



Teachers' Pay Policy

February 2026

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DOCUMENT CONTROL

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DOCUMENT HISTORY – AMENDMENTS

Version	Comment	Date	Author
1.0	New Issue	01/09/24	EM
2.0	Renewal – adoption of the 2025 CCC Pay Policy following Union consultation	01/09/25	EM

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Purpose of the Model Pay Policy

The Mater Christi Multi Academy Trust has adopted the Cumberland Model Pay policy following consultation with our recognised Unions.

The Trust believes that a fair, transparent and consistent pay policy which recognises and rewards teachers as highly skilled professionals, is a key element in effective school improvement.

This model pay policy will help to recruit, retain and motivate teachers, provide the basis for sound financial and personnel planning and minimise the risk of grievance and discrimination.

It is entirely consistent and compliant with the revised statutory provisions for teachers' pay effective from 1 September 2025.

All Professional Associations and the LA are committed to securing a national pay structure in England which applies statutorily to all maintained schools and academies.

This model policy has been updated to reflect the 2025 pay recommendations. It will be kept under review in the light of future School Teachers' Review Body (STRB) reports.

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Pay Progression

Information about teachers' pay progression is provided in Section 3. Within Mater Christi, tea

Teacher pay progression is no longer linked to performance.

Model policy for determining teachers' pay

The Board of Directors for Mater Christi Multi Academy Trust adopted this policy on 4th February 2026 following consultation with our recognised Trade Unions. This policy will be adopted across all schools in our Trust.

Introduction

This policy sets out the framework for making decisions on teachers' [and Headteachers] pay. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) and has been consulted on with the recognised trade unions. A copy of this policy will be available on the Trust Intranet for all staff to access.

In adopting this pay policy the aim is to:

- assure the quality of teaching and learning across Mater Christi Trust
- support recruitment and retention and reward teachers appropriately; and
- ensure accountability, transparency, objectivity and equality of opportunity.

Annual Pay recommendations at our schools are made by the Local Pay Committee of each School Governing Body. The Headteacher shall be responsible for advising the Local Pay Committee on its decisions.

Final approval of annual pay progression for all employees under this policy is with the Trust Pay Committee. The Trust Pay Committee shall adopt and follow this Trust pay policy and shall have full authority to take pay decisions on behalf of the Trust in accordance with this policy.

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The Trust Finance and Staffing Committee is responsible for the establishment and review of the pay policy, following Union Consultation.

The roles and responsibilities under this pay policy are set out in Appendix One

To avoid potential equal pay claims the Trust has adopted the use of the pay points in the appendices for determining teacher pay, which are in line with joint union recommended pay scales and the advisory scales for MPR/UPR/UNQ in STPCD

Summary of changes from the 1st of September 2025:

- 4% increase in pay applied to all pay, advisory and allowance points
- Changes in relation to the calculation of TLR 1 and TLR 2 payments
- Removal of performance related pay

Equal Opportunities

Mater Christi Trust, as an equal opportunity employer, intends that no job applicant or employee will receive less favourable treatment because of their age, disability, gender identity, marriage or civil partnership status, pregnancy or maternity, sex, sexual orientation, race, religion or belief, or part-time status unless this can be objectively justified.

The Trust will comply with relevant equalities legislation e.g. Equality Act 2010, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002 and the Agency Workers Regulations 2010 in relation to pay matters.

The Trust will promote equality in all aspects of school life, particularly with regard to all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.

The Trust will monitor the outcomes of pay decisions, ensuring the school’s continued compliance with equalities legislation. This information may be shared with staff and trade unions upon request.

1. Pay Reviews

The Local Governing Body will ensure that each teacher’s salary is reviewed annually, with effect from 1 September and no later than 31 October (31 December for headteachers) each year, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled by November 30th each year. If there is a delay in the publication of the final STPCD, these timescales may need to be adjusted accordingly.

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Reviews may take place at other times of the year to reflect any changes in circumstances or job description that led to a change in the basis for calculating an individual’s pay where this is appropriate. A written statement will be given after any review and will give information about the basis on which it was made. Where a pay determination leads or may lead to the start of a period of Safeguarding (pay protection), the Governing Body will give the required notification as soon as possible and no later than one month after the date of the determination.

2. Basic Pay Determination on Appointment

The Governing Body, in consultation with the Headteacher will determine the pay range for a vacancy prior to advertising it. This vacancy and pay range will be signed off by the School Business Manager prior to advertisement. The advert will also include the actual pay for part time hours. On appointment it will determine the starting salary within that range to be offered to the successful candidate.

In making such determinations, the Governing Body will take into account the following factors:

- the nature of the post
- the level of qualifications, skills and experience required
- recruitment and retention benefits if applicable (see section 16)
- the wider school context

All teacher vacancies will be advertised as classroom teacher posts with the salary range from M1 to U3

A teacher will not be paid on a range (MPR/UPR/UNQ) which is different to the range on which they were paid immediately prior to their appointment and will be paid at a point on that range that is not detrimental to them unless that teacher has applied for and been offered a post which has been advertised on a different pay range.

For positions on the leadership range this must be done regarding the guidelines contained within the STPCD.

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3. Pay Progression

A written pay recommendation is required for every teacher. Where a teacher is at the top of their pay range a ‘top of range’ recommendation can be noted. Where a teacher is assessed as exceeding the Teachers’ standards and their appraisal objectives, they may be recommended to receive enhanced progression.

In all other cases, pay progression must be recommended and awarded, unless the teacher is in capability proceedings under the Capability Procedure. In cases of capability, a recommendation may be made to withhold progression.

In the case of Early Career Teachers (ECTs) pay decisions will be made by means of the statutory 2-year induction process. All ECTs will be eligible for pay progression at the end of the first year in line with this Pay Policy and the Appraisal Policy

Final decisions about whether to accept a pay recommendation will be made by the Trust Pay Committee. In cases of capability or enhanced progression a final decision is required, and ‘top of range’ cases should be noted. In all other cases a recommendation of progression must be awarded. The Governing Body will ensure that appropriate funding is allocated for pay progression at all levels when setting its budget.

4. Main Pay Range from 1st September 2025 (MPR)

A teacher on the main pay range (MPR) will be paid a salary within the minimum and maximum on the main pay range set out below:

*[The pay points in **Appendix Two** must be used for determining teacher pay]*

Main Pay Range	
Minimum	£32,916
Maximum	£45,352

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5. Upper Pay Range from 1st September 2025 (UPR)

A teacher on the upper pay range (UPR) will be paid a salary within the minimum and maximum on the main pay range set out below:

*[The pay points in **Appendix Three** must be used for determining teacher pay.]*

The appendix shows the recommended pay points within the pay ranges that schools can use for determining teacher pay.

Upper Pay Range	
Minimum	£47,472
Maximum	£51,048

The Governing Body will pay a teacher on the upper pay range if:

- The teacher is employed in the school as a post-threshold teacher for as long as they are so employed without a break in their continuity of their employment at the school
- The teacher was previously employed as a member of the leadership group at the school, has continued to be employed without a break in their continuity of employment at the Trust, was first appointed to the leadership group on or after 1st September 2000 and has occupied such a post for an aggregate period of one year or more. In this case the governors will determine where within the UPR range the teacher's annual salary will be fixed.

6. Movement to and on the Upper Pay Range

Applications and Evidence

Any qualified teacher may apply to be paid on the upper pay range, and any such application must be assessed in line with this policy. It is the responsibility of the teacher to decide whether they wish to apply to be paid on the upper pay range.

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The Headteacher should remind all teachers on the Qualified Teacher Pay Range (the Main Pay range) at the start of each school year of their right to apply for assessment.

Applications may be made once a year. Where teachers wish to be assessed, they should notify the Headteacher/Line manager in writing using the application form (as at **Appendix Four**) which should be submitted by the teacher to the Headteacher prior to the appraisal planning meeting. The teacher's application will be appended to their appraisal planning statement.

The evidence to be used will be only that available through the appraisal process in accordance with the conditions outlined in the Trust's Teachers Appraisal Policy. (NOTE: This means that as Standards are part of Appraisal then the expectation should be for the teacher to provide the evidence which was agreed at the outset of the appraisal cycle before the pay decision is made by the appraiser – the appraisal document should then summarise the decision not then duplicate a process).

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

All applications should include evidence from the most recent two appraisal cycles that they have completed. These may not be consecutive years if breaks of service have occurred.

Progression through the UPS will continue without the need for further applications to be made, unless the teacher is under capability proceedings.

The Assessment

An application from a qualified teacher will be successful as evidenced by two successful and consecutive appraisal reviews and where the Governing Body/LA is satisfied that:

- a) the teacher continues to be competent in meeting the national teachers' standards.
- b) the teacher's achievements and contribution to the school are substantial and sustained.

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In this school, these may be defined as:

“Highly competent”	Highly competent means: Practice which is not only good but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, to help them meet the relevant standards and develop their teaching practices.
“substantial”	Substantial means: Of real importance, validity or value to the school, to play a critical role in the life of the school, provide a role model for teaching and learning.
“sustained”	Sustained: Maintained continuously over a sustained period as evidenced in two good appraisals.

In making its decision, the Governing Body will have regard to the two most recent performance management/appraisal reviews. Reviews will be deemed successful, in accordance with the conditions outlined in the Council’s Appraisal Policy for progression to the Upper Pay Range.

- competency may be evidenced through appraisal outcomes
- ‘Substantial and sustained’ will be evidenced by two successful performance reviews as documented on the application form (referenced within **Appendix Four**).

Processes and procedures

The assessment will be made within 10 working days of the receipt of the application or the conclusion of the performance management/appraisal process, whichever is later.

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If successful, applicants will move to the Upper Pay Range and will be placed at the relevant point of that pay range with the award backdated to the 1st of September of that school year.

If unsuccessful, supportive and developmental feedback will be provided by the Headteacher as soon as possible and at least within 5 working days of the decision; and will cover the reasons for the decision and the appeals arrangements available to the teacher.

Successful applicants will move to the minimum/first point of the UPR on the 1st of September of the year in which the application was successful.

Any appeal against a decision not to move the teacher to the upper pay range will be heard under the model pay policy appeals procedure (see **Appendix Five**).

Progression through the Upper Pay Range will be in accordance with section 3.

7. Part-Time Teachers

Teachers employed on an ongoing basis at the school, but who work less than a full working week are deemed to be part-time. The Governing Body will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay (in line with the STPCD paragraphs 40-41), subject to the provisions of the statutory pay and working time arrangements and by comparison with the school’s timetabled teaching week for a full-time teacher in an equivalent post.

8. Short Notice/Supply Teachers

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 as outlined in paragraph 42 of the STPCD.

(*the number of days in a full working year may be reduced when there are e.g. additional Bank / Public Holidays – the calculation of the daily amount should be adjusted accordingly, in line with the STPCD.)

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9. Leadership Teachers (Head Teacher, Deputy & Assistant Head Teachers) appointed on or after 1st September 2014 or whose responsibilities have significantly changed after that date

The CEO will set the pay level needed to attract a executive head teacher, head teacher, deputy head teacher or assistant head teacher. Prior to advertising the post, the following stages will be undertaken:

Stage 1: Define the role and determine the Headteacher Group (using the pupil unit calculations within the STPCD – paragraphs 5 - 9).

Stage 2: Set an indicative pay range within the statutory minimum and statutory maximum.

Leadership Pay Range	
Minimum	£51,773
Maximum	£143,796

then, when in a position to make an appointment:

Stage 3: Decide the starting salary and individual pay range for the appointee.

The governors have decided that this school is currently a Group school, based on the statutory requirements of the STPCD.

Leadership pay points within the Leadership pay range are shown in **Appendix Six**. Headteacher pay points within the Headteacher Group pay ranges are shown in **Appendix Seven**.

Positions within the Leadership pay range will be placed on a 7 point pay range

10. Lead Practitioner Pay Range

Teachers paid as Lead Practitioners should be paid at a point as determined by the school within the Lead Practitioner Pay Range. Such appointments should be made regarding the STPCD. The teacher will be placed on a 5-point salary range. A teacher appointed as a Leading Practitioner for the first time will be placed on the lowest point on their 5-point salary range.

[The pay points in **Appendix Eight** are used for determining teacher pay]

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Lead Practitioner Pay Range	
Minimum	£52,026
Maximum	£79,092

11. Unqualified Teacher Pay Range

The Governing Body has established a pay range for unqualified teachers employed in classroom teacher posts. Unqualified Teachers should be paid at a point as determined by the school within the Unqualified Teacher Pay Range. Such appointments should be made with regard to the STPCD.

[The pay points in **Appendix Nine** are used for determining teacher pay]

Unqualified Teacher Pay Range	
Minimum	£22,601
Maximum	£35,259

An Unqualified teacher who becomes qualified: Upon obtaining QTS, an unqualified teacher must be transferred to a salary within the Main Pay Range. Where the teacher continues to be employed by the same school within which they were employed before they obtained QTS, the teacher must be paid a salary that is the same as or higher than their total unqualified teacher salary, including allowances.

12. Discretionary Allowances and Payments

Teaching and Learning Responsibility Payments – TLR 1, 2 & 3

The Governing Body may award a TLR payment to a classroom teacher for undertaking a substantial additional responsibility, for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which that teacher is made accountable. Unqualified teachers may not be awarded TLRs.

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The Governing Body pays TLR 1 and 2 payments to teachers as indicated in the attached staffing structure, in accordance with the pay ranges specified in the STPCD as updated from time to time. The Governing Body will act fairly and appropriately when determining the value of a TLR1 or TLR2 payment. From 1 September 2025 the Governing Body may determine the value of any existing or new TLR1 and TLR2 payment, based on the proportion of the TLR the teacher is undertaking - i.e. the proportion of the full-time equivalent duty, rather than applying the pro-rata principle for part-time teachers. From 1 September 2026 the value of all existing or new TLR1 and TLR2 payments will be determined based on the proportion of the TLR the teacher is undertaking. TLR 3 payments will continue to be paid in full as per STPCD paragraph 20.6 to 20.8.

The new proportion of duties-based calculation means that some full-time teachers may only receive a proportion of the full TLR1 or TLR2 payment if they are only undertaking a proportion of the duties associated with the full TLR.

STPCD 2025 – TLR Ranges		
Band	Minimum	Maximum
TLR Band 1	£10,174	£17,216
TLR Band 2	£3,527	£8,661
TLR Band 3	£702	£3,478

The Governing Body of school will pay TLR payments within these ranges as follows (these amounts will increase in line with STPCD increases to allowances):

Point	Amount
TLR 1a	£
TLR 1b	£
	£
TLR 2a	£
TLR 2b	£
	£

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Before awarding any TLR 1 or 2 payment, the Governing Body must be satisfied that the teacher’s duties include a significant responsibility that is not required of all classroom teachers and that it:

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

In addition, before awarding a TLR1 payment, the Governing Body must be satisfied that the significant responsibility referred to above includes line management responsibility for a significant number of people.

Before making any TLR3 payment, the Governing Body must be satisfied that the responsibilities meet a, b and d of the above criteria; that they are being awarded for clearly time limited school improvement projects or one-off externally driven responsibilities; and that the responsibilities are not a permanent or structural requirement which should instead be rewarded by means of a permanent TLR payment. [the Trust will expect governing bodies to appropriately consult with professional associations if they choose to use this mechanism.] TLR3s should not be awarded consecutively for the same responsibility unless that responsibility relates to tutoring.

A teacher cannot be awarded a TLR1 and TLR2 simultaneously but may hold a concurrent TLR3.

If the Governing Board determines that either the duties for which a TLR1 or TLR2 were awarded are no longer to include the significant responsibility for which it was awarded, or the responsibility for which the teacher was awarded a TLR1 or TLR2 merits a lower annual value of TLR, it must pay the teacher a safeguarded sum in accordance with Section 2, Part 5 of the School Teachers Pay and Conditions Document 2025. TLR3s are not subject to salary safeguarding. Additional duties will be reviewed as per [STCPD](#) page 37 section 35.1

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TLRs awarded under a fixed term contract or whilst a teacher occupies another post in the absence of the substantive post-holder are not safeguarded after the fixed-term contract expires or after the date or the circumstance (if occurring earlier than that date) notified to the teacher that it will come to an end.

TLRs are only available to classroom teachers (as defined in the School Teachers Pay and Conditions Document), and not members of the Leadership Group or those on the pay range for Leading Practitioners.

Additional duties will be reviewed as per [STCPD](#) page 37 section 35.1

13. Special Education Needs (SEN) Allowance

The Governing Body will award SEN allowances in accordance with the criteria and provisions set out in the STPCD (Section 2, Part 4, paragraph 21, Section 3, Paragraph 55-59).

The value of SEN allowances to be paid at the school will be:

SEN Allowance	
SEN 1	£2,787
SEN 2	£5,497

14. Allowance Payable to Unqualified Teachers

The Governing Body will pay an additional allowance of an amount between the minimum and maximum if an unqualified teacher (for example someone who has not yet obtained qualified teacher status, but could be qualified as a lecturer, coach or instructor) takes on 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.

The number of unqualified posts needs to be identified in the school staffing structure.

The Governing Body will award Unqualified Teacher Allowance in accordance with the criteria and provisions set out in the STPCD (Section 2, Part 3, paragraph 17-18, Section 2, Part 4, Paragraph 22).

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Unqualified Teacher Allowance	
Minimum	£702
Maximum	£8,611

15. Other Payments

The Governing Body may make such payments as they see fit to a teacher, in respect of:

- a) continuing professional development undertaken outside the school day which has been approved by the Headteacher. [STPCD Section 3 Para 61]
- b) activities relating to the provision of initial teacher training as part of the ordinary conduct of the school. [STPCD Section 3 Para 62-65]
- c) participation in out-of-school hours learning activities agreed between the teacher and the Headteacher. [STPCD Section 3 Para 70]
- d) additional responsibilities and activities due to, or in respect of, the provision of services by the Headteacher relating to the raising of educational standards to one or more additional schools. [STPCD Section 3 Para 66-69]

These payments will be made in accordance with the appropriate section of the STPCD as referenced above.

The Trust may make discretionary additional payments to teachers who agree to undertake such activities. Additional payments will be calculated at a daily or hourly rate with reference to each teacher’s actual pay spine position or, where appropriate and following consideration by the CEO, at a higher level reflecting the responsibility and size of commitment.

The Trust recognises that such activities outside of directed time are entirely voluntary and that some teachers’ commitments will make it difficult for them to undertake such activities. Where teachers cannot attend CPD organised outside the school day, the school will endeavour to offer suitable alternative training arrangements within directed time in line with its commitment to equal opportunities.

Also reference para 20 [other payments]

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16. Recruitment and Retention Incentives and Benefits

The Governing Body will make a payment which it considers necessary as an incentive for the recruitment of new teachers and the retention of existing teachers. The duration/review date/ end date of such payment will be clearly defined.

One benefit that a Governing Body may consider is paying a salary advance for a rental deposit in appropriate cases.

Headteachers and others on the Leadership range may not be awarded payments under this category except for reimbursement of reasonably incurred housing or relocation costs on appointment.

Such payments will be reviewed annually, and the payment will be set out clearly and openly shared with all Professional Associations. Please refer to the guidance within the STPCD.

17. Salary Sacrifice Arrangements

Mater Christi makes provision for a teacher to give up the right to receive part of their gross salary in return for the agreement in kind (and that benefit in kind is exempt from income tax) under schemes such as:

- a) childcare vouchers (existing arrangements)
- b) cycle scheme
- c) self-investment private pension

18. Safeguarding (Pay Protection)

The Governing Body will operate salary safeguarding arrangements in line with the provisions of the current STPCD. Please note that as a structural change, the relevant consultation will be required when removing permanent allowances.

19. Appeals

The arrangements for considering appeals on pay determination are set out in **Appendix Five** of this policy.

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20. Other Payments

Continuing professional development outside directed time; Initial teacher training activities; and Out-of-school learning activities

The Governing Body may make discretionary additional payments to teachers (other than a headteacher) who agree to undertake such activities. Additional payments will be calculated at a daily or hourly rate with reference to each teacher's actual pay spine position or, where appropriate and following consideration by the Pay Committee, at a higher level reflecting the responsibility and size of commitment.

The Governing Body recognises that such activities outside of directed time are entirely voluntary and that some teachers' commitments will make it difficult for them to undertake such activities. Where teachers cannot attend CPD organised outside the school day, the school will endeavour to offer suitable alternative training arrangements within directed time in line with its commitment to equal opportunities.

Residential duties

The Governing Body will make payments in respect of residential duties in accordance with the Joint National Council for Teachers in Residential Establishments national agreement.

Honoraria

The Governing Body will not pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher, recognising that there is no provision within the STPCD for the payment of bonuses or honoraria in any circumstances.

21. Monitoring The Impact Of the Policy

The Trust will monitor the outcomes and impact of this policy on an annual basis which will be shared with union representatives. An annual written report on the operation of the pay policy, recording pay decisions taken and equality impact, will be provided to union representatives, including trends in progression across specific groups of teachers to assess its effect and the Trust's continued compliance with equalities legislation. Further guidance in relation to this can be found at the following link:

[NASUWT - How to collect and monitor workforce equality data](#)

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In addition, Schools can consider providing a copy of the school staffing structure as an appendix to this policy.

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Appendix One.

Roles and Responsibilities under this pay policy:

The Local Pay Committee will comprise at least three governors. All governors, including those employed at the school, will be eligible for membership of the Pay Committee and will be eligible to take part in any discussions (including those relating to individuals) where their interest is no greater than that of the generality of employees at the school.

The Trust Pay Committee will comprise of at least two Directors, plus the Trust CEO. All Directors will be eligible for membership of the Trust Pay Committee and will be eligible to take part in any discussions (including those relating to individuals) where their interest is no greater than that of the generality of employees at the Trust.

Establishment of the policy

The Finance Staffing and Audit [FSA] Committee is responsible for:

- establishing the policy, in consultation with the Director of HR and trade union representatives and submitting it to the Trust Board of Directors for approval.

The Trust Board of Directors is responsible for:

- formal approval of the policy.

[The Council will review this policy annually in conjunction with professional associations or at other times as required by changing legislation.]

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Monitoring and review of the policy

The FSA Committee is responsible for:

- reviewing the policy annually, in consultation with the Director of HR and trade union representatives; and submitting it to the Board of Directors for approval.

The FSA Committee is responsible for:

- considering an annual report provided by the Director of HR, including statistical information, on decisions taken in accordance with the terms of the policy.

[The Council will review this policy annually in conjunction with professional associations or at other times as required by changing legislation.]

Application of the policy

The Headteacher of each of our schools is responsible for:

- ensuring that pay recommendations for the deputy and assistant head teacher(s), classroom teachers and support staff are made and submitted to the Local Pay Committee in accordance with the terms of the policy.
- advising the Local Pay Committee on these decisions
- Ensuring all pay recommendations are sent to the Trust Pay Committee for final approval.
- ensuring that staff are informed of the outcome of the decisions, the opportunity to make representation to the Trust Pay Committee and the right of appeal.

The Local Pay Committee is responsible for:

- reviewing recommendations and making a final recommendation regarding the pay of the deputy and assistant head teacher(s), classroom teachers and support staff following consideration of the recommendations of pay reviewers, the advice of the head teacher and any representations from a teacher
- reviewing recommendations and making a final recommendation regarding the pay of the head teacher following consideration of the recommendations of the governors and Senior Managers.
- Submitting their final recommendation for pay progression to the Trust Pay Committee.

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- receiving reports of these decisions from the Governing Body; and
- ensuring that head teachers are informed of the outcome of the decision and of the right of appeal.

The Trust Pay Committee is responsible for:

- Reviewing pay recommendations from Local Pay Committees and making a final decision regarding the pay of the headteacher, deputy and assistant head teacher(s) and classroom teachers after ensuring that recommendations from Local Pay Committees are made in accordance with the terms of this policy.
- Ensuring that this policy is consistently applied across the Trust.

The Trust Appeals Committee is responsible for:

- taking decisions on appeals against the decisions of the Trust Pay Committee in accordance with the terms of the appeals procedure of the policy.

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Appendix Two.

Main Pay Range - 2025

Pay Point	Salary
1	£32,916
2	£34,823
3	£37,101
4	£39,556
5	£42,057
6	£45,352

Appendix Three.

Upper Pay Range - 2025

Pay Point	Salary
1	£47,472
2	£49,232
3	£51,048

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Appendix Four

Application to be paid on the Upper Pay Range - Academic Year 2025 / 2026

This form should be handled in confidence at all times

Eligibility criteria

- To be assessed you will need to:
 - hold Qualified Teacher Status on the date of your request; and
 - be statutorily employed under the STPCD; and
 - be able to demonstrate that you are competent in the relevant standards; and
 - be able to demonstrate that your achievements and contribution to the school are substantial and sustained.
- In this form the term 'school' should be taken as including all such settings. Teachers not working in schools should substitute 'service manager' or 'line manager' wherever 'head teacher' is used.
- Please enclose copies of your appraisal reports and/or planning and review statements that relate to the 2 years immediately prior to the date on which you submit your request¹.
- Print, sign and date the form, keeping a copy and pass it to your head teacher / line manager by **31 October in the year of application unless exceptional circumstances apply.**
- If you would prefer to write a personal letter to the Head instead of the form below, this would also be accepted.

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PART 3: Acknowledgement of receipt of application to be paid on the Upper Pay Range

Date dd/MM/yyyy

Dear (insert teacher's name)

I acknowledge receipt of your application to be paid on the Upper Pay Range and confirm that I have received all the associated documents to enable the process to be completed.

You will be informed about the outcome of the assessment and will be provided with written feedback within 10 working days of informing the Governing Body of the decision.

Signed

Head teacher

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Appendix Five

Pay Appeals Procedure

The Governing Body is committed to ensuring that the process for hearing appeals against pay decisions is in accordance with the Department for Education guidance. A key aspect of the process is the opportunity for a teacher to discuss a pay recommendation prior to it being confirmed by the Governing Body. This stage in the process will help to ensure that pay decisions and pay policies are seen as transparent and fair. The opportunity to discuss a pay decision may also mitigate the need for the more formal process.

The process set out below is consistent with the DfE guidance and may be adopted by the school as the means by which appeals against pay decisions are considered.

Teachers may seek a review of any determination in relation to their pay or any other decision taken by the Governing Body (or a committee or individual acting with delegated authority) that affects their pay.

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:

- a) incorrectly applied any provision of the STPCD.
- b) Incorrectly applied any provision of the pay policy.
- c) failed to have proper regard for statutory guidance.
- d) failed to take proper account of relevant evidence.
- e) took account of irrelevant or inaccurate evidence.
- f) was biased; or
- g) otherwise unlawfully discriminated against the teacher.

The order of proceedings is as follows:

1. The teacher receives written confirmation of the pay recommendation and where applicable the basis on which the decision was made.
2. If the teacher is not satisfied the **first stage** in the process is to seek to resolve this by discussing the matter informally with the appraiser or headteacher within ten working days of the decision.

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3. Where this is not possible, or where the teacher continues to be dissatisfied, the **second stage** is for the teacher to make a formal representation to the Governing Body who will make the pay decision, **before** the decision is taken.
 - The teacher should formally set down in writing the grounds for questioning the pay decision within ten working days of the first stage and send it to the chair of governors
 - The teacher should be given the opportunity to make representations, including presenting evidence, calling witnesses and the opportunity to ask questions at a formal meeting with the Governing Body. Following this meeting the pay determination will be communicated to the teacher in writing.

4. If the teacher does not agree with the pay determination the **third stage** is that they may submit a further appeal in writing and an appeal hearing should be arranged.
 - Any third stage appeal should be heard by a panel of three Trust Directors who were not involved in the original determination, normally within 20 working days of the receipt of the written appeal notification. The teacher will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision. There is no further right of appeal.

For any formal meeting the teacher is entitled to be accompanied by a colleague or trade union representative and must be given 10 working days’ notice of the meeting to help facilitate this. Each step and action of this process must be taken without unreasonable delay. The timing and location of formal meetings must be reasonable. Formal meetings must allow both parties to explain their cases.

The procedure for the conduct of formal meetings shall be as follows.

Introductions

Introductions will be made, the purpose of the meeting will be explained, and an explanation will be given as to how the meeting will be conducted.

The approach will be formal but polite and the meeting will be a two-way process with the objective of ascertaining the true facts of the case.

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The employee will be given the opportunity to state his/her case.

- what is the evidence that supports their case
- introduces any witnesses/refers to witness statements

There will then be the opportunity for questions to be asked related to the evidence presented.

Management representative will then respond to the points raised and present evidence.

- what is the evidence that supports the disputed pay decision
- introduces any witnesses/refers to witness statements

There will then be the opportunity for questions to be asked related to the evidence presented.

Both parties will be given the opportunity to summarise their case with the employee summing up last.

End of hearing

The meeting will adjourn and a decision will be reached by the panel of Governors.

Following the adjournment the employee will then be recalled and will be informed of the decision. The decision will be confirmed in writing within 5 working days.

There is no further right of appeal.

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**Appendix Six****Leadership Pay Range – 2025**

Pay Point	Salary
1	£51,773
2	£53,068
3	£54,393
4	£55,746
5	£57,137
6	£58,569
7	£60,145
8	£61,534
9	£63,070
10	£64,690
11	£66,368
12	£67,898
13	£69,596
14	£71,330
15	£73,105
16	£75,049
17	£76,783
18	£78,702
19	£80,654
20	£82,654
21	£84,699
22	£86,803
23	£88,951
24	£91,157
25	£93,424
26	£95,734
27	£98,106
28	£100,540
29	£103,030
30	£105,595
31	£108,202
32	£110,891
33	£113,646
34	£116,455
35	£119,349
36	£122,305
37	£125,345
38	£128,447
39	£131,578
40	£134,860
41	£138,230
42	£141,693

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43	£143,796
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Appendix 7

Headteacher Pay Ranges – 2025

NB: The top pay point of each Headteacher Group pay range was ‘frozen’ as part of the 2015 pay award, so the amounts for these points are different. Subsequent pay awards have applied to the top point.

Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8
£58,568.64							
£60,144.24							
£61,533.68	£61,533.68						
£63,069.76	£63,069.76						
£64,690.08	£64,690.08						
£66,367.60	£66,367.60	£66,367.60					
£67,897.44	£67,897.44	£67,897.44					
£69,595.76	£69,595.76	£69,595.76					
£71,329.44	£71,329.44	£71,329.44	£71,329.44				
£73,104.72	£73,104.72	£73,104.72	£73,104.72				
£75,048.48	£75,048.48	£75,048.48	£75,048.48				
£76,771.76	£76,771.76	£76,771.76	£76,771.76				
£77,923.04	£78,702.00	£78,702.00	£78,702.00	£78,702.00			
	£80,654.08	£80,654.08	£80,654.08	£80,654.08			
	£82,654.00	£82,654.00	£82,654.00	£82,654.00			

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£83,859.36	£84,698.64	£84,698.64	£84,698.64	£84,698.64	
	£86,802.56	£86,802.56	£86,802.56	£86,802.56	
	£88,950.16	£88,950.16	£88,950.16	£88,950.16	
	£90,254.32	£91,157.04	£91,157.04	£91,157.04	£91,157.04
		£93,423.20	£93,423.20	£93,423.20	£93,423.20
		£95,734.08	£95,734.08	£95,734.08	£95,734.08
		£97,136.00	£98,105.28	£98,105.28	£98,105.28

				£100,539.92	£100,539.92	£100,539.92	£100,539.92
				£103,029.68	£103,029.68	£103,029.68	£103,029.68
				£105,594.32	£105,594.32	£105,594.32	£105,594.32
				£107,130.40	£108,201.60	£108,201.60	£108,201.60
					£110,891.04	£110,891.04	£110,891.04
					£113,646.00	£113,646.00	£113,646.00
					£116,455.04	£116,455.04	£116,455.04
					£118,168.96	£119,349.36	£119,349.36
						£122,305.04	£122,305.04
						£125,344.96	£125,344.96



Mater Christi Teachers Pay Policy – Feb 26

							£128,446.24	£128,446.24
							£130,273.52	£131,577.68
								£134,859.92
								£138,229.52
								£141,692.72
								£143,795.60

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Appendix 8

Lead Practitioner Pay Range 2025

Pay Point	Salary
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	£71,683
15	£73,465
16	£75,419
17	£77,150
18	£79,092

Appendix 9

Unqualified Teachers Pay Range - 2025

Pay Point	Salary
1	£22,600.24
2	£25,192.96
3	£27,784.64
4	£30,070.56
5	£32,666.40
6	£35,258.08

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