ST CLARE

Catholic Multi Academy Trust

Pay Policy

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Status	Live
Policy Author	CFO
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Review Period	N/A
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Version	2
Advisory Committee	
Linked Documents and Policies	Capability Policy Grievance Policy

This policy shall be reviewed in accordance with the above review date, or earlier should there be a legal requirement, business requirement or any collective agreement that necessitates a change.

Changes to this edition

Date	Version	Details of changes
July 2025	1.0	First Edition
July 2026	2.00	TLR section replaced at section 12 to ensure compliance with the STPCD September 2026 changes.

This Pay Policy has been approved and adopted by St Clare for use in all its schools.

Commitment to Equality

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We are guided by the principles of Catholic Social Teaching, in particular human dignity and dignity in work. We recognise the importance of demonstrating:

- respect for the rights and dignity of employees
- support for all members of the community to flourish
- opportunities for all to participate and contribute.

DEFINITIONS

In this Pay Policy, unless the context otherwise requires, the following expressions shall have the following meanings:

i. 'School' means any school operated by St Clare Catholic Multi-School Trust and includes all sites upon which the school undertaking is, from time to time, being carried out.

ii. 'Board' means the board of Directors of St Clare.

iii. 'Companion' means a willing work colleague not involved in the subject matter of the issue being dealt with under this policy, or a trade union official, an accredited representative of a trade union or other professional association of which the employee is a member, who should be available for the periods of time necessary to meet the timescales under this Pay Policy.

iv. 'Headteacher' means the most senior teacher in the school who is responsible for its management and administration. Such teacher may also be referred to as the Head of School.

v. 'Local Academy Committee' means the body carrying out the employment functions of St Clare in relation to the school.

vi. 'St Clare' means St Clare Catholic Multi-School St Clare, which is the company responsible for the management of the school and, for all purposes, means the employer of staff at the school.

vii. 'Working Day' means any day on which you would ordinarily work if you were a full-time employee. In other words, 'Working Day' will apply differently to teaching and non-teaching staff. However, part-time and full-time staff will not be treated differently for the purposes of implementing this Pay Policy.

1. About this policy

1.1 This policy sets out the framework for St Clare and its schools for making decisions about pay.

1.2 For the avoidance of doubt employees working on a part-time basis shall have the same opportunity to progress through the pay ranges as those working full-time.

1.3 The Trust complies with School Teachers Pay and Conditions and Burgundy book for school teachers and the National Joint Council for support staff and Green book.

1.4 This Policy applies to all employees within St Clare, based within a school or the central team, except for the setting of Executive Pay, which is covered in St Clare's Executive Pay and Remuneration Policy.

2. Responsibilities for implementing the policy

2.1 The St Clare Board has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant contractual framework. The Headteacher has delegated day-to-day responsibility for operating the policy at schools. Whilst the CEO has delegated day to day responsibility for the operation of the policy for the Shared Services Team at St Clare.

2.2 Managers have a specific responsibility to ensure the fair and consistent application of this policy and all members of staff are responsible for supporting colleagues and ensuring its success.

3. Purpose of this Policy

3.1 This policy supports the recruitment and retention of an effective workforce; recognising and rewarding staff appropriately for their contribution to the School or St Clare Shared Services Team and St Clare, ensuring that decisions on pay are managed in a fair, consistent and transparent way; and focussing on the importance of quality teaching, learning and service delivery and in doing so improving standards and making a positive impact on pupil and organisational development, progress and outcomes.

4. Determination of Pay on Appointment

4.1 The Headteacher will determine pay on appointment to posts in school. The CEO will determine pay on appointment to Shared Services or St Clare wide posts.

4.2 Typically, new appointments will be paid at the first point of the scale for their post. The Headteacher (in consultation with the St Clare) or CEO may determine a higher starting salary point within the salary range for the post, having regard to;

- the current salary earned by the candidate (where needed, evidenced by their last employer via a pay slip/letter or contract of employment)
- the requirements of the post;
- any specialist knowledge required for the post;
- the experience required to undertake the specific duties of the post;
- the wider St Clare and school context;
- the local labour market (e.g. for teachers of specific subjects)
- the candidate's academic qualifications;
- the candidate's experience;
- any verified evidence of the candidate's responsibility for leading/contributing to improvement (e.g. for teachers – evidence of improving pupil progress)

4.3 St Clare adopts pay portability for classroom teachers, so that a newly appointed teacher does not start on less than the FTE salary (pro rata for part time) of their previous classroom teacher post.

5. Pay progression

5.1 There is expectation that all employees covered by this policy are meeting the requirements of their role and where applicable the Teachers Standards Pay progression will be made

automatically within the relevant grade, unless the employee is subject to a performance improvement plan in accordance with the formal stage of the St Clare's Performance and Capability Policy. Normal pay progression is defined as one increment. This also, includes Early Careers Teachers after 1 year.

5.2 Where performance concerns have been identified a support plan will be agreed and put in place to improve performance, in accordance with the Capability Policy and Procedure. If despite this, and the employee enters the formal stage of the Capability Policy, there will be no progression during where the employee enters the formal stage of the Capability Policy there will be no pay progression during that academic year.

5.3 Where the formal stage of the Capability Policy is concluded with the outcome that performance has returned to a satisfactory level, any incremental progression that may have been due on the previous 1 September/1 April (as appropriate), will be paid from the date the process/meeting has decided that performance is satisfactory.

6. Teacher Leadership Pay Range

6.1 The Leadership Pay Range is set out at in the appendices to this policy. This applies to roles such as:

- Head Teacher
- Deputy/Assistant Head Teacher

6.2 Neither a new post on the Leadership Pay Range nor any vacant post on the Leadership Pay Range will be advertised without prior approval of St Clare who shall set the appropriate range for the relevant role in accordance with the STPCD and relevant guidance.

6.3 The pay scale for Headteachers will be set in accordance with the STPCD and relevant guidance, considering the school's Headteacher group.

6.4 TLRs and Project Bonuses cannot be paid to employees on the Leadership Pay Range.

7. Classroom Teachers

7.1 Any vacant posts for classroom teachers will be advertised as being between the minimum of the Main Pay Range and the maximum of the Upper Pay Range set out in the appendices to this policy.

7.2 On appointment the Headteacher, in consultation with St Clare, will determine the starting salary in line with section 4 above

7.3 Teachers employed on an ongoing basis who work less than a full working week are deemed to be part-time. They will be given a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to working time arrangements and by comparison with the Schools timetabled teaching week for a full-time teacher in an equivalent post.

7.4 Teachers employed on a day-to-day or other short notice basis will be paid daily 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.

8. Pay Review

8.1 Support staff salaries will be effective from 1 April and will be applied when the annual NJC outcome is announced. Pay awards notified later in the year will be backed dated and arrears of pay, paid to 1 April.

8.2 St Clare will apply teachers STPC pay increases with effect from 1 September and implement no later than 31 October each year, and that all teachers (including those on the Leadership Pay Range) are given a written statement setting out their salary and any other financial benefits to which they are entitled.

9. The Upper Pay Range

9.1 The Upper Pay Range is set out in the appendices to this policy.

9.2 Any qualified teacher within St Clare may apply to be promoted to the Upper Pay Range. Only one such application may be made in an academic year and should be made by 31 October of that academic year.

9.3 If a person is placed on the Upper Pay Range that promotion will take effect immediately unless further evidence is required to support the application, e.g. examination results, when it will be implemented from the date the evidence is presented and backdated to the start of the academic year.

9.4 Applications should be made to the Headteacher in writing with supporting evidence the teacher considers appropriate. The Headteacher should assess the application within 20 working days.

9.5 The Headteacher may exercise discretion in considering an application from a teacher to join the Upper Pay Range if the Headteacher is satisfied that:

(a) the teacher is highly competent in all elements of the Teachers' Standards, as applicable; and

(b) the teacher's achievements and contribution to the school are substantial and sustained.

9.6 To pass these two tests, the teacher must demonstrate clear and secure evidence covering a continuous period of 2 years of:

(a) all their teaching being at least consistently good with a significant proportion excellent;

(b) excellent depth and breadth of knowledge, skills and understanding of the Teacher's Standards, as applicable, and of developing adherence to those Standards by colleagues;

(c) consistently positive impact on pupil progress to achieve or exceed expected outcomes;

(d) consistently positive impact on raising standards across the school, not just in the teacher's own classroom;

(e) effectively demonstrating to colleagues good and excellent teaching and learning practice and how they contribute to the work of the school;

(f) effectively working collaboratively across the School and/or St Clare in a wider role or outside the St Clare;

(g) effectively leading and developing a team; and

(h) effective or innovative use of CPD opportunities.

The Head teacher in considering an application for the Upper Pay Range, will consult with the Executive to ensure consistency across St Clare.

10 Progression through the Upper Pay Range

10.1 A teacher will normally progress one point on the Upper Pay Range each year until they reach the top of the scale.

10.2 In exceptional circumstances, the Headteacher may recommend additional progression of a further increment for those teachers where outstanding performance can be identified. To ensure consistency and fairness, these recommendations will be considered by the CEO/Executive team. Cases of exceptional performance are likely to include demonstration of;

- Consistently exceptional quality of teaching and learning practice
- Meeting all Teacher Standards & consistently exceptional quality of teaching and learning practice
- Successful leadership of an initiative where impact on the school or St Clare can be evidenced.

11. LEADING PRACTITIONERS

11.1 The Leading Practitioner Range is set out in the appendices to this policy

11.2 Leading Practitioner roles which must have the primary purpose of modelling and leading improvement of teaching skills may only be advertised with the approval of St Clare..

11.3 TLRs and Project Bonuses may not be paid to Leading Practitioners.

12. Teaching and Learning Responsibility Payments (TLRs)

12.1 St Clare recognises that Teaching and Learning Responsibility (TLR) payments provide an important mechanism for recognising sustained additional responsibilities undertaken by teachers in support of high-quality Catholic education.

In line with St Clare's mission and values, TLR roles will:

- Support the Catholic life and mission of the school and St Clare
- Contribute to high standards of teaching, learning and pupil outcomes.
- Promote service, leadership and the common good within the school community.

All TLR payments will be determined in accordance with the School Teachers' Pay and Conditions Document (STPCD) 2025 (as updated).

12.2 St Clare will allocate a TLR award on the following structural framework:

- TLR1 – for significant leadership responsibility across the school or St Clare.
- TLR2 – for responsibility within a key subject, department, or pastoral area.
- TLR3 – for clearly time-limited school improvement projects.

The award of a TLR1 and TLR2 will only be permitted for a post of significant responsibility which:

- Focusses on teaching and learning.
- Requires exercise of a teacher's professional skills and judgement.
- Requires the teacher to lead, manage or develop a subject or curriculum area or to lead pupil development across the curriculum.
- Impacts on the educational progress of pupils other than the teacher's assigned class(es).
- Involves leading, developing and enhancing the teaching practice of other staff.
- In addition, a TLR 1 post must also involve management responsibility for a significant number of people.

Teachers will not be expected to undertake such additional responsibilities on a permanent basis without payment of a permanent TLR1 or TLR2 payment.

TLR1 and TLR2 may only be awarded on a temporary basis to a teacher occupying the post temporarily for:

- Secondments.
- Maternity /Shared Parental Leave Cover
- Staff absent due to sickness
- Vacancies pending permanent appointment.

The teacher must be notified at the start of a temporary TLR1 and TLR2 of either the date or circumstances in which the temporary TLR 1 or TLR2 will end.

The values of all TLR payments will fall within the statutory ranges set out in the STPCD and will be reviewed annually or in line with changes to the STPCD.

12.3 From 1 September 2026, all TLR1 and TLR2 payments will be determined based on the proportion of the full TLR responsibility undertaken by the teacher and not by reference to contracted hours or full-time equivalence (FTE). Accordingly:

- A teacher undertaking the full duties of a TLR role will receive 100% of the TLR payment, irrespective of whether they are full-time or part-time.
- A TLR role may be shared between two or more teachers, with each receiving a proportion of the TLR payment.
- A teacher may be allocated a partial TLR role, with payment reflecting the defined proportion of responsibility.

This approach ensures that remuneration is aligned with actual duties, accountability, and contribution to the aims and objectives of the school and St Clare.

12.4 TLR3 payments are to be awarded for clearly time-limited projects or one-off responsibilities and will clearly specify:

- The duration of the role.
- The expected outcomes.

- The payment value.

TLR 3 payments will also be subject to the following conditions:

- Are not subject to the proportional responsibility requirement.
- May be paid to the holder of a TLR1 or TLR2.

12.5 For each TLR post, St Clare will ensure that:

- A clear job description is in place, identifying duties, expectations and impact.
- The proportion of responsibility attached to the role is explicitly defined.
- The responsibilities are reasonable and achievable within directed time and working arrangements.

In determining scope, St Clare will take into account:

- The extent of leadership and management responsibility.
- The impact on teaching and learning outcomes.
- The contribution to the Catholic ethos and wider life of the school.

12.6 St Clare recognises that the TLR framework:

- Supports flexible working arrangements, including part-time roles and job shares.
- Enables wider access to leadership opportunities across St Clare.
- Promotes fairness by aligning pay with responsibility rather than contracted hours.

All TLR decisions will be:

- Objective and transparent.
- Consistent with St Clare's Equality Policy.
- Made with due regard to the Catholic principles of dignity, fairness and inclusion.

12.7 TLR allocations and payments will be:

- Reviewed annually as part of the pay review process or in line with changes to the STPCD and approved by the St Clare.
- Reviewed where there are significant changes to responsibilities or organisational structure.
- Where responsibilities are reduced or removed, any changes to salary will be implemented in accordance with STPCD safeguarding provisions.

13. Recruitment and Retention Allowances and Incentives

13.1 We may make such payments or provide such other financial assistance, support or benefits to a teacher as we consider to be necessary as an incentive for the recruitment of new teachers and the retention in their service of existing teachers.

13.2 We will review the use of existing and future allowances annually.

13.3 Recruitment and Retention Allowances and Incentives require the prior approval of St Clare CEO up to a limit of £5,000 and the full Board for amounts above £5,000 and will not be paid to persons on the Leadership Pay Range other than as reimbursement for housing or relocation costs and will need to be receipted.

13.4 Recruitment and Retention Allowances are pensionable under the Teachers' Pension Scheme.

14. Special Educational Needs Allowance

14.1 Special Educational Needs Allowances may be awarded to a classroom teacher in accordance with the STPCD. The values for such allowances determined by St Clare Board are set out within the appendices to this policy.

15. Additional Payments for Teachers

15.1 The St Clare/school will decide on a case-by-case basis

15.2 St Clare may make additional payments in accordance with STPCD to staff (other than the Headteacher) for:

(a) CPD outside of the school day;

(b) activities relating to the provision of initial teacher training as part of ordinary conduct of St Clare and/or school;

(c) participation in out-of-school hours learning activity agreed by the Headteacher; and

(d) additional responsibilities and activities due to or in respect of the provision of service by a Headteacher relating to the raising of educational standards to one or more additional schools.

PROVIDED:

(a) the Headteacher shall have given prior approval;

(b) Participation in any such activities is entirely voluntary for classroom teachers;

(c) All additional payments are pensionable under the Teachers' Pension Scheme

16. Acting Allowances

16.1 We will pay an acting allowance to a staff member who is temporarily assigned and carrying out duties of higher graded role (support staff) or a teacher on the Leadership Pay Range after 4 continuous weeks, commencing from the day on which such duties are first assigned and completed (pro rata where less than 1 FTE).

17. 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. Teachers working in this capacity will be paid the rate for the job, which will normally be a maximum of main pay range point 6, unless other arrangements are already in place (e.g. a retired member of staff who has agreed to provide ad hoc supply at their final rate of pay)

18. Support Staff Pay Scales

18.1 Support staff pay will follow the NJC pay scales for local government support staff and any relevant local agreements. Pay progression through any pay range is automatic for support staff.

18.2 New roles created will have the job description and person specification evaluated by St Clare in accordance with an approved scheme prior to advertising. Advice will be sought from the suitably trained persons engaged by St Clare to advise on grading.

18.3 The starting salary at appointment will be determined as set out in section 4 above.

18.4 If at any time the Headteacher/Manager, in consultation with St Clare, considers that a member of support staff is being asked to undertake, or has undertaken, increased responsibilities on a permanent basis, they shall refer the job description of the post, with the new responsibilities, in consultation with the St Clare HR team. If the evaluation provides for a higher salary, that salary will be paid to the post holder from a date determined by the Headteacher/Manager.

18.5 Where the Headteacher considers it appropriate at the point of pay review, they may recommend that a named member of the support staff shall be awarded an honorarium for excellence in performance during the previous year. The honorarium may either be paid as a lump sum payment at the next salary payment after the appropriate committee's decision, or as a 1/12 increase in monthly salary over the next year. The payment of an honorarium in one year shall not entitle you to payment of an honorarium in subsequent years and shall not confer on you a contractual entitlement to an honorarium each year. The honorarium will be treated as a non-consolidated payment.

19. Overtime Payments for Support Staff

19.1 St Clare shall not pay any member of support staff overtime unless it is approved in advance in writing by the Headteacher/Manger in accordance with Green book conditions for staff on scale points at or below SCP 22, once more than 37 hours has been worked in a working week

19.2 Any overtime paid will be paid in accordance with section 2.6 of the Green book.

20. Salary Sacrifice Arrangements

20.1 We may operate a salary sacrifice arrangements where available. These schemes will be from time to time reviewed and amended and do not form part of contracts of employment. Examples of such schemes:

a) a childcare voucher or other childcare benefit scheme (this was closed to new members in 2018)

b) Cycle to Work

c) Shared Cost AVCs (Available to support staff only)

21. Statutory Leave (for example: Maternity Leave, Shared Parental Leave and Adoption Leave)

21.1 Those staff absent from work will receive pay progression in the normal way, as set out in section 5.

22. Appeals

Where any employee feels that a determination on their pay is unfair, they have the right to appeal.

Employees should attempt to resolve the matter informally at first, by speaking to their line manager.

If the employee is not satisfied that the matter has been resolved through an informal approach, they can make a formal appeal by writing to the relevant appeal manager*, setting out their reasons for the appeal. Reasons may include:

- The pay policy was incorrectly applied
- The pay determination contravenes statutory guidance
- The pay determination contravenes equality legislation
- Relevant evidence was not considered when making the determination

If the appeal is upheld, St Clare will re-issue the pay statement with the correct information and ensure it is applied through payroll.

*The procedure to follow in the case of an appeal is the same as that which is set out in the formal stage of the St Claire Grievance Policy. This procedure identifies the appropriate manager at the first and second formal stage.

Appendix 1 – Teacher Pay Scales

Main Pay Range

M1 (Minimum) [1]	£32,916
M2	£34,823
M3	£37,101
M4	£39,556
M5	£42,057
M6 (Maximum)	£45,352

Upper Pay Range

U1 (Minimum) [1]	£47,472
U2	£49,232
U3 (Maximum)	£51,048

Teaching and Learning Responsibilities (TLRs)

TLR 1	**Minimum** **Maximum**	£10,174 £17,216
TLR 2	**Minimum** **Maximum**	£3,527 £8,611
TLR 3	**Minimum** **Maximum**	£702 £3,478

Special Educational Needs Allowances

SEN Minimum	£2,787 £5,497

SEN Maximum	

Unqualified Teachers

1 (Minimum)	£22,601
2	£25,193
3	£27,785
4	£30,071
5	£32,667
6 (Maximum)	£35,259

Lead Practitioners

Spine Point	
1	£52,026
2	£53,332
3	£54,663
4	£56,022
5	£57,418
6	£58,857
7	£60,443
8	£61,836
9	£63,381
10	£65,010

11	£66,695
12	£68,233
13	£69,937
14	£71,682
15	£73,465
16	£75,419
17	£77,150
18	£79,092

Leadership Group

Spine point	
L1 [1]	£51,773
L2	£53,069
L3	£54,394
L4	£55,747
L5	£57,137
L6	£58,569
L7	£60,145
L8	£61,534
L9	£63,070
L10	£64,691
L11	£66,368

Spine point	
L12	£67,898
L13	£69,596
L14	£71,330
L15	£73,105
L16	£75,049
L17	£76,772
L18	£78,702
L19	£80,655
L20	£82,654
L21	£84,699
L22	£86,803
L23	£88,951
L24	£91,158
L25	£93,424
L26	£95,735
L27	£98,106
L28	£100,540
L29	£103,030
L30	£105,595
L31	£108,202

Spine point	
L32	£110,892
L33	£113,646
L34	£116,456
L35	£119,350
L36	£122,306
L37	£125,345
L38	£128,447
L39	£131,578
L40	£134,860
L41	£138,230
L42	£141,693
L43	£143,796

Ranges for Headteachers

Group	Range of spine points	
1	**L6-L18**	£58,569 - £77,924
2	**L8-L21**	£61,534 - £83,860
3	**L11-L24**	£66,368 - £90,255

Group	Range of spine points	
4	**L14-L27**	£71,330 - £97,136
5	**L18-L31**	£78,702 - £107,131
6	**L21-L35**	£84,699 - £118,169
7	**L24-L39**	£91,158 - £130,274
8	**L28-L43**	£100,540 - £143,796