Pay Policy
2026-2027

This policy has been approved and adopted by the Christus Catholic Trust across all their academies and it will apply to all staff within the Trust.

Approved by Trust Board	October 26
Review Date	October 27

The schools of Christus Catholic Trust are unique and united
in partnership and service to our communities and global home.

We are:

- Uncompromising in our **ambition** to use the power of **collaboration** to ensure our pupils receive an **excellent** Catholic education.
- Have a strong culture of safeguarding in an environment where good mental health and wellbeing are nurtured.
- Have an **inclusive** approach to a high quality, **innovative**, contextualised education.
- Have high **aspirations** for all our pupils to achieve the best possible outcomes.

Christus Catholic Trust have adopted the statutory School Teachers' Pay and Conditions Document (STPCD) and the Burgundy Book and the Green Book for support staff.

Definitions:

- Headteacher also means Catholic Senior Executive Leader, Executive Headteacher, Head of School
- School also means Academy or Academies
- Governors also means Trustees
- Pay Body means Trust Board for Headteachers and central Trust staff, Local Governing Committee for all other members of individual school staff

1. Introduction

September 2025 Pay Award

1.1. The minimum and maximum of the pay ranges and allowances for the September 2025 pay award are set out in the STPCD 2025, along with advisory rates for the Pay Ranges**.**

1.2. The Pay Body will operate the Pay Policy as the 'relevant body', as defined in the STPCD, and for the pay arrangements agreed for all the support staff which will:

1.1.1. Grade posts appropriately within the conditions of employment identified in the current STPCD and the conditions of service for support staff employed by the Pay Body.

1.1.2. Take into account pay relativities between posts within the teachers of the Pay Body and support staff of the Pay Body.

1.1.3. Ensure that the annual appraisal of all teaching staff, including those absent from duty for any reason, is fairly and properly conducted in accordance with the School's Appraisal Policy as soon as possible by 31 October, at the latest; 31 December, for the Headteacher.

1.1.4. Where a pay determination leads or may lead to the start of a period of safeguarding, the Pay Body will give the required written statement of notification as soon as possible, and no later than one month after the date of the determination.

1.1.5. Ensure that discretion available under the STPCD is exercised in a fair and equitable manner.

1.1.6. Give recognition to assigned Teaching and Learning Responsibilities (TLR), whether for a permanent post, an acting period, or a temporary project (TLR3).

1.1.7. Until September 2026 - The Pay Body will ensure that all teachers employed by the Pay Body undertaking duties that attract a TLR1 or TLR2 will be paid in proportion to the responsibilities being carried out. This means the TLR will not be subject to the "pro-rata principle" by default. This applies to both full and part-time teachers.

1.1.8. Comply with the salary safeguarding arrangements in the current STPCD.

1.1.9. Ensure that an appropriate evaluation process is used to determine the salary range for members of support staff.

1.3. This policy statement will be available to employees of the Pay Body.

2.Delegation of Decision Making

Headteacher

2.1 The Pay Body will delegate the day-to-day management of this policy to the Headteacher, except where stated otherwise. Where the Headteacher has used discretion, as allowed under certain provisions of the STPCD and the pay provisions for support staff, they will ensure the Pay Body is informed.

2.2 The Headteacher shall make annual recommendations on the salary of all employees to the Pay Body, to be effective from 1 September. This will include sufficient information for the Pay Body to assess their position with regard to the gender pay gap reporting requirements and public sector equality duty.

2.3 The Headteacher will have regard for the budget and the requirements of employment legislation; in particular the following, and shall seek advice as and when required:

- The Equality Act 2010 (including requirements under the Public Sector Equality Duty and Gender Pay Gap reporting requirements)
- The Employment Rights Act 1996
- The Employment Relations Act 1999
- The Employment Act 2002
- The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- The ACAS Code of Practice (section 199 of the Trade Union and Labour Relations (Consolidation) Act 1992
- The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002

An Appropriate Committee Structure

2.4 The Pay Body will appoint a committee of governors (hereafter referred to as the "Review Committee") who will be responsible for making decisions arising out of this policy. The number of governors on the committee shall normally be five, of which at least three governors shall sit in rotation. Staff Governors cannot be a member of this committee.

2.5 The Pay Body will also appoint a committee of governors (hereafter referred to as the "Review Appeal Committee") to hear any appeals. The number of governors on the committee shall normally be five, of which at least three governors shall sit in rotation. These Governors must be different Governors to those that sit on the Review Committee and cannot be employed by the Pay Body.

2.6 The Clerk to the Pay Body will be responsible for arranging meetings of the above Committees. Such meetings will normally be arranged within 20 working days of the date the employee requests the meeting, and five working days' notice of the date and time of the meeting will be given.

Those entitled to attend meetings of these Committees are outlined in Appendix A and B.

Review of Recommendations to, or Decisions of, the Review Committee

2.7 Prior to submitting a salary recommendation to the Review Committee, the Headteacher (or Chair of the Appraisal Review Committee in the case of the Headteacher, see 2.21) will inform the employee of their recommendation along with confirmation as to when the Review Committee is meeting.

2.8 If an employee is not satisfied with the pay recommendation, they will have the opportunity to discuss the recommendation informally with the appraiser or Headteacher (or Chair of the Appraisal Review Committee in the case of the Headteacher) before the recommendation is passed to the Review Committee.

2.9 If the employee does not agree with the recommendation, they are entitled to attend a meeting with the Review Committee. The employee must, however, provide a written statement in advance of this meeting.

This statement must indicate the reason/s why they disagree with the recommendation and must fall within one or more of the following:

That the recommendation:

- incorrectly applied any provision of the appropriate salary and appraisal policy
- in the case of a teacher, who failed to have proper regard for the STPCD statutory/ contractual guidance
- failed to take proper account of relevant evidence
- took account of irrelevant or inaccurate evidence
- was biased; or
- otherwise unlawfully discriminated against the employee

The employee will have at least five working days' notice between the date they are informed of the recommendation and the date of the meeting of the Review Committee to confirm to the Clerk of the Pay Body that they wish to attend the meeting and to provide the written statement. The statement should be submitted to the Clerk of the Pay Body who will provide a copy to the Review Committee and the Headteacher (or Chair of the Headteacher's Appraisal Review Committee, in the case of the Headteacher) prior to the meeting.

2.10 At the meeting, the employee will have the opportunity to make representations, including presenting evidence, calling witnesses and the opportunity to ask questions.

2.11 The decision of the Review Committee will be provided to the employee in writing, along with details of how to appeal (see below).

2.12 The procedure to be followed for the review hearing is attached in Appendix A.

Appeals against Salary/Appraisal Decisions

2.13 The employee may appeal against the decision of the Review Committee. Any appeal must be made in writing to the Clerk to the Pay Body, within five working days of receipt of the Review Committee's decision. The appeal should outline the grounds for appeal, in line with 2.9 above.

2.14 The decision of the Review Appeal Committee shall be final. Once an appeal has been resolved, the final decisions regarding the assessment of salaries shall be reported to the Pay Body.

2.15 The procedure to be followed for the appeal is attached in Appendix B of this policy.

Threshold Application

2.16 An application must be made by 31st July and submitted to the Headteacher.

A successful applicant will progress to a point on the upper pay range determined by the Headteacher from 1st September. Increases in pay will be effective from this date and will be backdated if required.

The policy may determine that successful applicants will progress to the minimum of the upper pay range or delegate discretion to the Headteacher to determine to which point on the upper pay range the successful applicant may progress. See Appendix C.

A successful applicant will have demonstrated through the appraisal process:

- that they are highly competent in all elements of the relevant standards; and
- that their achievements and contributions are substantial and sustained.
- See Appendix C for the Pay Body's definition of "highly competent" and "substantial and sustained".

2.17 The Headteacher shall inform the teacher of the recommendation they will be making to the Review Committee regarding the threshold application as soon as possible after the closing date has passed. The Headteacher shall provide verbal feedback on the relevant criteria indicated or, in the case of an unsuccessful application, in writing on the original application form. Feedback shall also include advice on aspects of performance that would benefit from further development. The process to be followed where the employee does not agree with the recommendation is as outlined in paragraphs 2.7 to 2.14.

2.18 Upper pay range decisions will only apply to posts under the employment of this Pay Body.

Statement of Salary

2.19 Salary assessment forms will be issued as soon as practicably possible to confirm salary decisions reached.

The Chair of the Pay Body

2.20 The Chair of the Pay Body will be available to the Headteacher for consultation, should they be required. For this reason, the Chair of the Pay Body may not be a member of the Review Committee or Review Appeal Committee.

The Appraisal Review Committee for the Headteacher's Review

2.21 The Pay Body will delegate two governors, none of whom shall be employees of the Pay Body, to carry out the appraisal review for the Headteacher. The delegated governors may be supported by an external adviser appointed by the Pay Body. The agreed objectives and indicators/measures will be referred for moderation to the Chair of the Pay Body.

2.22 It is the stated wish of the Pay Body that the delegated governors should be appropriately trained.

3 Exercise of Discretion Under the STPCD

Starting Salary of New Classroom Teacher Appointments

3.1 When advertising a teaching post the Pay Body, or delegated committee, will identify the range of salaries the Pay Body is prepared to pay, subject to qualifications and experience. The Pay Body has the discretion to match current/previous salaries, the appropriate salary will be offered in consideration of the merits of the application and the salary of teachers currently employed by the Pay Body.

3.2 Where the Headteacher or selection panel regards a teacher to have the relevant teaching experience or non-teaching experience, which is **directly relevant** to the post being offered, then an appropriate salary will be offered within the advertised range.

3.3 The Headteacher will confirm salary decisions, and the rationale behind them, to the appropriate committee of the Pay Body.

Calculation of Part-Time Teachers' Salaries

3.4 The Pay Body will ensure that all part-time teachers employed by the Pay Body will have their salaries calculated in accordance with the STPCD and the "pro-rata principle", except where a part-time teacher is awarded a TLR3. Until September 2026: Duties that attract a TLR1 or TLR2 will be paid in proportion to the responsibilities being carried out.

3.5 The Pay Body will ensure that the total amount of time for which a part-time teacher may be directed is calculated in accordance with the STPCD and the "pro-rata principle".

3.6 All part-time teachers will be advised of how their salary and directed time are calculated.

Recruitment/Retention Incentives

3.7 The Pay Body may have a policy regarding any payment of recruitment/retention incentives or benefits in accordance with paragraph 27 of the STPCD.

3.8 The policy adopted by the Pay Body will be made known to employees and set out as Appendix D to this policy.

Staffing Structure

3.9 The Headteacher will recommend, to the Pay Body, a staffing structure for the School, following consultation with the Trust Chief Finance Officer that:

- Takes account of any financial limits determined by the Pay Body or delegated committees
- Identifies the posts to which allowances will be allocated for permanent TLRs, in accordance with the requirements of the STPCD
- Will determine the value of any TLR post that is to be paid for a short-term period. A statement identifying a payment within the range for TLR3, the length of time for which it will be paid, and the reason for the short-term payment will be provided to the appropriate committee of the Pay Body
- Identifies the level of allowance to be allocated to each permanent TLR post between the minimum and maximum limits set out for each TLR in the STPCD, and the different levels that may be paid within each TLR in the staffing structure in accordance with the STPCD
- Identifies the level of salary to be allocated to any Leading Practitioner posts together with the salary ranges to be assigned to each post
- Identifies posts to be paid on the leadership group pay range together with the salary ranges assigned to each post
- Identifies any post to which a salary from the Special Educational Needs (SEN) range of salaries will be allocated together with the level of each allowance to be paid

- Identifies the staffing structure for support staff posts together with the evaluated salary range assigned to each post

The staffing structure and pay ranges approved by the Pay Body shall be published with this pay policy.

3.10 If the recommendation contains changes in the staffing structure that will directly impact on employees employed by the Pay Body, employees and recognised trade unions will be informed and consulted under appropriate procedures before the final salary structure is followed.

Special Educational Needs

3.11 The Pay Body will award an allowance to any teacher who satisfies the requirement of the STPCD, paragraph 21.

3.12 The post and allowance/s will be identified in the staffing structure and will be spot salaries selected from the SEN range. The value of allowances should be based on whether any mandatory qualifications are required, other qualifications and expertise relevant for the post and the relative demands of the post.

4 Pay Progression for Teachers Paid on the Main Pay Range, Upper Pay Range, Leading Practitioners Pay Range and Unqualified Teachers Pay Range (see Appendix E)

4.1 On or before 1 September of each year, or as soon as possible thereafter, the Headteacher will consider whether or not to increase the salary of teachers who have completed a year of employment since the previous annual pay determination.

4.2 Pay progression must be awarded to teachers on the Unqualified, Main, Upper and Lead Practitioner Pay Ranges, except where the teacher is in capability proceedings, in which case the Headteacher may decide to withhold progression.

4.3 The Review Committee will receive the pay recommendations from the Headteacher by 31 October of the current year/or other date as determined by the Pay Body at the latest and will then make any decisions relating to salary increase or otherwise. Any awards will be backdated to 1 September of the current year.

4.4 In the case of early career teachers (ECTs), the Headteacher must determine the teacher's performance and any pay recommendation by means of the statutory induction process set out in the Education (Induction Arrangements for School Teachers) (England) Regulations 2012. The Headteacher must also ensure that ECTs are not negatively affected by the extension of the induction period from one to two years. This change does not prevent a school from awarding pay progression to ECTs at the end of the first year.

4.5 In the case of Leading Practitioner posts, the Pay Body may decide to include such a post in the structure where it receives a recommendation from the Headteacher to consider this.

4.6 Where a leading practitioner is appointed the Pay Body shall select an individual post range on the pay range designated for leading practitioners, taking into account the criteria set out in Appendix F

4.7 Where a teacher has been absent through long-term illness or on maternity leave (or other long-term leave) the Headteacher will ensure that a review has been conducted. If a review cannot be conducted until the teacher returns to school, the Headteacher will conduct a review following the teacher's return. If the recommendation is to pay the teacher on a higher salary in the appropriate pay range the award may be backdated to the date on which the award would normally have been paid.

5 The Leadership Group (See Appendix D)

Deputy and Assistant Headteachers

5.1 The Trust Pay Body, following consideration of the relevant criteria set out in the STPCD, will determine the pay range for a newly appointed Deputy Headteacher or Assistant Headteacher's salary. These should be determined with reference to the School's Headteacher Pay Range (see 5.7 – 5.13 below).

5.2 At the time of appointing a new Deputy Headteacher or Assistant Headteacher, the selection panel of the Pay Body shall determine the salary point on the pay range. The selection panel shall have regard to advice available from persons engaged by the Pay Body.

Pay Progression for Deputy and Assistant Heads

5.3 On or before 1 September of each year, or as soon as possible thereafter, the Headteacher will consider whether or not to increase the salary of any Deputy or Assistant Headteachers who have completed a year of employment since the previous annual pay determination.

5.4 Where performance related pay is being removed as per the STPCD: Pay progression must be awarded to teachers on the Leadership Pay Range, except where the teacher is in capability proceedings, in which case the Headteacher may decide to withhold progression

5.5 The Review Committee will receive the pay recommendations from the Headteacher by 31 October of the current year/or other date as determined by the Pay Body at the latest and will then make any decisions relating to salary increase or otherwise. Any awards will be backdated to 1 September of the current year.

5.6 Where there are substantial difficulties in retaining the services of a current Deputy Headteacher or Assistant Headteacher the Trust Pay Body may decide to change the salary range in accordance with the STPCD. Only in exceptional circumstances may the Deputy Headteacher or Assistant Headteacher's range overlap the Headteacher's pay range.

Headteachers Determination of Leadership Group Salaries

Group of the School; Headteacher Pay Range (HTPR) and Pay Ranges for Other Members of the Leadership Group

5.7 On an annual basis, the Trust Pay Body will recalculate the group size of the school to ensure that the unit total of the school is still correct.

5.8 The Trust Pay Body will assign the school to the appropriate Headteacher Group (HTG) whenever a new Headteacher is to be appointed and on such occasions as the Trust Pay Body sees fit. The Headteacher may make representations to the Review Committee to consider assigning the School to a new HTG.

5.9 If the Trust Pay Body changes the group of the School having re-calculated the unit total, the Trust Pay Body will identify any new HTPR which will ensure that the minimum of the HTPR is not below the minimum of the salary range for the HTG.

5.10 The HTPR of the School shall be a range of consecutive salary points selected by the Trust Pay Body within the HTG range for the School.

5.11 The Recruitment Selection Committee, set up to appoint a new Headteacher, shall determine the salary point on the HTPR for the new Headteacher to be paid, ensuring that there is room for salary progression. The Recruitment Selection Committee must have regard to advice available from persons engaged by the Trust Pay Body.

5.12 If the Trust Pay Body agrees to the Headteacher also being made the Headteacher of another School permanently, the Headteacher's salary will be determined in accordance with STPCD (paragraph 6.6).

5.13 Where such a decision is made then the Trust Pay Body will also review the salary ranges of any other teachers affected by the arrangement by increased responsibilities. Where such arrangements are temporary the safeguarding provisions will not apply.

Annual Review of Headteacher's Salary

5.14 At the beginning of each academic year, or at any such time deemed appropriate the Trust Pay Body (in consultation with the Headteacher) may decide whether or not to increase the salary of the Headteacher. The Appraisal Review Committee referred to in 2.21 will agree with the Headteacher or (in the absence of an agreement) set objectives together with indicators/measures appropriate to each objective. The objectives will reflect the priorities identified in the School's development plan.

5.15 The salary progression decision must be informed by a written recommendation included in the Headteacher's annual appraisal report. The Trust Pay Body should consider this recommendation when deciding on any salary increase.

5.16 Where performance related pay is being removed as per the STPCD: Pay progression must be awarded to teachers on the Leadership Pay Range, except where the teacher is in capability proceedings, in which case the [Governors] may decide to withhold progression

5.17 If a previous document set a pay range where the maximum salary is higher than what is allowed under the current guidelines, the Headteacher will continue to receive the higher salary until the pay range is reviewed and updated according to the new guidelines.

5.18 An external adviser appointed by the School will support the Appraisal Review Committee in carrying out the annual review of the Headteacher. The review and review statement will be conducted in accordance with the Trust Pay Body's Appraisal Policy.

5.19 Prior to submitting the recommendation to the Review Committee, the Appraisal Review Committee will advise the Headteacher of the proposed pay recommendation. If they are not satisfied with the recommendation, they may seek a review in accordance with 2.8 – 2.10 above.

5.20 In the Autumn Term of each year, (or where determined differently by the Pay Body as referred to in 5.14 above, in the half term immediately prior to the anniversary of the setting of the criteria), the Review Committee will receive a written recommendation from the Appraisal Review Committee (having consulted the Chair of Pay Body, if they are not an appraisal review governor).

5.21 The recommendation will include a rationale for the proposed level of salary to be paid from 1 September, including the recommended salary level and any additional payments as identified in the STPCD, paragraph 10. Any proposed progression within the HTPR will identify the recommended number of points proposed.

5.22 The Review Committee will consider the recommendation, together with any representations from the Headteacher, and inform the Headteacher in writing by providing a salary statement, by 31 December, to be backdated to 1 September.

5.23 The Headteacher will have the right to appeal against the decision of the Review Committee in accordance with the procedure set out in paragraph 2.13 of this policy.

Determination of Discretionary Payments to Headteachers

5.24 The Trust Pay Body may decide to pay additional payments to the Headteacher in accordance with paragraph 10 of the STPCD.

5.25 Where a decision is made to increase the Headteacher's salary beyond the maximum of the appropriate HTG determined in accordance with paragraphs 5.24 above, the total sum of all payments made to the Headteacher will not exceed 25 per cent of the maximum of the HTG, except in wholly exceptional circumstances, which will be approved by the Trust Pay Body.

5.26 If it is considered necessary to exercise the provision set out in 5.24 above, the Trust Pay Body will take external independent advice in accordance with paragraph 9.3 of the STPCD before agreeing to such a decision.

Acting Up Allowances

5.27 If during any absence of the Headteacher, Deputy or Assistant Headteacher or a TLR post holder, a teacher is assigned and carries out the duties of the post, then the Pay Body will consider within four weeks of the duties being assigned whether or not the teacher shall be paid an acting allowance calculated in accordance with 5.28 below. If no allowance is paid the Trust Pay Body may reconsider the position at any time.

6 Additional Payments for Teaching Staff

6.1 Where additional responsibilities and activities are undertaken by a teacher resulting from the Headteacher having responsibility for more than one School, as provided for in paragraph 5.12 of this policy, the Review Committee of the Pay Body will review the teacher's salary to reflect the additional responsibilities and activities. The decision of the Review Committee will be reported to the next meeting of the Pay Body.

7 Unqualified Teachers

7.1 The Pay Body may employ unqualified teachers/instructors in the School. Such unqualified teachers will be paid in accordance with paragraph 17 of the STPCD.

7.2 The point on the Pay Body's unqualified teacher range, within the maximum and minimum of the range as set out in paragraph 17 of the STPCD, at which a new appointment will be paid, will be determined by the Headteacher, in consultation with the Chair of the Pay Body, and will take account of the qualifications and experience considered to be relevant to the post.

7.3 In addition to the appropriate point on the unqualified teachers' pay range the Headteacher, in consultation with the Chair of the Pay Body, may award an additional annual allowance in accordance with paragraph 22 of the STPCD to a person appointed as an unqualified teacher who either takes on a sustained additional responsibility, which is focussed on teaching and learning and requires the exercise of a teacher's professional skills and judgement or who the Headteacher and Chair of the Pay Body believes has additional qualifications and/or experience to warrant such an award.

7.4 The Headteacher will report any award of such an allowance to the Review Committee of the Pay Body.

7.5 The arrangements for salary progression (outlined in 4.1 – 4.7 above) and salary safeguarding for teachers also apply to unqualified teachers.

8 Salaries of Support Staff

8.1 On appointing a member of support staff the job description determined for the post will be evaluated in accordance with the adopted job evaluation scheme or via benchmarking internally and externally. Advice on appropriate evaluation processes will be sought from persons engaged by the Pay Body.

8.2 The Headteacher, in consultation with the Chair of the Pay Body, will determine the appropriate point on the evaluated range having regard to:

- Relevant qualifications and/or competencies; and
- Recruitment/retention needs of the school in respect of the post.

The decision of the Headteacher will be reported to the Review Committee.

8.3 If at any time the Headteacher, in consultation with the Chair of the Pay Body, considers that a member of the support staff is being asked to undertake increased or decreased responsibilities permanently, the job description may be re-evaluated. If the evaluation provides for a higher salary, that salary will be paid to the post holder from a date determined by the Headteacher and, in the case of a temporary increase in responsibility, the date to which the new salary will be paid will also be stated. If the evaluation provides for a lower salary, the employee will be entitled to salary safeguarding for a period in accordance with [the Pay Body's policy. The new salary level will be reported to the Review Committee at its next meeting.

8.4 The Headteacher will make any recommendation to the Review Committee in respect of the salary of any member of the support staff to take effect annually by 31st March.

8.5 If any member of support staff wishes to appeal against their salary level they may ask for a re-evaluation of their job description. If a member of the support staff decides to appeal against a decision of the Review Committee, then they shall enter a formal written statement of appeal. The appeal shall be heard by the Review Appeal Committee referred to in paragraph 2.5 above.

8.6 Support Staff pay scales are set out in Appendix H.

9 Apprentices

9.1 Apprentices will **not** be paid with in line with Appendix E or H, rather the rates of pay will be determined with reference to the Government's statutory minimum rates for apprentices that take into account the apprentices age and the year of their apprenticeship.

10 Salary Sacrifice Scheme

10.1 The Trust Pay Body will support and encourage any salary sacrifice scheme as identified in the STPCD and made available by the Trust Pay Body from which teachers or support staff employed in the School benefit where there is no additional cost to the Pay Body's budget.

11 Review of the Policy

11.1 The Trust Pay Body will review this policy annually, or on any occasion when it is requested to do so by the Headteacher.

11.2 The Pay Body will consult with employees and the recognised trade unions at the time of the annual or any other review of the policy, where changes are made that affect the application of the policy.

11.3 However, where amendments to the policy are made that do not affect the application of the policy, these changes will not be consulted on. The revised document will be circulated to staff.

Appendix A: Procedure for a Review of a Salary Determination by the Review Committee of the Pay Body

This procedure complies with the guidance of the Secretary of State 'Implementing your School's Approach to Pay'.

1. Case for the Employee

The employee is entitled to be accompanied by a representative of their trade union or a workplace colleague.

The employee or representative:

a) Presents the employee's written application for review.

b) The members of the Review Committee may ask questions of the employee.

12 The Chair of the Review Committee:

a) Explains the process and evidence used to come to the recommendation/decision under review with reference to the written statement of reasons for the recommendation/decision previously provided to the employee.

b) If the Review Committee has asked the Headteacher (or a governor as referred to in note 3 below) to be present at the hearing the Headteacher (or governor) may be asked questions by members of the Review Committee, and the employee or representative.

13 Summing Up and Withdrawal

a) The employee, or representative, has the opportunity, to sum up, their case if they so wish.

b) All persons other than the members of the Review Committee and the adviser (See note 5 below) are then required to withdraw.

14 Review Committee Decision

a) The Review Committee and the person who is advising, (other than the Headteacher or a governor) are to deliberate in private, only recalling other persons to clear points of uncertainty on evidence already given. Any recall will involve both parties.

b) The Chair of the Review Committee will announce the decision of the review to the employee, which will be confirmed in writing within five working days.

Notes:

1. For the purposes of the review, the Review Committee and the employee will have the following documents:
   - The written statement of reasons for the recommendation/decision previously provided to the employee.
   - The written statement of reasons for the application for the review from the employee. (The grounds for the appeal must comply with paragraph 2.9 of the pay policy).
   - Any additional documents to be used at the review hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.
2. For the purposes of the review, the Review Committee may ask the Headteacher (or in accordance with note 3 below, a governor) to be present. In that event, the Headteacher (or governor) may also be asked questions by the members of the Review Committee and by the employee or their representative. The Headteacher (or governor) may **not** be involved in the decision of the Review Committee.
3. Where the Headteacher has asked for the review, the Review Committee may ask the Chair of the Pay Body or a representative of the governors referred to in 2.20 above to be present.
4. The Review Committee may have an adviser present.
5. The review is not an appeal against the recommendation/decision.

Appendix B: Procedure for an Appeal against a Salary Decision of the Review Committee to the Review Appeal Committee of the Pay Body

This procedure complies with the guidance of the Secretary of State 'Implementing your School's Approach to Pay'.

2. The Appeal of the Employee

The employee is entitled to be accompanied by a representative of their trade union or a workplace colleague.

The employee or representative:

a) Introduces the employee's written reasons for the appeal and the representative of the Review Committee and then members of the Review Appeal Committee may ask questions of the employee.

b) May call witnesses, each of whom will have provided a written statement of the information they wish to give, and each witness may be asked questions by the representative of the Review Committee and then by the Review Appeal Committee.

15 The Response of the Review Committee

The representative of the Review Committee:

a) Explains the process and evidence used to come to the decision being appealed with reference to the written statement of reasons for the decision of the Review Committee previously provided to the employee, and the employee or representative and then members of the Review Appeal Committee may ask questions of the representative of the Review Committee.

b) May call witnesses, who will have provided a written statement of the information they wish to give, and each witness may be asked questions by the employee or their representative and then by the Review Appeal Committee.

c)

16 Summing Up and Withdrawal

a) The representative of the Review Committee has the opportunity, to sum up, if they so wish.

b) The employee, or representative, has the opportunity, to sum up, their case if they so wish.

c) All persons other than the Review Appeal Committee and its adviser (see note 4 below) are then required to withdraw.

17 Review Appeal Committee Decision

a) The Review Appeal Committee and adviser are to deliberate in private, only recalling the parties to clear points of uncertainty on evidence already given. Any recall must involve both parties.

b) The Chair of the Review Appeal Committee will announce the decision to the employee, which will be confirmed in writing.

Notes:

1. The employee will be invited to the appeal meeting in writing giving no less than [5/10] days' notice of the meeting.
2. For the purposes of the appeal, the Review Appeal Committee will have the following documents:
   - The written statement of reasons for the Review Committee decision was previously provided to the employee.
   - The written statement of reasons for the appeal from the employee. (The grounds for the appeal must comply with paragraph 2.9 of the pay policy).
   - Any additional documents to be used at the appeal hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.

2. For the purposes of the appeal, the Review Committee representative may call the Headteacher (or in accordance with note 3 below, a governor) as a witness for the Review Committee. In that event, the Headteacher (or governor) may be questioned as a witness.
3. Where the Headteacher has asked for the review the representative of the Review Committee may call the Chair of Governors and/or one of the governors referred to in paragraph 2.21 of the policy above as a witness.
4. The Review Appeal Committee may appoint an adviser who may not be an employee of the Pay Body.

Appendix C: Access to the Teacher's Upper Pay Range

The date by which an application should be made is 31st May.

The teacher should give the application to the Headteacher.

The outcome of the application will be made confirmed by the 1st September

The successful applicate will be paid at the minimum of upper pay range for which they have applied.

If successful, the applicant can apply, after two years, for the next level of the Teacher's Upper Pay Range following the application process.

Christus Catholic Trust

Upper Pay Range Application Form

This form is to be used when applying for the upper pay scale, as outlined in the Christus Catholic Trust Pay Policy. Before completing this form, you should make yourself fully aware of the school's policy and procedures concerning pay and the 'Teachers' Standards' and be certain you meet the relevant criteria for assessment

Your application will be successful when the Local Governing Committee is satisfied that:

- You are highly competent in all elements of the relevant standards.
- Your achievements and contribution to the school are substantial and sustained.

A copy of the Christus Catholic Trust Pay Policy can be obtained from the school office.

Declaration

Teacher's Name:	
Teacher Reference Number:	

I hereby certify that I understand that the decision on my progression will be based on my performance against the relevant 'Teachers' Standards' and whether my achievements and contribution to the school are substantial and sustained.

I have used evidence from past appraisals and reviews where possible to complete the relevant section of the application form.

I have provided a summary of the evidence from my teaching practice that demonstrates how I believe I have met the threshold standards.

Teacher's Signature:		**Date:**	

When completing the form, you should consider carefully whether your statements are:

- Relevant
- Concise
- Representative
- Supported by strong evidence
- Time-specific
- Demonstrating impact

Upper pay range progression criteria

You should be able to demonstrate the following criteria in your work:

Professional Attributes
The teacher will: • Contribute significantly to implementing school policies and processes, where appropriate. • Promote collective responsibility for policy implementation.
Professional Knowledge and Understanding
The teacher will: • Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies. • Have a clear understanding of how to personalise learning to provide opportunities for pupils and maximise their learning potential. • Have an extensive knowledge of the assessment arrangements and requirements for the curriculum areas, including those related to public examinations and qualifications. • Have an up-to-date knowledge and understanding of the different types of qualifications and specifications, and their suitability for meeting pupils' needs. • Have a well-developed knowledge of their curriculum, subject areas and related pedagogy, including how learning progresses within them. • Have sufficient depth of knowledge and experience to be able to give advice on the development and wellbeing of children and young people.
Professional Skills
The teacher will: • Be flexible, creative and adept at designing learning sequences within lessons that are effective and consistently well-matched to learning objectives and the needs of pupils. • Integrate recent developments, including those relating to subject and curriculum knowledge, into their learning sequences. • Have teaching skills which lead to pupils achieving well in relation to their prior attainment, making progress that is as good as, or better than, similar learners' nationally. • Promote collaboration and work effectively as a team member. • Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.

Teaching Standard 1.1: Set High Expectations which Inspire, Motivate and Challenge Pupils
Possible sources of evidence: Planning files and records, feedback from lesson observations, performance data, performance management evidence, pupil progress records, annotated pupils' work, and records of homework set.
Explain below how you have set high expectations and inspired, motivated, and challenged pupils. You may wish to include how you have established a safe environment rooted in respect, set goals that stretched pupils' abilities and demonstrated the values and behaviour you expect from your pupils. Provide evidence where possible:
Assessment by Headteacher:
Standard: **Met** ☐ **Not yet met** ☐

Teaching standard 1.2: Promote Good Progress and Outcomes by Pupils
Possible sources of evidence: Planning files and records, feedback from lesson observations, performance data, performance management evidence, pupil progress records, annotated pupils' work, and records of homework set.
Explain below how you have promoted good progress and outcomes for your pupils. You may wish to include: How you are accountable for pupils' attainment and outcomes? How you stay aware of pupils' capabilities and plan your lessons with these in mind? How do you guide pupils to reflect on progress and identify areas of weakness? You should also demonstrate here your knowledge and understanding of how pupils learn and how this impacts your teaching. In addition, provide evidence of how you encourage pupils to take responsibility for their own work and study. Provide evidence where possible:
Assessment by Headteacher:
Standard: **Met** ☐ **Not yet met** ☐

Teaching Standard 1.3: Demonstrate Good Subject and Curriculum knowledge.

Possible sources of evidence: Lesson observations, CPD records, planning records, performance management evidence, personal research and INSET records.

Demonstrate below how you have good subject and curriculum knowledge and how you have improved this over recent years. You may wish to highlight how you foster and maintain pupils' interest in the subject and how you address misunderstandings. You should also demonstrate a critical understanding of developments in the subject. In addition, demonstrate how you have promoted high standards of literacy, articulacy and the correct use of standard English, regardless of your specialism. Provide evidence where possible:

Assessment by Headteacher:

Standard: **Met** ☐ **Not yet met** ☐

Teaching Standard 1.4: Plan and Teach Well-Structured Lessons
Possible sources of evidence: Lesson observations, CPD records, planning records, performance management evidence, monitoring management information, behaviour logs and pupil progress records.
Explain below how you have planned and taught well-structured lessons imparting knowledge and developing understanding through effective use of lesson time. Demonstrate how you have promoted a love of learning and intellectual curiosity. How has the homework you set consolidated and extended pupils' understanding? Do you reflect on the effectiveness of lessons and approaches to teaching? How do you contribute to the design and provision of an engaging curriculum within the relevant subject area? Provide evidence where possible:
Assessment by Headteacher:
Standard: **Met** ☐ **Not yet met** ☐

Teaching Standard 1.5: Adapt Teaching to Respond to the Strengths and Needs of All Pupils
Possible sources of evidence: Assessment records, lesson plans, records of achievement, monitoring data, records of target setting discussions, pupils' reports, annotated pupils' work, feedback from lesson observations and parent consultation records.
Explain below how you adapt your teaching to the strengths and needs of pupils. How do you differentiate appropriately? Demonstrate how you can overcome a range of factors that can inhibit pupils' progress. Provide evidence of awareness of the physical, social and intellectual development of children and how your teaching supports this. Demonstrate how you respond to the specific needs of all pupils, including those with special educational needs or disabilities, high ability or English as an additional language. Provide evidence where possible:
Assessment by Headteacher:
Standard: **Met** ☐ **Not yet met** ☐

Teaching Standard 1.6: Make Accurate and Productive Use of Assessment
Possible sources of evidence: Assessment records, lesson plans, records of achievement, monitoring data, records of target setting discussions, pupils' reports, annotated pupils' work, feedback from lesson observations and parent consultation records.
Explain how you have developed your knowledge and understanding of how to effectively assess the relevant subject and curriculum areas, including the statutory assessment requirements. Provide examples of when you have made use of both formative and summative assessment to secure pupils' progress. Explain how you use relevant data to monitor progress, set targets and plan subsequent lessons. Demonstrate how you give pupils regular feedback, both orally and through accurate marking, and how you encourage pupils to respond to the feedback.
Assessment by Headteacher:
Standard: **Met** ☐ **Not yet met** ☐

Teaching Standard 1.7: Manage Behaviour Effectively to Ensure a Good and Safe Learning Environment

Possible sources of evidence: Lesson observations, teaching assessments, behaviour logs and records of rewards and sanctions.

Demonstrate below how you have managed behaviour effectively to ensure a good and safe learning environment. You may wish to include how you have established clear rules and routines and taken responsibility for promoting good behaviour both in your classroom and throughout the school. How have you established a framework for discipline using a range of consistent and fair strategies? Explain your strategy for managing classes effectively and motivating pupils. How have you maintained good relationships with pupils, exercised appropriate authority and acted decisively when necessary? Provide evidence where possible:

Assessment by Headteacher:

Standard: **Met** ☐ **Not yet met** ☐

Teaching Standard 1.8: Fulfil Wider Professional Responsibilities
Possible sources of evidence: Planning records, School Development Plan, action plans, performance management evidence, contribution to extra-curricular activities, curriculum working parties, departmental team work, evidence referenced in previous answers.
Explain below how you have made a positive contribution to the wider community and ethos of the school. How have you developed effective professional relationships? How have you deployed support staff effectively? When have you taken responsibility for improving teaching through appropriate professional development? How have you communicated effectively with parents with regards to pupils' achievements and wellbeing? Provide evidence where possible:
Assessment by Headteacher:
Standard: **Met** ☐ **Not yet met** ☐

Teaching Standard 2: Personal and Professional Conduct
Possible sources of evidence: CPD records or any other relevant information about professional development, performance management evidence, supportive documentation, comments from staff, pupils and parents, feedback from lesson observations, planning records and evidence referenced in previous answers.
Explain below how you have met the personal and professional standards expected of a teacher. These include maintaining high standards, building relationships, treating pupils with dignity, safeguarding pupils' wellbeing, showing tolerance and respect, not undermining fundamental British values, and ensuring personal beliefs are not expressed in ways which exploit pupils' vulnerability. Demonstrate how you have paid regard to the policies and practices of the school and that you understand your professional duties and responsibilities. Provide evidence where possible:
Assessment by Headteacher:
Standard: **Met** ☐ **Not yet met** ☐

Appendix D: The Salary Points and Progression on the Main, Upper and Unqualified Teacher Pay Ranges. NB All Christus Catholic Schools are in Fringe

Any part-time teachers whose full-time equivalent basic earnings meet the eligibility criteria receive the award on a pro-rata basis according to their working hours.

The award should be paid to all eligible teachers, whether located on a published pay point or not and should be independent of any progression considerations.

The treatment of teachers between existing published pay points, including the management of possible leapfrogging, will be at the discretion of the relevant body, which should ensure that no teachers located just above the pay thresholds for eligibility are significantly disadvantaged, relative to other teachers.

Relevant bodies should ensure that implementation of the pay award complies with the National Living Wage.

Qualified Teachers Salary Points

Spine point	1 Sept 2025 to 31 Aug 2026
M1 (Minimum)	£34,398
M2	£36,373
M3	£38,627
M4	£41,075
M5	£43,545
M6 (Maximum)	£46,839
U1 (Minimum)	£48,913
U2	£50,668
U3 (Maximum)	£52,490

Teaching and Learning Responsibilities

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

Special Educational Needs Allowances

SEN Minimum **SEN Maximum**	**£2,787** **£5,497**

Unqualified Teachers

Scale point	1 Sept 2025 to 31 Aug 2026
1 (Minimum)	£24,066
2	£26,656
3	£29,248
4	£31,532
5	£34,126
6 (Maximum)	£36,718

Leadership Group

Spine point	1 Sept 2025 to 31 Aug 2026
L1	**£53,198**
L2	**£54,496**
L3	**£55,822**
L4	**£57,183**
L5	**£58,573**
L6	**£60,001**
L7	**£61,582**
L8	**£62,962**
L9	**£64,500**
L10	**£66,120**
L11	**£67,796**
L12	**£69,332**
L13	**£71,030**
L14	**£72,763**
L15	**£74,532**
L16	**£76,481**

Spine point	1 Sept 2025 to 31 Aug 2026
L17	**£78,215**
L18	**£80,134**
L19	**£82,084**
L20	**£84,092**
L21	**£86,138**
L22	**£88,237**
L23	**£90,381**
L24	**£92,595**
L25	**£94,854**
L26	**£97,170**
L27	**£99,537**

Appendix E: Salary Ranges and Arrangements for Teachers Paid in the Leadership Group Range

The Trust Pay Body will need to consider whether paragraph 9.3 of the STPCD applies to the circumstances of the Headteacher.

The maximum of the Deputy Headteacher and Assistant Headteacher must not exceed the maximum of the Headteacher Pay Range for the school.

Under the STPCD, the Trust Board, in deciding the implementation of the arrangements above, may determine the extent and the size of the salary ranges for the Headteacher's pay range (HTPR), the Deputy Head and Assistant Head.

The Trust Pay Body may decide to review the salary arrangements for the leadership group at any time.

Holy Cross
Group 2
Headteacher – L12-L18
Deputy Headteacher – L6-10

St Anne Line Infants
Group 2
Headteacher – L12-L18
Deputy Headteacher – L6-10

St Joseph's
Group 2
Headteacher – L12-L18
Deputy Headteacher – L6-10
Assistant Headteacher L1-L5

St Mary's
Group 2
Headteacher – L12-L18
Deputy Headteacher – L6-10

St Peter's
Group 3
Headteacher – L18-L24
Deputy Headteacher – L10 – L14
Assistant Headteacher – L1 – L5

St Teresa's
Group 2
Headteacher – L12-L18
Deputy Headteacher – L6-10
Assistant Headteacher – L1 – L5

St Thomas of Canterbury
Group 4
Headteacher L21 – L27
Deputy Headteacher – L12 -L16
Assistant Headteacher – L5 – L9

Executive Headship Range
Group 3 L18 -L24

Christus Catholic Trust (MAT)
Group 7 L28 – L33