BDMAT
Birmingham Diocesan
Multi-Academy Trust

Pay Policy
2026 - 2027

Issued: Autumn 2024
Amended: February 2025
Amended: September 2025
Amended: September 2026
Next Review Date: September 2027

Staff covered by this policy
This policy relates to all staff employed in Birmingham Diocesan Multi-Academy Trust (BDMAT), including support staff, teachers, school leaders, and BDMAT Central Team staff.

Effective date

This policy will come into effect on 1st September 2024 and will then be reviewed annually by the BDMAT board of directors, unless changes are required sooner.

Consultation process
In formulating this policy BDMAT's Joint Consultative Committee (comprising representatives of our recognised unions) was consulted. The consultation period concluded on 22nd September 2024.

Valuing our staff
BDMAT values its staff – they are our greatest asset and ensure that our vision and values are embedded. We want all our staff to have life in its fullness, to succeed and to have positive well-being. We are committed to supporting staff to have a good pension scheme either via the Teachers' Pension scheme or the Local Government Pension scheme (all staff are automatically enrolled into the relevant pension scheme). We plan to continue applying national pay award decisions.

Staffing Structure
The staffing structure should be reviewed regularly in relation to the relevant schools'/services' development and improvement plans as well as equal pay legislation and any changes to the staffing structure will be subject to full consultation in accordance with the agreed procedures.

All opportunities, permanent or temporary, including promotion, will be advertised to all employees in the Trust via MyNewTerm, unless the vacancy is suitable for another member of staff in the Trust who would otherwise be displaced.

1.0 Introduction

1.1 BDMAT recognises their statutory responsibilities related to employment. Day to day management of BDMAT staff is delegated as follows:

- Headteachers manage school staff.

- Headteachers, the Chief Operations Officer and the Chief Finance Officer are managed by the Chief Executive Officer
- BDMAT Heads of Department (Central Team) are managed by the COO
- BDMAT Heads of Department (Central Team) manage other BDMAT Central Team members

The above individuals may delegate the responsibility further e.g. to deputy headteachers as appropriate.

1.2 Throughout this policy reference is made to 'a nominated officer'. This will usually be the Headteacher, Head of Department (Central Team), Line Manager or any officer as nominated by the Chief Executive Officer. In some instances, it will be the Chief Executive Officer or Directors as outlined in the scheme of delegation.

1.3 The purpose of this policy is to provide an open and transparent framework that enables BDMAT to manage pay issues and to ensure that employees are paid on a fair and equitable basis. This document also ensures consistency of treatment in dealing with the administration of pay matters including pay appeals.

1.4 The Pay Policy will be reviewed by the Trust on an annual basis. The Trust will consult with employee representatives via the Trust's Joint Consultative Committee (JCC) and the final policy will be approved and adopted by the Trust Board.

1.5 The Trust recognises the importance of determining a pay policy and administering pay in a way which enables the Trust to attract, motivate and retain the most suitable staff to ensure the provision of education for students is of the highest quality.

1.6 In determining this policy, the Trust has taken into account all relevant legislation and codes of good practice. This pay policy should be read in conjunction with the Trust's capability policy, which outlines the procedures where there are concerns about staff performance.

1.7 This policy should also be read in conjunction with the Trust's scheme of delegation which outlines the appropriate delegated authority in dealing with pay related issues, including pay and pay progression. All proposed changes to pay, including the appointment of new staff, have to be approved by the CEO or their nominated officer, unless this is an incremental pay decision in line with this policy. The creation of additional posts to the school / organisation structure need to be approved by the CEO.

2.0 Scope of Policy

2.1 The policy applies to all employees who have contracts of employment with BDMAT. It is acknowledged that some staff may have certain protections as a result of TUPE legislation when they transferred into working for BDMAT.

3.0 Aims of the Policy

3.1 To maintain and improve the quality of education provided by the Trust by having a pay policy that supports the Trust's vision and values.

3.2 To maximise the quality of teaching, learning, and the operational and support services provided across the Trust.

3.3 To identify the principles by which the salary decisions for all employees will be made.

3.4 To operate pay arrangements in accordance with Equal Pay legislation.

3.5 To demonstrate to all staff that the Trust is managing its policy on pay in a fair, consistent and transparent way.

3.6 To provide a means of recruiting and retaining high quality staff in accordance with the Trust's needs, taking into account appropriate equal opportunity policies and employment legislation and the appropriate guidance on safer recruitment practice.

3.7 To respond to recruitment and retention problems where they exist.

3.8 In applying this policy, the Trust will have due regard to the following:

- The Trust scheme of delegation which determines who has delegated authority to make decisions regarding pay.
- The School Teachers' Pay and Conditions Document and Guidance (STPCD) currently in force (the Trust has committed to continuing to use the STPCD and this is incorporated into contracts of employment for teachers and school leaders).
- Conditions of Service for School Teachers in England and Wales (Burgundy Book).
- The National Joint Council for Local Government Services National Agreement of Pay and Conditions of Service (Green Book).

- Locally agreed conditions of service recognised by the Trust and/or agreed with representatives of the Joint Consultative Committee (JCC) that were transferred into the Trust through TUPE.
- The contract of employment between the Trust and the employee.

4.0 Responsibility

4.1 The nominated officer's remit is:

- To ensure that this policy is administered accordingly;
- To use flexibilities in determining discretionary areas of pay to ensure the aims of this policy are achieved;
- To consider pay appeals made by employees where there is a dispute regarding pay;
- To ensure that statutory and contractual requirements are applied to all employee groups; and
- To ensure that adequate records of decisions are kept.

5.0 The Equality Act 2010

5.1 The Trust supports equality of opportunity and will abide by all relevant legislation and codes of practice. In particular, the Trust will not discriminate on the grounds of any characteristic, i.e., race, colour, nationality, ethnic or national origin, gender, sexual orientation, religious belief, marital status, disability, age, fixed term or part time working.

5.2 The Trust will undertake an annual Equality Impact Assessment.

5.3 Members of staff on maternity leave will be entitled to any pay increases due to them when they return from maternity leave.

6.0 Job Descriptions & Person Specifications

6.1 Job descriptions and person specifications will be issued for each post advertised and staff will be asked to sign their job description on commencement.

6.2 Job descriptions will be provided for all members of staff by the nominated officer. Job descriptions for headteachers will be issued by the Chief Executive.

6.3 All job descriptions will be produced in standard format and will include the following: key areas of responsibility; duties of the post; grade; and where appropriate, the management and/or teaching and learning responsibilities of staff.

6.4 Where a role is changing the line manager should consult with the member of staff regarding making amendments to the job description / grading and to establish commitment to the new requirements.

7.0 Recruitment & Selection

7.1 The nominated officer will operate within the Trust's agreed procedure for recruitment and selection, taking into account employment legislation and safer recruitment arrangements. Nominated Officers should refer to the BDMAT Safer Recruitment Policy and all other relevant BDMAT policies / guidance when appointing all new staff.

8.0 Pay Relativity

8.1 The Trust will seek to ensure that there is pay relativity between posts within the Trust. Where possible, appropriate differentials will be created and maintained, following the appropriate guidelines and recognising relative levels of accountability, job size and the need to recruit, retain and motivate sufficient employees of the required quality at all levels.

9.0 Records

9.1 Salary records will be confidential to the individual concerned, the nominated officer, the HR function and appropriate Trust senior officials.

10.0 Part Time Employees

10.1 Those employees paid on part time contracts will receive a pro rata salary dependent on the actual hours worked per week, or in the case of support staff, based on the actual hours worked and the number of weeks worked. Teachers' pay will be calculated as per the calculation in the STPCD.

11.0 Support Staff

11.1 The Trust will comply with the National Joint Council for Local Government Services National Agreement of Pay and Conditions of Service (Green Book); and any local agreements recognised by the Trust within.

11.2 Support staff receive annual increments within their pay grade automatically on 1st April each year up to the top of their pay grade.

11.3 Support staff still within their probationary period will not progress up the pay range until the probationary period has been successfully completed. The incremental increase will apply from the date that they have successfully completed the probationary period and will not be back dated 1st April.

11.4 NJC Scale points 2026/27 that will be used in BDMAT from 1st April 2026 are shown at Appendix 4.

12. BDMAT Executive Leadership Pay

12.1. The Board takes seriously the responsibilities for determining executive pay and understands the need to set executive salaries at a level sufficient to attract and retain high quality staff but that inappropriately high pay levels can be challenged by the DfE. The Board will need to demonstrate value for money in its pay decisions for the Executive Team. The Trust Board determines executive leadership salary levels prior to any new appointments being made.

12.2. The Trust Board has decided to use nationally recognised benchmarking for executive salaries. Factors such as market forces, issues relating to recruitment and retention, the context and challenge arising from pupil needs/numbers, the degree of complexity, challenge and specific demands of the role and the experience required will all be taken into account when determining pay levels on appointment.

12.3. Any conflict of interest when considering executive pay will be avoided or mitigated against through existing governance arrangements. Any decisions made in setting or amending executive pay will be documented, including the rationale and whether the level of pay is in line with sector benchmarks.

12.4. Members of the BDMAT Executive Team will be appointed on 'spot' salaries. With the exception of staff referred to in paragraph 13.6 below, these will be uplifted every year in line with the percentage cost of living increase recommended annually for school leaders in the School Teachers' Pay and Conditions document (STCP). This

annual increase will be automatically applied from 1st September every year as it is not linked to staff performance. The salaries and increases will be reported to the BDMAT Finance and Resources Committee.

12.5. In addition, the Board will review Executive Team salaries every two years to ensure that they are still in line with national benchmarking. These reviews will normally take place in the autumn term each year.

12.6. Where a member of the BDMAT Executive Team is newly appointed to a 'spot' salary on 1st September or at a later point during the academic year, they shall not be entitled to receive a pay uplift until the following September within the 12 month period and this will also be subject to the completion of a satisfactory probationary period.

12.7. Members of the BDMAT Executive Team can appeal the pay decisions made by following the procedures outlined in section 24 of this policy.

13. Leadership pay spine for school-based senior leaders and BDMAT Lead Practitioners

13.1. The leadership pay spine for the period 01/09/2026 to 31/08/2027 to be used by the Trust for headteachers, deputy headteachers, assistant headteachers and BDMAT Lead Practitioners is shown at Appendix 5.

13.2. When determining the appropriate pay range, the Trust will take into account all of the permanent responsibilities of the leadership role, any challenges that are specific to it and all other relevant considerations as defined in the STPCD. The Trust policy is that the appointment will be made on a 7-point range for headteachers. Deputy headteachers, assistant headteachers and members of the BDMAT School Improvement Team will be on 5-point range. The salary range will be advertised as part of the recruitment process and agreed before commencement. Advice should be taken from the Trust HR function when setting salaries for leaders.

13.3. Leadership pay ranges for new appointments may be adjusted by the Chief Executive Officer in conjunction with the Trust Board and in accordance with the scheme of delegation, where there is a significant change in responsibility for a specific post or because a change is required to ensure leadership team pay maintains an appropriate differential when comparing the responsibilities of a particular post to other posts in the Trust.

13.4. There is no option for school-based leadership staff (including BDMAT Lead Practitioners) to be awarded more than one point on the pay range each year – this is because pay for leaders is not performance related. Additional pay increases may be approved by the Chief Executive Officer for retention purposes only.

13.5. Additional payments for school leaders must be authorised by the Chief Executive Officer or an appropriate person designated by them in their absence. Additional payments will only be made for undertaking activities outside of their designated roles and responsibilities.

13.6. School leaders within their probationary period will not progress up their pay range until the probationary period has been successfully completed. The incremental increase will apply from the date that they have successfully completed the probationary period and will not be back dated to the start of the academic year.

13.7. Members of school leadership teams may be asked to undertake additional tasks and responsibilities on behalf of the BDMAT Central Team. Where school leaders agree to such arrangements the leader will be awarded additional points on the leadership scale commensurate with the additional responsibility or workload for a fixed-period of time.

14. Acting/Interim Allowances for teachers taking on temporary leadership responsibilities

14.1. Acting allowances may be paid to teachers who are assigned and carrying out the duties of those paid on the leadership spine or TLR ranges. Where an absence is unplanned, but continues beyond three weeks, the headteacher will, within a four-week period of the commencement of an employee undertaking additional duties to cover for the absence, determine whether or not the acting post holder will be paid an allowance (for staff taking on headteacher duties in their absence these pay decisions will be taken by the CEO). If they are covering the full duties and responsibilities, an acting up allowance would be appropriate. In the event of a planned and prolonged absence, if appropriate an acting allowance will be agreed in advance and paid from the first day of absence. The same arrangement applies to support staff who are covering the absence of a higher graded position. The CEO or their nominated officer must approve any acting allowances to ensure consistency across BDMAT in awarding acting / interim allowances.

14.2. If the CEO determines that an allowance will be paid, any member of staff who carries out the duties of those paid on the leadership spine will be paid at an appropriate point of the leadership range commensurate with those duties to be undertaken from the first day on which they began to undertake those duties.

15. Teachers

15.1. On appointment all newly qualified teachers will commence on M1 unless discretionary points are added by the nominated officer (see 16.3)

15.2. The previous salary of experienced teachers will be honoured for recruitment purposes (including post threshold payments but not TLRs) as long as they can evidence they have been assessed as operating at that level e.g. through a letter from their previous employer/performance management statement. All new appointments will receive a written offer which clearly defines their starting salary.

15.3. Headteachers have the discretion to determine the starting salary of a newly appointed teacher. The criteria to be used is additional points may be awarded for years of experience other than employment as a teacher that are considered relevant and of value to the experience and performance of that teacher in the following circumstances:

- One point on the main scale for each year of service as a qualified teacher in a city technology college, a city college for the technology of the arts or an independent school.
- One point on the main scale for each year of service as a qualified teacher in an overseas school
- One point on the main scale for each year of service teaching in further education, including sixth form colleges.
- One point on the main scale for each year of service teaching in higher education.
- One point on the scale for each period of three years spent outside teaching but working in a relevant area. This might include industrial or commercial training, time spent working in an occupation relevant to the teacher's work at the school, and experience with children/young people.

Where such points are awarded, this will be made clear in the written offer of appointment.

15.4. Teaching staff will progress annually within their pay range automatically on 1st September each year. Pay progression is no longer linked to appraisal/performance

management in BDMAT, except for those teachers applying to enter the upper pay range.

15.5. Teachers within their probationary period will not progress up their pay range until the probationary period has been successfully completed. The incremental increase will apply from the September that they have successfully completed the probationary period and will not be back dated to the start of the academic year.

15.6. It should be noted that it is the intention of the Trust to award any nationally agreed pay uplift for those paid under the STPCD effective from the nationally agreed date and the same approach applied to those under local government pay scales.

16. **Pay spine for qualified teachers**

16.1. The main pay scale for the Trust will consist of 6 spine points set out below using the minimum and maximum of the main pay range on the SCP from 1 September 2026.

17. **Early Career Teachers**

17.1. Teachers in their induction two years for ECTs (Early Career Teachers) will be awarded pay progression after their first twelve and twenty-four months. They will then align with all other Teaching staff with pay progression at the following September.

17.2. ECTs within their probationary period will not progress up their pay range until the probationary period has been successfully completed. The incremental increase will apply from the September that they have successfully completed the probationary period and will not be back dated to the start of the academic year.

18. **Upper Pay Range Teachers**

18.1. **Teachers assessed as meeting the criteria to be paid on the Upper Pay Range prior to 1st September 2021**:

18.2. Teaching staff who have already been assessed as meeting the Upper Pay Range criteria prior to 1st September 2021 will need to continue to meet the criteria in place when they were originally assessed. For staff who TUPEd into BDMAT already assessed as meeting the criteria, this will be the previous school's criteria; for those staff assessed whilst working for BDMAT the policy has the following criteria:

18.3. An application will be successful, if the headteacher and the Pay Body are satisfied that:

- the teacher is highly competent in all elements of the teaching standards.
- the teacher's achievements and contribution to the school are substantial and sustained

18.4. In BDMAT, this means that the teacher has consistently:

- demonstrated that they meet all teaching standards, both in terms of teaching and personal and professional conduct, over a sustained period.
- been assessed as meeting their performance management objectives over a sustained period and in addition:
- teaching has been rated as good overall, with some outstanding, over a sustained period.
- the teacher has demonstrated over a sustained period an ability to support a high number of pupils to exceed expected levels of progress/achievement.
- the teacher has consistently taken responsibility for identifying and meeting their own professional development needs and used their learning to improve their own practice and pupils' learning.
- the teacher has demonstrated that they have made an impact in the school beyond their own class/group(s) over a sustained period. This *may* include, for example:
  - demonstrating an ability to coach, mentor, advise and demonstrate best practice to other teachers to enable them to improve their teaching practice.
  - significantly contributing to policy and practice which has improved teaching and learning across the school.

18.5. Sustained means maintained continuously over a period of at least 3 school years (a year being defined as at least 26 weeks work in any academic year). It is normally expected that this will include at least one year at the school, although discretion will be exercised where there is clear and compelling evidence of consistent performance against the criteria at the teacher's previous school.

19. The Upper Pay Range from 1st September 2021 onwards

19.1. The pay scale for the Trust will consist of 5 incremental points (1 band) set out in 19.6. Points will be awarded annually if the member of staff continues to meet the criteria for the Upper Pay Range in place when they were originally assessed.

19.2. The Upper Pay Range from 1st September 2026 is shown at Appendix 7.

19.3. From 1st September 2013 any qualified teacher can apply to be paid on the Upper Pay Range (UPR). It is the responsibility of the teacher to decide if they wish to apply or not. If a teacher is simultaneously employed at another school(s)/Trust, they may submit separate applications if they wish to apply to be paid on the UPR in that school(s). BDMAT will not be bound by any pay decision made by another school / Trust.

19.4. Staff on the Upper Pay Range will progress one point every year up the range until they achieve U3 unless they are no longer meeting the criteria of the Upper Pay Range that were in place when they were originally assessed. If they are no longer meeting the criteria they should be supported through the BDMAT Performance Management Policy/Capability Procedure to meet the criteria. If the member of staff does not once again meet these criteria after support then the line manager will need to consider following the procedures set out in the BDMAT Capability Policy; in these circumstances the member of staff will be held to account against both the Teachers' Standards and the Upper Pay Range criteria.

20. The Assessment for the BDMAT Upper Pay Range Standards from 1st September 2021 onwards

20.1. Teachers who feel that they meet the BDMAT Upper Pay Range Standards as set out below may apply to be assessed against these criteria – ideally candidates should inform their nominated officer a year before their planned submission so that they can be supported to get the evidence in place and achieve the standard

20.2. Applications to proceed onto the upper pay range should be submitted by 31st October to the teacher's nominated officer. One application may be submitted annually. Successful applications will have the additional pay award back dated to 1st September that year.

20.3. Teachers wishing to be considered for progression onto the Upper Pay Range should apply to the nominated officer in accordance with the provisions of this policy and must be assessed in line with this policy. The model application is attached as appendix 2. The evidence to support the application should be clearly marked on the application form and attached as appendices if needed. Where a teacher is absent during the period because of maternity, adoption, paternity, pregnancy sickness or

work-related injury the period of evidence should be reduced to reflect the period of absence.

20.4. The nominated officer will make an initial decision as to whether they feel the member of staff is likely to meet the BDMAT criteria for the Upper Pay Range. If they do agree, they will submit the application to the BDMAT CEO for assessment. If the nominated officer feels that the teacher is not likely to meet the criteria, they should write to them setting out their reasoning. The teacher may contest this decision by submitting an appeal (see section 30 of this policy).

20.5. On receipt of the application, the CEO will form a panel of three to assess the application (the Upper Pay Range Panel (UPRP)). The UPRP should consist of the CEO (or their nominated representative), the headteacher of the school and another headteacher from another BDMAT school who has not employed this teacher in their school previously (all members of the panel must have qualified teacher status).

20.6. An application from a qualified teacher will be successful where the UPRP is satisfied that:

- The teacher is highly competent in all elements of the current Teachers' Standards
- The teacher's achievements and contribution to the school / Trust are substantial and sustained
- Meets the following BDMAT Threshold Standards:

Criteria
Have teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as, or better than, similar learners nationally.
Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.
Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas they teach, including those related to public examinations and qualifications.
Have a more developed knowledge and understanding of their subjects/curriculum 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 well-being of children and young people.
Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.
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.

For the purposes of this pay policy:

- **Highly competent** means the teacher meets the required expectations of the Teachers' Standards' and the BDMAT criteria for the Upper Pay Range (see above).
- **Substantial** means that the teacher's achievements and contribution to the school have been significant over time.
- **Sustained** means the expertise of the teacher has grown and is at least ***consistently*** good.

20.7. The UPRP will assess the application form and the evidence presented by the member of staff.

20.8. The assessment process will comprise of:

- An examination of the application of the member of staff.
- A review of the previous two statements from the performance management process.
- Discussions with the member of staff's headteacher

20.9. Teachers will receive written notification of the outcome of their application within 10 working days of the decision being made from the CEO. Where the application is unsuccessful, the written notification will include the areas where it was felt that the teacher's performance did not satisfy the relevant criteria set out in this policy.

Where the application is unsuccessful, the employee has a right of appeal (see section 30).

20.10 The nominated officer has discretion to pay former members of the leadership group or those previously employed as BDMAT Lead Practitioners who the Chief Executive

Officer has agreed to allow to step down from their leadership posts to teaching posts on any point on the Upper Pay Range.

21.0 BDMAT Lead Practitioners

21.1 The Chief Executive may appoint BDMAT Lead Practitioners where the primary purpose is to model and lead improvement of teaching skills. The Trust Board will determine the pay spine for BDMAT Lead Practitioners. The appointment will be made on a 5-point range using the leadership scales in section 14 of this policy. The starting salary will be agreed on appointment by the nominated officer. Advice should be taken from the BDMAT HR team to ensure parity and fairness for posts with equal responsibilities. Teachers paid as BDMAT Lead Practitioners must be an exemplar of teaching skills and carry out the professional responsibilities of a teacher.

21.2 Change to the individual pay range of a BDMAT Lead Practitioner may be considered by the nominated officer, subject to approval from the Chief Executive where there has been significant change to the role and responsibilities of the serving BDMAT Lead Practitioner.

22.0 Teaching & Learning Responsibility Payments (TLRs)

22.1 Teaching and Learning Responsibility Payments can be recommended by the nominated officer and can only be awarded to posts that meet the criteria identified in the STPCD. However, the awarding of any TLR payments must be approved by the CEO.

22.2 The criteria for TLRs as set out in the STPCD state the teacher's duties must include a significant responsibility that is not required of all classroom teachers and that:

a) is focused on teaching and learning.
b) requires the exercise of a teacher's professional skills and judgement.
c) requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum (clause c does not apply to TLR3 payments).
d) has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils.
e) involves leading, developing and enhancing the teaching practice of other staff (clause e does not apply to TLR3 payments).

22.3 The nominated officer shall inform all staff about TLR opportunities and the payments attached to them. The information will be provided at the earliest possible time and in advance of the post being filled.

22.4 The award of TLRs will be in accordance with the staffing structure for the school / Trust.

22.5 TLR1 and TLR2 will be awarded for clearly defined and sustained additional responsibility and accountability in the context of the school's/Trust's staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning and in accordance with the criterion and factors set out 22.2. In addition, before awarding a TLR1 the significant responsibility must include line management responsibility for a significant number of people.

22.6 The Trust will determine the levels and values of the TLR payments, attached to individual posts, as appropriate to the duties and responsibilities/accountabilities of those posts using the scales at Appendix 8. These values are effective from 1st September 2026.

TLR3 (Fixed Term)

22.7 The nominated officer will consider the payment of a fixed-term TLR3 to staff that meet the criteria in 22.2 (with the exception of clauses c and e) to class teachers. The annual value of an individual TLR3 must be no less than £727 and no greater than £3,600. The duration of the fixed-term must be established at the outset and payment should be made on a monthly basis for the duration of the fixed-term. Although a teacher cannot hold a TLR1 and a TLR2 concurrently, a teacher in receipt of either a TLR1 or a TLR2 may also hold a concurrent TLR3. TLR3s must be approved by the CEO.

22.8 The nominated officer will consider the annual value of the TLR3 payment as shown at Appendix 8:

22.9 The nominated officer will set out in writing to the teacher the duration of the fixed term and the amount of the award which will be paid in monthly instalments. The award of a TLR3 will be for a fixed period and therefore will not be subject to safeguarding on completion and the teacher will revert to their substantive role on completion.

22.10 The nominated officer will determine the value of all TLR1 and TLR 2 payments based on the proportion of the TLR the teacher is undertaking - i.e. the proportion of the full time equivalent responsibility. Where a part-time teacher is taking on the responsibilities associated with a TLR1 or TLR 2, the nominated officer is no longer mandated to utilise the pro-rata principle when determining the value of the TLR1 or TLR 2 payment. Equally, a part-time TLR may be awarded to a full-time teacher where the responsibilities are being shared with another teacher.

22.11 The pro-rata principle does not apply to any TLR3 award and the TLR3 will be paid in full.

23.0 Unqualified Teachers

23.1 The Trust recognises that there are some posts (although these are a minority) where the appointment of an unqualified teacher may be appropriate, with no expectation that the unqualified teacher be working towards qualified teacher status, for example swimming instructor and sports coaches.

23.2 The unqualified pay range for teachers in this Trust using the minimum and maximum of the unqualified teachers' pay range from 1 September 2026 is shown at Appendix 7.

23.3 The nominated officer will determine where a newly appointed unqualified teacher enters the agreed unqualified teachers scale and in accordance with the STPCD.

23.4 Unqualified teachers will not be awarded TLRs.

24.0 Recruitment & Retention Incentives & Benefits

24.1 All payments must be approved by the Chief Executive Officer. The nominated officer can recommend to the Chief Executive Officer the awarding of lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive as per the STPCD. The nominated officer may recommend awarding such payments where they consider it is appropriate to do so in order to recruit or retain relevant staff. It will be made clear at the outset, in writing, the expected duration of any such incentive or benefit, and the review date after which they may be withdrawn.

24.2 The nominated officer will conduct an annual formal review of all such awards.

24.3 The process outlined in 24.1 and 24.2 will also apply to support staff.

25.0 Special Educational Needs

25.1 The nominated officer shall award a SEN allowance of no less than £2,885 and no more than £5,690 per annum to a ***classroom teacher***:

- In any SEN post that requires a ***mandatory*** SEN qualification and involves teaching pupils with SEN.
- Who teaches pupils in one or more ***designated special needs classes or units in the school/Trust.***
- in any non-designated setting (including any pupil referral unit) that is analogous to a designated special class or unit, where the post:
    - involves a substantial element of working directly with children with SEN;
    - requires the exercise of a teacher's professional skills and judgement in the teaching of children with SEN; and
    - has a greater level of involvement in the teaching of children with SEN than is the normal requirement of teachers throughout the school or unit within the school or Trust

25.2 The lower value of £2,885 must be awarded by the nominated officer if the criteria detailed above apply. In addition to this, with approval from the CEO, the higher value of £5,690 can be awarded to a member of staff who meets the following criteria:

- Has appropriate, demonstrable and recognised expertise/qualifications in more than one area of specialism; e.g. ASD/BSED/SLD and ***this expertise/qualification(s) is a requisite of the post.***
- Is the lead outreach practitioner/trainer within the Trust working collaboratively with other BDMAT schools/Trust colleagues or as part of a multi-agency model.
- Is the lead practitioner in their field carrying out ***complex diagnostic assessment.***
- Has considerable relevant experience in their area of specialism and is seen as the Trust's leading professional in their area.

26.0 Salary Sacrifice Arrangements

26.1 In accordance with the STPCD, teachers may participate in any such arrangement operated by the Trust and the teacher's gross salary will be reduced accordingly. Participation in any salary sacrifice arrangement has no effect upon the determination of any safeguarded sum to which the teacher may be entitled under any provision of the document.

26.2 Please note the Trust reserves the right to introduce additional salary sacrifice schemes, other than those detailed in the STPCD or withdraw schemes at any time.

26.3 Support staff may also take part in salary sacrifice arrangements in line with the principles set out in 26.1

27.0 Overtime payments

27.1 Overtime payments can lead to inequality and reduction in employment opportunities. BDMAT recognises the need for flexibility but our principle is for overtime payments to be for *ad hoc* occasional use. Overtime for unsocial hours to be agreed as part of role on appointment. Overtime payments are based on the hourly rate for the role being completed. Overtime must always be agreed in advance by the budget holder.

28.0 BDMAT School Improvement Team

28.1 It is highly likely that staff within the BDMAT School Improvement Team will be subject to Teachers' Pay and Conditions. Staff in the BDMAT School Improvement Team will be paid on the leadership scale set out in section 14 of this policy. These staff will also be on a 5-point salary range on the leadership scale. If members of the BDMAT School Improvement Team are not subject to Teachers' Pay and Conditions they will follow arrangements on support staff scales.

28.2 BDMAT School Improvement Team members will not be subject to performance related pay and will therefore increase by one point on their range each year until they reach the top of the range ascribed to them.

28.3 BDMAT School Improvement Team members still within their probationary period they will not progress up their pay range until the probationary period has been successfully completed. The incremental increase will apply from the date that they have successfully completed the probationary period and will not be back dated to the start of the academic year.

29.0 School Support Staff and BDMAT Central Team staff (non-Executive and non-School Improvement Team)

29.1 School support staff posts will be advertised on a range in accordance with the criteria within each local authority pay scale.

29.2 Posts within the BDMAT Central Team staff (other than those within the School Improvement Team and executive members) will be advertised on a range within the BDMAT Pay Scales. See appendix 4.

29.3 BDMAT Central Team members and school-based support staff will not be subject to performance related pay and will therefore increase by one point on their range each year until they reach the top of the range ascribed to them.

30.0 Appeals against Pay Determination

30.1 An employee may appeal against a decision relating to their pay and the Trust has adopted a policy for dealing with pay appeals, which is attached as Appendix 1.

31.0 Approval and authorisation of payment for additional payments (including overtime)

Approval must be sought by staff from their line manager before commencing any additional hours and the line manager must also approve payment. For avoidance of doubt, line managers are as follows:

Staff	Line manager to approve
Secondary school staff	School Head of Department
Secondary school SLT	Headteacher
Primary school staff inc SLT	Headteacher
Headteachers	CEO
BDMAT Central Staff	BDMAT Head of Department
BDMAT Heads of Department	CEO
CEO	Chair of BDMAT

32.0 Monitor and Review of the Policy

32.1 BDMAT is committed to monitoring and reviewing the effectiveness of the pay policy with recognised trade unions on an annual basis through the JCC. As the employer, the Trust will monitor salary decisions and take appropriate remedial action if it feels

there is a potential equal pay issue. There is also a commitment to monitor the workload impact of the policy through regular professional dialogue with staff.

APPENDIX 1

APPEALS AGAINST PAY DECISIONS

Where an employee is unhappy with a pay decision, they should initially inform the nominated officer and will be offered a meeting with them to discuss their case within 10 working days of the decision. If the issue is not resolved at this meeting, the formal process below will be used.

The Trust has adopted the following procedure for dealing with appeals against pay decisions where the issue cannot be resolved informally.

The grounds for appeal are that the nominated officer making the decision:

a) Incorrectly applied the BDMAT Pay Policy
b) Failed to have proper regard for statutory guidance that BDMAT has committed to following
c) Failed to take proper account of relevant evidence
d) Took account of irrelevant or inaccurate evidence
e) Was biased
f) Unlawfully discriminated against the member of staff

Procedure

Pay appeals will be heard by a panel of three governors from the Local Academy Board (or three directors for BDMAT Central Team staff) not previously involved in making relevant pay decisions. For those staff whose request for progression to the Upper Pay Range following the post September 2021 process was rejected by the Upper Pay Range Panel the appeal will be undertaken by the Chief Executive Officer.

Employees will be able to appeal if they are not satisfied with the decision of the nominated officer for any of the reasons outlined above and they wish to advance their case for consideration.

Upon receipt of the decision of the nominated officer, the member of staff should give written notice of the intention to appeal and the grounds for the appeal within 10 working days of the review meeting discussed in the first paragraph of this section.

The more senior member of staff will then arrange for the appeal to be heard within 20 working days following receipt of the written notice of appeal.

The appellant will be given at least 5 working days' notice of the appeal hearing and will be required to submit their case in writing at least 2 working days before the hearing.

The appellant has the right to be accompanied by a work colleague or a trade union representative.

The nominated officer who made the original decision on pay will be required to submit the case in writing at least 2 working days before the appeal hearing and will attend the appeal hearing.

The respective cases submitted by both the appellant and the nominated officer will be shared with all parties once submitted.

The Appeal decision will be given to the appellant in writing within 5 working days of the appeal hearing.

Where an appeal is rejected the person hearing the appeal will inform the appellant in writing of the evidence considered and the reasons for the decision.

The nominated officer who made the original decision will also be notified of the outcome of the hearing.

The decision of the Appeal Hearing will be final and binding on both parties.

PROCESS FOR THE APPEAL HEARING

1. The Chair will begin by introducing those present.
2. The appellant* will be given an opportunity to make representations to the Chair on their appeal (copies of the formal appeal documents having been given to the Chair). Witnesses may be called, as notified at least 2 days in advance and at the discretion of the committee.
3. The nominated officer who made the original decision shall be given an opportunity to ask questions of the appellant.
4. The Chair shall be given an opportunity to ask questions of the appellant.
5. The nominated officer who made the original decision shall be given an opportunity to respond, calling any witnesses as notified at least 2 days in advance and at the discretion of the Committee.
6. The appellant* shall be given an opportunity to ask questions of the nominated officer.
7. The Chair shall be given an opportunity to ask questions of the nominated officer.
8. The appellant shall have an opportunity to sum up their case.
9. The nominated officer to sum up their response.

10. The appellant, their representative and the nominated officer to withdraw from the meeting.
11. The Chair to consider the appeal, the nominated officer's and appellant's responses and any advice and guidance provided by HR to reach a decision on the matter.
12. The decision to be notified to the appellant and the nominated officer within 5 working days.

Notes: *or their representative

A member of the Trust HR function is able to attend with the nominated officer and the Chair may also be supported by a HR representative.

APPENDIX 2
Upper Pay Range Application
Request for Upper Pay Range Assessment
This form should be handled in confidence at all times

Eligibility criteria
In order to be assessed you will need to:

- hold Qualified Teacher Status on the date of your request; and
- be employed as a teacher within BDMAT

Please enclose written evidence to demonstrate that you meet the criteria to progress.

Pass the request form to your Headteacher before 31st October in the year you wish to apply.

Part 1: Teacher details
To be completed by the teacher
Personal details

Surname	
First name(s)	
School	

Please give details if you are submitting appraisal reports or performance management statements from another school

Name and address of school/LA	Date(s) of employment	Name of head teacher/ service manager

Declaration by the teacher
I confirm that at the date of this request I meet the eligibility criteria and I submit the appropriate evidence as outlined below.

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Signed

Date

Part 2: Actions for the nominated officer

Check that the teacher is eligible to be assessed.

- Check the teacher meets the standards for progression and discuss with the Headteacher
- Complete the Headteacher's statement (see page 4).
- Sign, date and copy the form and pass this on to the CEO for the Upper Pay Range Panel (UPRP) to consider if you feel that the member of staff may be meeting the Upper Pay Range criteria. Inform the teacher of the outcome within 10 working days of the decision. If the application was refused provide feedback to the teacher on this and the reasons why, with the right of appeal.

To be completed by the Headteacher

Name of headteacher	

Please record your overall judgements below.

The teacher should be put forward for assessment to the Upper Pay Range

Or

I do not believe that this teacher is currently operating at the standards for an upper pay range teacher and therefore I do not support this application going through to assessment

(delete as appropriate)

Signature	
	Please paste in electronic/scanned signature above if submitting the application form electronically.
Print name	
Date	

Part 3: Actions for the CEO
To be completed by the CEO

Name of teacher	
School	

Please record your overall judgements below.

The teacher has been assessed as meeting the BDMAT Upper Pay Range criteria

Or

The panel does not believe that this teacher is currently operating at the standards for an upper pay range teacher and therefore on this occasion their application has been declined

(delete as appropriate)

Signature	
	Please paste in electronic/scanned signature above if submitting the application form electronically.
Print name	
Date	

APPENDIX 3

Criteria for successful assessment of the Upper Pay Range

Criteria
Have teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as, or better than, similar learners nationally.
Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.
Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas they teach, including those related to public examinations and qualifications.
Have a more developed knowledge and understanding of their subjects/ curriculum 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 well-being of children and young people.
Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.
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.

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APPENDIX 4: NJC PAY SCALE 2026/27

Scale Points	Salary
3	25,614
4	26,016
5	26,428
6	26,846
7	27,274
8	27,709
9	28,153
10	28,608
11	29,070
12	29,541
13	30,023
14	30,515
15	31,015
16	31,525
17	32,046
18	32,578
19	33,119
20	33,672
21	34,236
22	34,811
23	35,570
24	36,581
25	37,562
26	38,510
27	39,481
28	40,444
29	41,177
30	42,123
31	43,150
32	44,253
33	45,529
34	46,579

35	47,664
36	48,738
37	49,818
38	50,908
39	51,928
40	53,051
41	54,143
42	55,224
43	56,293
44	57,932
45	59,583
46	61,231
47	62,893
48	64,536
49	66,304

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APPENDIX 5: LEADERSHIP PAY SCALE 2026/27

Scale Points	Salary
L1	53,586
L2	54,927
L3	56,298
L4	57,699
L5	59,137
L6	60,619
L7	62,251
L8	63,688
L9	65,278
L10	66,956
L11	68,691
L12	70,275
L13	72,032
L14	73,827
L15	75,664
L16	77,676
L17	79,460
L18	81,457
L19	83,478
L20	85,547
L21	87,664
L22	89,842
L23	92,065
L24	94,349
L25	96,694
L26	99,086
L27	101,540
L28	104,059
L29	106,637
L30	109,291
L31	111,990
L32	114,774

L33	117,624
L34	120,532
L35	123,528
L36	126,587
L37	129,733
L38	132,943
L39	136,184
L40	139,581
L41	143,069
L42	146,652
L43	148,829

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APPENDIX 7: TEACHER PAY SCALES 2026/27

Scale Points	Salary
UQ1	23,732
UQ2	26,075
UQ3	28,758
UQ4	31,124
UQ5	33,811
UQ6	36,494
M1	34,069
M2	36,042
M3	38,400
M4	40,941
M5	43,529
M6	46,940
U1	49,134
U1a	50,042
U2	50,956
U2a	51,893
U3	52,835

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APPENDIX 8: TEACHING AND LEARNING RESPONSIBILITY PAYMENTS 2026/27

TLR 1

A	£ 10,531
B	£13, 780
C	£17,819

TLR 2

A	£3,651
B	£6,418
C	£8,913

TLR 3

A	£727
B	£2,101
C	£3,600