Pay Policy

September 2026

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Cambridgeshire County Council

This is a school specific policy based upon EPMs Model Pay Policy .

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1. Purpose and principles

1.1 This policy sets out the arrangements for determining pay and allowances for teachers, school leaders and support staff at Castle School, Cambridge.

1.2 The Governing Body is committed to fair, transparent and consistent arrangements which recognise professional responsibilities, support recruitment and retention, uphold equality and enable the school to maintain high-quality educational provision.

1.3 The school will apply the School Teachers' Pay and Conditions Document 2026 (STPCD) and its associated statutory guidance for teachers. Support-staff pay will be determined under the applicable contractual provisions, locally adopted pay framework and relevant national and Cambridgeshire County Council arrangements.

1.4 Castle School has removed performance-related pay progression for teachers. Teachers will normally progress automatically by one point on their adopted pay range each year, where a further point is available. The only exception relating to performance is where the teacher is in formal capability proceedings and the appropriate decision-maker determines that progression should be withheld in accordance with the STPCD.

1.5 The school will ensure that appraisal remains a supportive professional development process and is not used to create an additional performance-related barrier to pay progression.

1.6 Pay decisions must have due regard to the Equality Act 2010, including the Public Sector Equality Duty, and must not discriminate unlawfully on grounds of any protected characteristic. The school will consider the effects of maternity, family-related leave, disability, part-time working, sickness absence and other relevant circumstances.

2. Responsibilities and delegated authority

2.1 The Governing Body is the relevant pay body for the purposes of the STPCD and retains overall responsibility for the adoption and operation of the Pay Policy.

2.2 The Governing Body will establish a Review Committee to determine pay matters in accordance with its agreed committee structure and terms of reference. A separate Review Appeal Committee, consisting of governors without prior involvement in the matter, will consider appeals.

2.3 Staff governors will not participate in decisions concerning their own pay or matters in which they have a conflict of interest.

2.4 The Headteacher is responsible for the day-to-day operation of this policy and for providing written pay recommendations concerning staff other than the Headteacher. The Headteacher will ensure that recommendations are properly evidenced, comply with the STPCD or relevant support-staff terms and are affordable within the agreed budget.

2.5 The Headteacher's pay recommendation will be made by the delegated governors responsible for the Headteacher's appraisal, following consultation with the external adviser. The final determination will be made by the appropriate unconflicted governors.

2.6 The Governing Body will ensure that the appropriate local authority advice and procedural arrangements are followed when necessary.

3. Annual salary determination

3.1 Teachers' salaries will be reviewed annually. Pay determinations for teachers other than the Headteacher will normally be completed by 31 October and for the Headteacher by 31 December, with applicable awards effective from 1 September.

3.2 A written pay recommendation is required for every teacher following the appraisal arrangements, including teachers for whom progression is automatic under Castle School's policy. The recommendation is not performance-related pay progression, it details progression where available within the scale.

3.3 Following determination, employees will receive a written salary statement specifying their salary, pay range, relevant allowances and other information required by the STPCD.

3.4 Where an employee has been absent because of maternity, other family-related leave, illness or other protected or authorised absence, pay decisions will be made fairly and without unlawful disadvantage. Progression will not be delayed merely because an appraisal meeting could not take place in the usual manner.

3.5 The Governing Body will monitor the consistent application of this policy, including its equality impact, any gender pay gaps and budget implications.

4. Salary placement on appointment

4.1 Advertised teaching posts will identify the pay range available for the role. The starting salary will be determined by the Headteacher or relevant recruitment panel within the advertised and approved range.

4.2 In making a determination, the decision-maker will consider relevant experience, qualifications, expertise, responsibilities, recruitment conditions, the requirements of the role and internal pay relativities.

4.3 The school may recognise previous teaching experience and relevant non-teaching experience. There is no automatic obligation to match an applicant's previous salary, unless a statutory or contractual provision requires it.

4.4 Starting salaries must be recorded with a clear rationale and applied consistently.

5. Main Pay Range, Upper Pay Range and unqualified teachers

5.1 Castle School adopts the published 2026 Rest of England advisory pay points as its classroom teacher pay-point structure, subject to formal ratification and any preserved contractual arrangements.

5.2 The following annual salary points apply from 1 September 2026:

Main Pay Range	Salary
M1	£34,069
M2	£36,042
M3	£38,400
M4	£40,941
M5	£43,529
M6	£46,940

Upper Pay Range	Salary
U1	£49,134
U2	£50,956
U3	£52,835

Unqualified Teacher Range	Salary
U1	£23,732
U2	£26,075
U3	£28,758
U4	£31,124
U5	£33,811

U6	£36,494

5.3 The statutory minimum and maximum salary limits will always be observed.

5.4 A teacher who obtains Qualified Teacher Status will have their salary reassessed in accordance with the STPCD, including any applicable protection.

6. Teacher pay progression

6.1 Teachers on the Main Pay Range, Upper Pay Range and Unqualified Teacher Range will normally progress by one adopted pay point at each annual determination, where they have completed the relevant period of employment and have not reached the maximum.

6.2 Leading practitioners will progress within their approved individual ranges in accordance with the same non-performance-related approach and the STPCD.

6.3 For teachers on the Upper Pay Range, Castle School will continue to determine progression annually, notwithstanding that the STPCD requires determination at least every two years.

6.4 Progression will not be withheld because appraisal objectives have not been fully achieved, because of an informal support plan, or because of the employee's absence, unless another lawful provision independently applies.

6.5 Where a teacher is in formal capability proceedings, the decision-maker may consider withholding progression in accordance with the STPCD. The decision must be individual, properly recorded, consistent with the school's Capability Procedure, and subject to the pay review and appeal arrangements.

6.6 Teachers at the maximum of their adopted pay range will not receive an additional incremental point. This does not affect their entitlement to applicable national pay awards.

6.7 Early Career Teachers will receive progression in accordance with the STPCD and Castle School's adopted policy. Statutory induction arrangements will provide the relevant assessment framework.

7. Access to the Upper Pay Range

7.1 Qualified teachers may apply for assessment to access the Upper Pay Range in accordance with paragraph 15 of the STPCD.

7.2 Castle School will retain its existing annual application deadline of **30 September**. Applications will be submitted to the Deputy Headteacher.

7.3 Applications will be assessed against the statutory requirements that the teacher is:

- Highly competent in all elements of the relevant Teachers' Standards; and
- Making a substantial and sustained achievement and contribution to an educational setting or settings.

7.4 For Castle School, *highly competent* means that the teacher demonstrates secure, effective professional practice across the relevant standards, enabling pupils with a wide range of SEND to make meaningful progress within the context of their individual starting points.

7.5 *Substantial and sustained contribution* means a significant and continuing contribution to the quality of education, pupil outcomes or wider professional practice. This may include curriculum development, coaching and mentoring, specialist expertise, communication and AAC practice, adaptive teaching, therapeutic and relational practice or preparation for adulthood.

7.6 Evidence will be proportionate. Existing appraisal reports, curriculum evidence, assessment information, professional discussions and examples of wider contribution may be used. Teachers will not be required to compile unnecessarily extensive portfolios.

7.7 The Headteacher will assess applications and make recommendations to the Review Committee, with decisions normally completed during the autumn term.

7.8 Successful applicants will normally be placed on U1. Exceptionally, a higher starting point may be recommended with recorded justification and Review Committee approval.

7.9 Successful awards will be effective from 1 September of the relevant year and backdated where appropriate.

7.10 Applicants will receive the decision in writing, with feedback and access to the review and appeal process.

8. Leadership pay

8.1 Leadership pay will be determined in accordance with the relevant STPCD provisions, taking account of the responsibilities of the post, the school's context and the approved staffing structure.

8.2 The individual Headteacher Pay Range currently recorded in Castle School's Pay Policy is **L28–L32**. This draft makes **no proposal to change that range**.

8.3 The current approved leadership ranges are:

Role	Individual pay range
Headteacher	L28–L32
Deputy Headteacher	L20–L23
Assistant Headteacher	L9–L12
Head of Site	L4–L7

8.4 The Governing Body will maintain a formal record of the school's statutory headteacher group calculation. Any classification review will be recorded separately and will not, of itself, constitute an alteration to an individual leadership pay range.

8.5 Salary progression for leadership teachers will normally be by one point annually, subject to the approved range and the formal capability exception in the STPCD.

8.6 The Headteacher's annual pay determination will be informed by the written recommendation arising from the Headteacher appraisal process, with advice from an appropriately skilled external adviser.

8.7 Changes to leadership pay ranges or additional leadership payments require the appropriate Governing Body determination, supporting rationale and compliance with statutory requirements.

9. Teaching and Learning Responsibility payments

9.1 TLR payments will be allocated only where the duties satisfy the statutory criteria and the responsibility has been identified within the approved staffing structure.

9.2 The statutory annual TLR ranges from 1 September 2026 are:

Payment	Statutory range

TLR1	£10,531–£17,819
TLR2	£3,651–£8,913
TLR3	£727–£3,600

9.3 A TLR1 or TLR2 award must reflect the proportion of the relevant responsibilities actually undertaken, rather than automatically reflecting the individual's contractual part-time percentage.

9.4 Where responsibilities are shared, the school will document the division of duties, accountability, payment and review arrangements. Teachers working part-time may receive the full TLR value if they undertake the full responsibility.

9.5 TLR3 payments will be used only for qualifying fixed-term projects or one-off responsibilities. The purpose, period and amount will be documented before the award begins.

9.6 The staffing structure and current TLR allocations will be maintained as a controlled schedule accompanying this policy.

10. Special Educational Needs allowances

10.1 A SEN allowance will be paid where required by paragraph 21 of the STPCD, including to eligible classroom teachers employed in Castle School as a special school.

10.2 The 2026 statutory SEN allowance range is **£2,885–£5,690 per annum**.

10.3 The Governing Body will determine the spot value attached to each eligible post, taking account of the school's SEN provision, the qualifications and expertise required, and the relative demands of the role.

10.4 SEN allowances must be documented clearly and reviewed whenever responsibilities or statutory arrangements change.

11. Recruitment and retention

11.1 Recruitment and retention allowances or benefits may be used exceptionally where there is a demonstrable need to recruit or retain a teacher and the proposed arrangement is lawful, affordable and proportionate.

11.2 The Headteacher may recommend an award in consultation with the Chair of Governors, subject to the appropriate committee's delegated authority and reporting arrangements.

11.3 Castle's existing discretionary framework provides for payments normally not exceeding £5,000 annually, with higher awards requiring Full Governing Body approval and external advice.

11.4 Such payments must have a defined reason, amount, commencement date, review date and duration. Where recruitment benefits are used, the existing local limits for relocation and related benefits will apply unless governors approve an amendment.

11.5 Any award to a member of the leadership group must comply with the specific restrictions in the STPCD. In particular, recruitment and retention arrangements must not be used to bypass the rules governing leadership pay ranges.

12. Non-consolidated recognition awards

12.1 The STPCD 2026 permits schools to introduce modest non-consolidated recognition awards for exceptional additional contributions.

12.2 **Proposed Castle School decision for 2026/27:** no separate recognition award scheme will operate unless and until the Governing Body formally adopts published criteria, financial limits, approval arrangements and equality safeguards.

12.3 Such awards will not replace normal pay progression, TLRs or other established contractual payments.

13. Part-time teachers and job-share arrangements

13.1 Part-time classroom teachers will have their basic salaries and directed time determined in accordance with the statutory pro-rata principle.

13.2 TLR1 and TLR2 awards will be determined according to responsibility as required by the STPCD, and TLR3 payments will follow the specific statutory arrangements.

13.3 Job-share and part-time arrangements will be considered fairly, with clear written records of duties, time commitments and relevant payments.

13.4 The school will not treat employees less favourably because of their part-time status without lawful justification.

14. Support-staff salaries

14.1 Support-staff salaries will be determined by the applicable locally adopted grade, job evaluation arrangements, contract and conditions of service.

14.2 The school will use the relevant Cambridgeshire County Council/NJC arrangements where adopted, including the nationally agreed and locally implemented pay awards.

14.3 Support-staff incremental progression will follow the applicable contractual and locally adopted framework. The removal of performance-related progression for teachers does not automatically amend support-staff contractual provisions.

14.4 Changes in the duties or grading of support-staff posts will be subject to the relevant job evaluation, consultation and approval procedures.

14.5 Term-time-only and part-time pay calculations will be made in accordance with the employee's contract, relevant working-time and holiday-pay requirements and locally adopted arrangements.

14.6 The current Cambridgeshire NJC pay-scale reference, effective 1 April 2026, is provided in Appendix E. The precise grades and points adopted by Castle School must be confirmed by HR/payroll before final publication.

15. Apprentices and salary sacrifice

15.1 Apprentices will be paid in accordance with the applicable statutory minimum wage requirements, funding rules and contractual arrangements.

15.2 Participation in available salary sacrifice arrangements will be voluntary and administered in accordance with relevant law and the applicable scheme rules.

16. Salary safeguarding

16.1 Where an employee is entitled to statutory or contractual salary protection, the school will apply the relevant provisions.

16.2 Any safeguarding determination, duration, review or cessation will be confirmed in writing within the applicable timescales.

16.3 No payment will be withdrawn or reduced without considering the relevant statutory and contractual protections.

17. Review and appeal against pay decisions

17.1 Employees will receive an explanation of their salary determination and may seek an informal discussion of any concern.

17.2 An employee who considers a recommendation or determination incorrect may request a formal review on grounds including incorrect application of the policy or STPCD, reliance on inaccurate evidence, procedural error, bias or unlawful discrimination.

17.3 A request should be submitted in writing to the Clerk to Governors within five working days of notification, or within any more favourable timescale required by law or the applicable procedure.

17.4 The Review Committee will consider the case impartially, allow the employee to present relevant representations, and communicate a reasoned decision in writing.

17.5 An employee may appeal to a separate Review Appeal Committee within five working days of receiving the review decision.

17.6 No governor or manager who has determined the disputed decision may sit on the appeal panel. Employees may be accompanied by a trade union representative or workplace colleague at formal hearings.

17.7 The appeal decision will be final within the school's internal procedure.

18. Equality, confidentiality and monitoring

18.1 The Governing Body will monitor pay decisions for consistency and for patterns of disadvantage connected with protected characteristics.

18.2 Pay information will be managed securely in accordance with the UK GDPR, Data Protection Act 2018 and the school's retention schedule.

18.3 Governors will receive appropriate anonymised or confidential monitoring information to discharge their responsibilities.

18.4 The policy will be reviewed annually and updated when statutory or locally adopted pay arrangements change.

Appendix A — Upper Pay Range application

Employee: _____

Current pay point: _____

Date of application: _____

Assessment period: _____

Applicant statement:

1. Evidence of highly competent practice against the Teachers' Standards.
2. Evidence of substantial and sustained contribution.
3. Evidence of impact within Castle School's SEND curriculum, or other educational settings.
4. Relevant appraisal and professional development information.
5. Any contextual circumstances the applicant wishes the panel to consider.

Headteacher recommendation: _____

Review Committee decision: _____

Effective pay point and date: _____

Written notification issued: _____

Appendix B — Salary review and appeal procedure

The Clerk will coordinate formal hearings and circulate the written grounds, relevant documents and proposed membership of the panel in advance.

The employee and decision-maker will have an opportunity to present their respective cases, respond to relevant evidence and make concluding representations.

The panel will withdraw to consider its decision, take appropriate HR advice where necessary and communicate the determination and reasons in writing.

Appeals will be heard by a separate, unconflicted panel.

Appendix C — Leadership and staffing-structure schedule

The following are Castle School's existing individual ranges, retained without proposed amendment:

- Headteacher: L28–L32
- Deputy Headteacher: L20–L23
- Assistant Headteacher: L9–L12
- Head of Site: L4–L7

The current staffing structure, SEN spot allowances, TLR posts and values, and any leading practitioner ranges will be attached to the approved policy schedule.

A separate technical determination will record the school's headteacher group under STPCD paragraphs 5 and 7.

Appendix D — Recruitment and retention decision record

The decision record must identify:

- Post and employee, where applicable.
- Evidence of recruitment difficulty or retention risk.
- Type and amount of payment or benefit.
- Duration and review date.
- Funding source and affordability.
- Equality and internal pay-relativity considerations.
- Approval authority and date.

Appendix E — Cambridgeshire NJC reference pay scales, April 2026

Published Cambridgeshire grade ranges, annual full-time equivalents:

Grade	SCP range	Annual salary range
Grade 1	3	£25,948 paid at the Real Living Wage rate
Grade 2	4–5	£26,016–£26,427
Grade 3	5–6	£26,427–£26,847
Grade 4	7–11	£27,274–£29,071
Grade 5	12–17	£29,542–£32,046
Grade 6	18–22	£32,578–£34,811
SO1	23–25	£35,570–£37,563
SO2	26–28	£38,510–£40,444

These are published council reference figures and do not replace the need to confirm Castle School's adopted grading structure, payroll treatment and contracts.

Source: Cambridgeshire County Council, NJC Pay Scale 2026, updated August 2026.

Appendix F — Supporting statutory documents

- School Teachers' Pay and Conditions Document 2026, effective 1 September 2026.
- Education (School Teachers' Appraisal) (England) Regulations 2012.
- Equality Act 2010.
- Relevant School Staffing Regulations and statutory guidance.
- National Joint Council for Local Government Services conditions, where adopted.
- Castle School Appraisal and Capability Policy 2026/27.
- Castle School staffing structure and Governing Body Scheme of Delegation.

Drafting and adoption note: All changes remain subject to consultation, local authority/HR confirmation where applicable, and Governing Body approval. The existing Headteacher Pay Range is not being increased or otherwise amended through this draft.