated to the Assistant Head (FWC & WVC).

The Trustees will only re-determine the pay range of the above post holder/s in the circumstances specified in the STPCD.

Certain additional allowances may be awarded to the above post holder/s where the Trustees deem this to be appropriate (see Section 7).

4.4 Support Staff

Support staff shall be appointed on appropriate salary grading for posts, based on the job description prepared by the CEO/Director of Education or other appropriate person and with regard to the remuneration awarded for similar roles within the school/MAT.

The school currently determines pay for support staff in accordance with Surrey Pay terms and conditions.

For newly appointed support staff, appointments will normally be made on the minimum of the salary range for the relevant grade. However, the appointment can be made on a salary above the minimum of the range where the Trustees wish to recognise particular experience and/or qualifications appropriate to the post, the current salary of the appointee where it exceeds the minimum of the range, or any particular recruitment difficulties. In determining the specific starting salary for a successful applicant, the selection panel will base its decision on the evidence collected through the selection process, including references.

Where an employee is promoted or re-graded onto a higher salary they will normally be placed on the minimum of the relevant pay range unless other assimilation arrangements will have been agreed or may be more appropriate.

5. Pay Reviews and Progression

5.1 All Teachers (Including Leadership Group)

All teaching staff, including those on the leadership scale, will be provided with a salary statement to take effect from 1st September each year. This statement will contain details of the annual salary plus any allowances or safeguarded sums due to the teacher. This will be provided after pay decisions have been ratified by the Trustees.

All eligible teaching staff will have their pay reviewed annually. The Trustees have delegated authority to the CEO to annually review and approve pay progression for each teacher's salary up to a value equivalent to 1 point. As long as teachers maintain effective performance in their role, meet the Teachers' Standards and engage and progress in the process of professional growth as outlined in the Growing Great Staff (Teachers) policy, pay progression will be automatic. Any recommendations exceeding 1 point will be reviewed and will require approval by the Trustees pay committee taking into account advice from the CEO/Direction of Education.

The Trustees as appropriate will ratify annual pay reviews for all eligible teachers, other than the CEO by 31st October. The CEO's annual pay review will be completed by 31st December. Where circumstances cause a delay to pay reviews, these will be completed as soon as reasonably possible after the deadline, ensuring affected teachers are regularly updated. Reviews may also 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.

The Trustees via the HR manager will provide each teacher with a written statement no later than one month after any review, outlining any payments and financial benefits awarded to the teacher, as well as the period for which they are awarded, in line with the requirements specified in the STPCD.

All teachers can expect to receive regular, constructive feedback on their professional growth through application of the Growing Great Staff (Teachers or Leaders) policy which recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. All teachers are expected to engage fully with this process. The Growing Great Staff (Teachers or Leaders) policy should be read in conjunction with this pay policy.

To be eligible for consideration of professional growth related pay progression teachers must normally have been in post at the school for at least 26 weeks in aggregate during the previous academic year (including periods of absence for school closures, sickness, maternity or family-related leave). Newly-appointed teachers who have not been in post for 26 weeks as of 1st September will not be eligible for professional growth-related pay progression with effect from 1st September in that year unless their offer letter states otherwise.

Decisions regarding pay progression will be adjusted where appropriate to take into account special circumstances, for example long-term absence resulting from sick leave. A decision on what adjustments may be necessary will be made on a case-by-case basis depending on the exact circumstances.

A decision to withhold a pay increase will not require action to have been taken under the Trust's disciplinary/capability procedure, however supporting evidence must be available to justify all decisions.

Where a safeguarding sum is payable, the Trustees will notify the teacher in writing within one month of taking the decision in line with the requirements of the STPCD.

5.2 Determining Pay Progression (Classroom Teachers)

'Classroom teachers', for the purposes of this paragraph, includes all teachers other than the leadership group.

As long as our teachers are not subject to formal capability/disciplinary procedures and continue to maintain effective performance in their role, meet the Teachers' Standards and engage and progress in the process of professional growth, pay progression will be automatic. In the case of early career teachers, pay decisions will be made by means of the early careers framework.

The school's scheme for determining pay progression for classroom teachers is contained within Appendix 1 and 2. This scheme will be applied to pay determinations made with effect from 1st September 2025, resulting from evidence collected during the previous appraisal cycle, now known as Growing Great Staff.

In the event that the Trustees determine amendments to the scheme are required after the publication of this pay policy (to apply to decisions effective from September 2025), these will be inserted into this pay policy and will be made available to all teachers to inform the 2025/2026 cycle of Growing Great Staff. Any material amendments will be subject to consultation before they are finalised.

The Trust's general policy is that any teacher who is at risk of not meeting the criteria for pay progression in Appendix 1 and 2 will receive prior warning e.g. as concerns arise and during in-year reviews. In addition, the teacher will be given adequate opportunity to address concerns with appropriate support before the end of the Growing Great Staff review period.

5.3 Determining Pay Progression (Leadership Group)

All decisions regarding pay progression for the leadership group will be made with reference to consideration of performance in the role and where they are not subject to formal capability/disciplinary procedures and reviewed against the relevant Teachers Standards/National Standards of Excellence for Headteachers and evidence of engaging and progression in the process of continued professional growth through application of the Growing Great Staff (Leaders) Policy.

Salary determinations effective from 1st September 2025 shall be made in accordance with the school's scheme for determining pay progression for the leadership group which is contained within Appendix 3, resulting from full engagement with the previous appraisal cycle now known as Growing Great Staff. In the event that the Trustees determine that amendments to the scheme are required after the publication of this pay policy (to apply to decisions effective from September 2025), these will be inserted into this pay policy and will be made available to the leadership group to inform the 2025/2026 cycle of professional growth. Any material amendments will be subject to consultation before they are finalised.

5.4 Determining Pay Progression (Support Staff)

All eligible Support Staff will have their pay reviewed annually. The Trustees have delegated authority to the CEO to annually review and approve pay progression for each Support Staff member's salary up to a value equivalent to 1 point. As long as Support Staff are not subject to formal capability/disciplinary procedures, maintain effective performance in their role and engage and progress in the process of professional growth as outlined in the Growing Great Staff (Support Staff) policy, pay progression will be automatic. Any recommendations exceeding 1 point will be reviewed and will require approval by the Trustees pay committee taking into account advice from the CEO/Direction of Education.

The Trust adopted to follow Surrey County Council pay arrangements. In accordance with this, the arrangements for pay progression will be determined by Surrey County Council subject to negotiations with the recognised trade unions and with effect from 1st April each year. Details of pay progression arrangements determined each year will be notified to eligible support staff separately but will normally be subject to effective performance in the role and engaging and progressing in the process of professional growth as outlined in the Growing Great Staff (Support Staff) policy. Pay ranges can be found in Appendix 6 to be updated again following the annual pay review dated April 2026.

All Support Staff staff will be provided with a salary statement to take effect from 1 April each year. This statement will contain details of the annual salary plus any allowances or safeguarded sums due to the Support Staff member. This will be provided after pay decisions have been ratified by the Trustees.

All support staff can expect to receive regular, constructive feedback on their professional growth through application of the Growing Great Staff (Support Staff) Policy, which recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. All support staff are expected to engage fully with this process. The Growing Great Staff (Support Staff) Policy should be read in conjunction with this pay policy.

Staff will receive their first increment being in post at their current grade level on 1 October (or the first working day of the week) in the previous year. Staff appointed, promoted or regraded between October and March will receive their first increment after six months in role and will then fall in line with the April annual review thereafter, until the maximum of the range has been reached.

Wherever a single point salary grade exists, or the post holder is at the maximum of the range, only cost of living increases will apply, where these are awarded at the discretion of the Trustees.

Decisions regarding pay progression will be adjusted where appropriate to take into account special circumstances, for example long-term absence resulting from sick leave. A decision on what adjustments may be necessary will be made on a case-by-case basis depending on the exact circumstances.

A decision to withhold a pay increase will not require action to have been taken under the Trust's disciplinary/capability procedure, however supporting evidence must be available to justify all decisions.

6. Movement to the Upper Pay Range

6.1 Applications and Evidence

Any qualified teacher may request to be paid on the upper pay range and any such request will be assessed in accordance with this policy and the Growing Great Staff (Teachers) policy. It is the

responsibility of the teacher to decide whether or not they wish to request to be paid on the upper pay range.

There is no formal application process to move to the upper pay range and our teachers are not required to maintain a portfolio of evidence to support their request to apply. They must demonstrate eligibility through full engagement with the Growing Great Staff (Teacher's) policy which outlines criteria for progression. Growth should have been sustained over at least a two year period. Employees who have been absent from work, for example due to maternity leave or extended sickness absence, will be able to use earlier examples of professional growth. Teachers should make their line manager and Head of School aware that they wish to be considered to progress on to the Upper Pay Range. This request can be made at any time during the academic year.

If a teacher is simultaneously employed at another school(s), they may submit separate applications if he/she wishes 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.

In the event that information from previous appraisals or the Growing Great Staff cycle is not applicable or available, a statement designed to demonstrate that the applicant has met the assessment criteria, should be presented instead.

Teachers on the upper pay range can expect to progress up a point every two years provided they maintain effective performance in the role, continue to meet the Teachers' Standards and fulfill the requirements outlined in the Growing Great Staff (Teachers) policy.

6.2 Assessment

An application from a qualified teacher will be successful where the Trustees pay committee (as appropriate) is satisfied:

- a) The teacher is highly competent in all elements of the Teachers' Standards; *and*
- b) The teacher's achievements and contribution to the school are substantial and sustained.

For the purposes of this pay policy "highly competent in all elements of the Teachers' Standards" and "substantial and sustained" achievements and contribution means that the teacher should meet the Upper Pay Range Progression Criteria outlined in the Growing Great Staff (Teachers) policy, and be able to demonstrate:

- They are highly competent in all of the Teachers' Standards and have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies.
- They have fully engaged in the process of professional growth leading to an extensive knowledge of curriculum, assessment and pedagogical developments within their relevant phase or subject.
- Their achievements and contribution to their school are 'substantial and sustained'.
- They have the potential and commitment to undertake professional duties which make a wider contribution to their school. This will often involve working beyond their own classroom and possibly their school to guide the professional growth of other teachers. This may include the sharing of good practice, mentoring and coaching, and providing demonstration lessons for less experienced colleagues. Upper pay range teachers are expected to promote collaboration and work effectively as a team member.

The initial assessment will be made by the line manager/Head of School who will, in assessing against the criteria above, ensure that the contribution of a part-time teacher is considered equitably bearing in mind their working hours' commitment.

The Head of School/Director of Education will consult with the teacher's line manager as

appropriate when considering the evidence and progression to the upper pay range.

The final approval of remuneration will be subject to approval by the Director of Education which is ratified by the pay committee and staff will be informed within 10 days of the application.

6.3 Notification and Feedback

After completing the assessment, the Director of Education will notify the Trustees as appropriate of their recommendation. Once the Trustees have determined the final decision, the Director of Education will then provide written feedback to the teacher as promptly as possible.

Feedback for unsuccessful teachers will have a developmental focus, stating specifically which criteria were met and which were not met, and confirming the right to appeal. Any appeal against a decision not to move the teacher onto the upper pay range will be heard under the school's pay appeals procedure (see Section 9).

6.4 Pay Progression for Successful Applicants

Successful Teachers will be moved onto the upper pay range from 1st September following their successful request. The Director of Education may propose to the Trustees that a teacher move to the upper pay range the previous September in exceptional circumstances.

It is the school's policy to place teachers who have successfully requested to access the upper pay range on the minimum of the range.

7 Allowances & Other Payments (Teaching Staff)

7.1 Teaching and Learning Responsibility Payments (TLRs)

TLR1s and TLR2s

TLR1s and TLR2s are awarded to the holders of the posts indicated in the school's staffing structure, which is available upon request to hr@ietmat.co.uk. The current values of the TLR1s and TLR2s awarded is also indicated on the staffing structure. TLRs are awarded where the Trustees are satisfied that the additional responsibilities are significant and meet the criteria specified in the STPCD. For the award of a TLR1, the post-holder must also have line management responsibility for a significant number of people and/or significant area of accountability.

The annual value of a TLR1 for the academic year 2025/2026 must be between £10,174 and £17,216 (FTE).

The annual value of a TLR2 for the academic year 2025/2026 must be between £3,527 and £8,611 (FTE).

TLR1 and TLR2 allowances in payment are uplifted with effect from 1 September in accordance with the cost-of-living increases.

In setting the values of TLR1s and TLR2s the Trustees will have regard to the relative weight of different TLR posts, taking in to account the range of responsibilities entailed, the level of accountability, the number of people for whom the individual has line management responsibilities and any other factors the Trustees deem to be relevant. Where posts are deemed to be of equal weight they will be allocated the same value. TLRs may not be awarded to leadership group post holders or unqualified teachers.

TLR3s

The Trustees may award a fixed-term TLR (a TLR3) to a classroom teacher who has been given a time-limited school improvement project or one-off externally-driven responsibilities. To award a

TLR3, the Trustees must be satisfied that the significant responsibility is one not required of all classroom teachers and which is focussed on teaching and learning, requires the exercise of a teacher's professional skills and judgement and has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils.

The annual value of a TLR3 for the academic year 2025/26 must be between £702 and £3,478.

The pro-rata principle does not apply to TLR3s.

The duration of the fixed term will be established at the outset and payment will be made monthly during this period. Pay safeguarding will not apply at the end of the fixed period. As for other TLRs, TLR3s may not be awarded to leadership group post holders or unqualified teachers.

The Trustees have established the following four spot points for the TLR1, 2 and 3 payments.

TLR pay scale	
Group	Payment (£) per annum
TLR1	
1 (min)	10,174
2	12,274
3	14,571
4 (max)	17,216
TLR2	
1 (min)	3,527
2	5,113
3	6,776
4 (max)	8,611
TLR3	
1 (min)	702
2	1,591
3	2,496
4 (max)	3,478

7.2 Recruitment and Retention Allowances

The CEO will, in exceptional circumstances, consider the award of a recruitment or retention allowance for posts where the CEO anticipates or encounters recruitment and/or retention difficulties. In determining whether a post will be eligible for a recruitment and retention allowance

the CEO will take in to account the following factors:

- Whether the post is in a nationally-recognised shortage subject area.
- Whether the post has had to be re-advertised due to insufficient quantity and/or quality of applicants.
- Whether previous recruitment to posts of a similar nature has proven difficult.
- Whether there has been a high rate of staff turnover.
- Any other relevant circumstance that the Trustees believes is having a detrimental impact on the recruitment and retention of staff.

The CEO will inform the Trustees of any Recruitment and Retention allowances that have been awarded

Where such an incentive or benefit is awarded the CEO will determine:

- Whether the award is for recruitment or retention.
- The nature of the award (e.g. cash sums, travel, housing costs, etc.) and its value.
- When/how it will be paid*.
- The start date and expected duration of the award (unless it is a one-off award).
- The review date after which the award may be withdrawn.
- The basis for any uplift that may be applied.

(*Allowances may be paid monthly, paid wholly or in part as a lump sum subject to satisfactory completion of service in the previous year, or paid by a combination of the two methods.)

Recruitment and retention allowances cannot be paid to the leadership group except where they relate to a reimbursement of reasonably incurred housing or relocation costs. Any other recruitment and retention considerations will be taken into account when determining the leadership pay range.

Recruitment and Retention allowances will be paid for an agreed period and/or subject to review. The CEO will conduct regular formal reviews of all recruitment and retention awards and will withdraw awards where the circumstances no longer justify their continued payment.

7.3 Special Educational Needs Allowance

The Trustees will award SEN allowances Group 1 to all qualified classroom teachers due to the nature of the school being an AP Academy. The Trustees will consider the following factors when awarding further SEN allowances:

- Whether any mandatory qualifications are required for the role.
- The qualifications and expertise of the qualified teacher selected for the role.
- The responsibilities and demands of the role.

The Trustees have established the following two point spot rates for special educational needs allowances to be paid to all teachers as applicable for the academic year 2025/26.

SEN pay scale	
Group	Payment (£) per annum
1 (min)	2,787
2 (max)	5,497

The Trustees will award SEN allowances each month to qualified teachers with their salary payment.

SEN allowances in payment are normally uplifted with effect from 1 September in accordance with cost-of-living increases.

7.4 Additional Payments

The Trustees may make such payments as it sees fit to a teacher, other than the CEO, in respect of:

- a) Continuing professional development undertaken outside the school day.
- b) Activities relating to the provision of initial teacher training as part of the ordinary conduct of the school.
- c) Participation in out-of-school hours learning activity agreed between the teacher and the CEO/Director of Education.
- d) 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.
- e) Where it has been assessed that a reward greater than one point is required, this must be presented to and approved by the Trustees.

7.5 Allowances for Unqualified Teachers

Unqualified Teachers are not permitted to hold TLR or SEN allowances.

The Trustees may, however, exercise its discretion to determine that an additional allowance is payable to an unqualified teacher if they consider that the teacher has:

- A sustained additional responsibility which is focused on teaching and learning and requires the exercise of a teacher's professional skills and judgment, or
- Qualifications or experience which bring added value to the role being undertaken.

8. Allowances & Other Payments (Support Staff)

The Trustees reserve the right to approve payment of honoraria to support staff in recognition of work that goes beyond that normally expected of the post holder. The Trustees delegate this responsibility to the CEO if the honoraria does not exceed the equivalent amount of a TLR3 maximum.

9. Pay Appeals

9.1 All Teachers (Including Leadership Group)

In the event of a teacher seeking reconsideration of a pay decision he or she should first seek to resolve the matter informally through discussion with the decision-maker (usually the Director of Education/Head of school) within 10 working days of the notification of the decision.

Where this is not possible, or the matter is still unresolved, the teacher may put their concerns in writing to the Pay Committee within 10 working days of the original decision, or the outcome of the informal discussion. The Pay Committee should convene a hearing within 10 working days to consider the teacher's concerns and afford the opportunity for them to make representations in person, accompanied by a trade union representative or work colleague if desired. The teacher should be informed, in writing, of the outcome of the meeting within 5 working days and notified of the right of appeal, where applicable.

If the teacher wishes to appeal against the decision of the Pay Committee they should do so within 10 working days of the written notification of the Pay Committee's decision, setting out the grounds for appeal. Any appeal against the decision of the Pay Committee should be heard by a panel of Trustees who were not part of the original pay decision. The appeal hearing should normally be

held within 20 working days of the date of the written appeal notification, giving the teacher at least 10 working days' notice of the date of the appeal.

The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination.

That the person or committee by whom the decision was made:

- Incorrectly applied a provision of the STPCD or this policy.
- Failed to have proper regard to statutory guidance.
- Failed to take proper account of relevant evidence.
- Took account of irrelevant or inaccurate evidence.
- Was biased.
- Otherwise unlawfully discriminated against the teacher.

The appellant also has the right to see all relevant papers and to be accompanied by a trade union representative or a work colleague.

If the appellant wishes to submit any written evidence as part of their appeal, then they must do so at least 5 working days prior to the appeal hearing.

Where an appeal has been submitted by a member of staff other than the CEO or Director of Education, and they are appealing against the decision made on their pay award it will be up to the Chair of the Pay Committee to determine whether a representative of the committee and/or the CEO/Director of Education should be present to explain their decision.

An agenda for hearing a pay appeal is included as an appendix to this policy.

The decision of the appeal committee should be notified in writing to the teacher within 10 working days of the appeal hearing. If the appeal is rejected, then the appeal committee should explain the reasons for their decision.

This procedure fulfills the function of the grievance procedure and therefore pay decisions cannot be reopened under the general grievance procedure.

9.2 Support Staff

Where a member of support staff is dissatisfied with any decision relating to their pay, this should be raised in accordance with the Trust's adopted grievance procedure.

10. Access to Salary Records

Staff may have access to their salary records by giving reasonable notice during term time to:

Email address	School
hr@ietmat.co.uk	Reigate Valley College, Wey Valley College and The Fordway Centre & The Aspire Alternative College Hub

11. Data Protection

Schools process personal data as part of the payroll process in accordance with the Trust's adopted data protection policy. Payroll is processed by Edupay which has in place arrangements to ensure that it takes appropriate measures to process employees' personal data safely and securely.

12. Policy Review

This policy will be reviewed following the publication of the School Teachers' Pay & Conditions Document 2026 or earlier if required.

PAY PROGRESSION FOR UNQUALIFIED TEACHERS

This appendix explains how pay progression will be determined for unqualified classroom teachers.

1. Pay Structure

The school recognises, and adheres to, the minimum and maximum of the established pay ranges as outlined in the School Teachers' Pay and Conditions Document (STPCD). For the purposes of determining pay progression, the school uses reference points within the minimum and maximum as outlined in the tables below. These salary figures reflect those valid for the 2025/2026 academic year.

The Trust has established the following six point pay scale for unqualified teacher posts:

Unqualified Teacher pay scale	
Reference Point	Fringe Area (£) per annum
UQ1	24,066
UQ2	26,656
UQ3	29,248
UQ4	31,532
UQ5	34,126
UQ6	36,718

2. Growth and Pay Progression

As outlined in section 4.1, as long as the teacher maintains effective performance in their role, meets the Teachers' Standards and engages and progresses in the process of professional growth as outlined in the Growing Great Staff (Teachers) policy, pay progression will be automatic.

The performance ratings for pay decisions are shown below:

Pay Range	For teachers that do not continue to maintain effective performance in their role, meet the Teachers' Standards and/or engage and progress in the process of professional growth	For teachers that continue to maintain effective performance in their role, meet the Teachers' Standards and engage and progress in the process of professional growth.
Unqualified Teacher	0 points	1 point every year subject to headroom available within the range

All staff members with continued good/outstanding performance should have an expectation of pay progression where there is headroom available within the range.

3. Pay progression based on performance

This will be in line with the relevant measures described in Appendix 2, pay progression for classroom teachers

All pay awards are subject to available headroom within the applicable pay range.

4. Allowances

A member of staff on the unqualified teacher pay scale will be notified of their position on the pay range and any allowances they may be eligible for.

The Trustees may determine that an additional allowance is appropriate for unqualified teachers, where the individual has:

- Taken on a sustained additional responsibility which is focussed on teaching and learning and requires the use of the teacher's professional skills and/or judgement.
- Qualifications or experience which adds significant value to the role being undertaken.

5. General

Where a staff member is a graduate teacher or is on the employment-based teacher training scheme, the Trustees will determine whether the teacher is to be paid and be eligible for allowances as a qualified teacher or unqualified teacher.

An individual who works as an unqualified teacher, gains qualified teacher status (QTS) and continues to work as a qualified teacher at the school will be transferred to a salary within the main pay range once they have obtained QTS.

The Trustees will pay the qualified teacher a lump sum which is the difference (if any) between the remuneration the teacher was paid as an unqualified teacher and the salary (not including any allowances) the teacher would have been paid as a qualified teacher, from the date QTS was obtained to the date the lump sum is paid.

The qualified teacher will also be entitled to any allowance payable that the Trustees deems appropriate.

Pay Recommendations

Final decisions about whether or not to accept a pay recommendation will be made by the Trustees having regard to the full engagement of staff in Growing Great Staff (Teachers) and taking into account advice from the senior leadership team. No pay recommendation should be considered final until it has been ratified by the Trustees.

Review

The Trustees will review the operation of this scheme on an annual basis and reserves the right to change the scheme at any time, subject to prior consultation. Teachers will be notified of any changes which may affect their future pay progression. The Trustees will consider its approach in the light of the school's budget and ensure that appropriate funding is allocated for pay progression at all levels.

PAY PROGRESSION FOR CLASSROOM TEACHERS

This appendix explains how pay progression will be determined for classroom teachers.

1. Pay Structure

The school recognises, and adheres to, the minimum and maximum of the established pay ranges as outlined in the School Teachers' Pay and Conditions Document (STPCD). For the purposes of determining pay progression, the school uses reference points within the minimum and maximum as outlined in the tables below. These salary figures reflect those valid for the 2025/2026 academic year.

Classroom teacher pay scale Main Range	
Reference Point	Fringe Area (£) per annum
M1	34,398
M2	36,373
M3	38,627
M4	41,075
M5	43,545
M6	46,839
Upper Pay Range	
U1	48,913
U2	50,668
U3	52,490

2. Growth and Pay Progression

As outlined in section 5.1, as long as the teacher maintains effective performance in their role, meets the Teachers' Standards and engages and progresses in the process of professional growth as outlined in the Growing Great Staff (Teachers) policy, pay progression will be automatic.

In the case of early career teachers, pay decisions will be made by means of the early careers framework.

The performance ratings for pay decisions are shown below:

Pay Range	For teachers that do not continue to maintain effective performance in their role, meet the Teachers' Standards and/or engage and progress in the process of professional growth	For teachers that continue to maintain effective performance in their role, meet the Teachers' Standards and engage and progress in the process of professional growth.
MPR	0 points	1 point every year subject to headroom available within the range
UPR	0 points	1 point every second year subject to headroom available within the range

All staff members that continue to maintain effective performance in their role, meet the Teachers' Standards and engage and progress in the process of professional growth should have an expectation of pay progression where there is headroom available within the range. Teachers on the upper pay range can expect to progress up a point every second year.

3. Pay progression based on performance

3.1 Pay determinations for all teachers will be determined in accordance with the pay ranges outlined in this policy.

3.2 Decisions regarding pay progression will be in accordance with the Growing Great Staff (Teachers) Policy.

3.3 To ensure fairness and transparency, assessments of performance will be properly supported through the process of Growing Great Staff that is appropriate to the pay range and an individual's position within it (e.g. MPR, UPR) such as the following:

- Self-reflection through the cycle of Growing Great Staff
- Coaching Observations communicated following lesson observations
- Tracking pupils' progress
- Feedback from pupils and parents
- Achievements and contribution to the wider school

3.4 The school will use a combination of absolute and relative performance measures, such as benchmarking internally as well as comparing data to other schools nationally and of a similar standing to inform the School Development Plan but pay recommendations are not linked to data targets.

3.5 The rate of progression will be subject to an individual teacher's growth.

3.6 Judgements will be made regarding the extent to which teachers have met their individual objectives and the relevant teacher standards, as well as their impact on the following aspects:

- Pupil progress
- Wider outcomes for pupils
- Improvements in individually identified elements of practice, e.g. behaviour management and lesson planning ensures a good/outstanding and safe learning environment.

- Impact on the effectiveness of teachers and other members of staff, e.g. modelling good and effective practice.
- Wider contribution to the work of the school e.g. impact of contribution to whole school initiatives and to the SDP.
- Agreed contribution to the wider school community, e.g. supporting other schools.
- Identified and made improvements in teaching practice e.g. CPD is acted on and there is a clear positive impact.

3.7 Teachers will be eligible for a pay increase of 1 point (every year/second year depending upon pay range) within their identified pay range if:

- They fully engage in professional growth as outlined in the Growing Great Staff (Teachers) policy.
- They are assessed as meeting the relevant teacher standards.
- Student progress is at least 'good'.
- They maintain effective performance in their role.

3.8 Early Career Teachers are not automatically entitled to pay progression following successful completion of their induction period.

3.9 The Trustees will use any evidence from an ECT's induction period to inform any decisions regarding pay progression alongside the school's Growing Great Staff Policy. 3.10 The Trustees will determine where, within their pay range, an ECT's annual salary will be fixed.

3.11 For any teacher due to go on maternity leave, the school will ensure that professional growth is reviewed before this maternity leave. A decision on what adjustments may be necessary will be made on a case-by-case basis depending on the exact circumstances.

3.12 The school will make reasonable adjustments to the professional growth process as it sees fit for any teachers who meet the definition of disability as defined in the Equality Act 2010. Occupational Health advice may be sought at this time.

All pay awards are subject to available headroom within the applicable pay range.

Pay Recommendations

Final decisions about whether or not to accept a pay recommendation will be made by the Trustees having regard to the full engagement of staff in Growing Great Staff (Teachers) and taking into account advice from the senior leadership team. No pay recommendation should be considered final until it has been ratified by the Trustees.

Review

The Trustees will review the operation of this scheme on an annual basis and reserves the right to change the scheme at any time, subject to prior consultation. Teachers will be notified of any changes which may affect their future pay progression. The Trustees will consider its approach in the light of the school's budget and ensure that appropriate funding is allocated for pay progression at all levels.

AGENDA FOR PAY APPEAL HEARING

(An appeal against a pay decision by the CEO will need to be modified accordingly)

(SCHOOL), (DATE), (TIME)

1. Introduction of all those present.
2. The appellant and/or their representative to present their reasons for appeal with any supporting evidence and calling witnesses* if applicable.
3. The representative of the Pay Committee/CEO/Director of Education to ask questions of the appellant and witnesses* if applicable.
4. The Appeals Committee to ask questions of the appellant and witnesses* if applicable.
5. The representative of the Pay Committee/ CEO/Director of Education to respond to the appellant's appeal, and calling witnesses* if applicable.
6. The appellant and/or their representative to ask questions of the representative of the Pay Committee/ CEO/Director of Education.
7. The Appeals Committee to ask questions of the representative of the Pay Committee/ CEO/Director of Education.
8. The appellant and/or their representative to summarise.
9. The representative of the Pay Committee/ CEO/Director of Education to summarise.
10. Hearing to be adjourned whilst all parties, except the Appeals Committee, their adviser and the Clerk, leave the room.
11. The parties will be recalled and if the Appeals Committee has reached a decision this will be confirmed.

*Witnesses will usually be called one at a time and will be questioned by the other party and the panel, if necessary, before being asked to leave and the next witness called in.

SCHOOL STAFFING STRUCTURE

The school structure for each school can be requested from:

Email address	School
hr@ietmat.co.uk	Reigate Valley College, Wey Valley College and The Fordway Centre, the Aspire Alternative College Hub

SUPPORT STAFF PAY RANGES**APPENDIX 6**

Pay scales below apply for the period 1 April 2025 - 31 March 2026 and are shown as the Full Time Equivalent (FTE).

Pay Grade & Point	Salary £	Pay Grade & Point	Salary £
PS1/2	23652	PS8	£
PS3	24330	PS8.2	36873
PS4	£	PS8.3	37591
PS4.2	25052	PS8.4	38322
PS4.3	25480	PS8.5	39069
PS4.4	25916	PS8.6	39820
PS4.5	26360	PS9	£
PS4.6	26825	PS9.2	41585
PS5	£	PS9.3	42397
PS5.2	27634	PS9.4	43224
PS5.3	28113	PS9.5	44068
PS5.4	28602	PS9.6	45135
PS5.5	29101	PS10	£
PS5.6	29604	PS10.2	47142
PS6	£	PS10.3	48064
PS6.2	30647	PS10.4	49005
PS6.3	31187	PS10.5	49965
PS6.4	31739	PS10.6	51175
PS6.5	32301	PS11	£
PS6.6	32867	PS11.2	53713
PS7	£	PS11.3	54980
PS7.2	33552	PS11.4	56278
PS7.3	34186	PS11.5	57609
PS7.4	34833	PS11.6	58953
PS7.5	35098		
PS7.6	35763		