



Adoption guidance and policy change log

Pay Policy

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General guidance for Headteachers and Local Governing Bodies (LGBs)

This Pay Policy is a Trust-wide policy approved by the Board of Directors. As the Trust is the employer of all staff, this Policy applies consistently across all schools. Local Governing Bodies do not have delegated authority to approve, amend or vary this policy.

This policy applies equally to all schools within LDBS Academies Trust and LDBS Academies Trust 2 and no school-specific appendices or local amendments are required.

Headteachers and Local Governing Bodies should familiarise themselves with the policy and ensure its consistent implementation within their school.

Any concerns regarding the policy should be raised with the Trust via the local Governance Professional.

Generic changes to all policy documents in 2026-27

- Change of the registered address of both LDBS Academies Trust and LDBS Academies Trust 2. The registered address is now: Park Lane, London, England N17 0HH.
- New Articles of Association, approved by the DfE in August 2026 (to be ratified by Members), change the name of Local Academy Committees (LACs) to Local Governing Bodies (LGBs). The terminology in this policy has been updated accordingly.
- Name of new Chair of the Board of Directors: Peter King.

Changes to this policy document since its last revision

This policy has been substantially revised and restructured and should be regarded as a major rewrite rather than an incremental update.

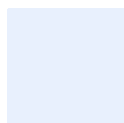
Key changes include:

- expansion of the policy to cover both teaching and support staff;
- alignment with the current Trust Scheme of Delegation;
- introduction of Trust-wide provisions applicable to all employees;
- introduction of a support staff pay framework, including job evaluation and grading arrangements;
- establishment of Trust-wide support staff grading principles and preferred staffing structures;
- strengthening of governance arrangements relating to TLRs, recruitment and retention payments and acting-up arrangements;
- revision of leadership pay arrangements to reflect the current Trust structure;

LDBS Academies Trust (LAT)
Comp. House No. 8182235 (CLBG)
Registered address: Park Lane, N17 0HH

LDBS Academies Trust 2 (LAT 2)
Comp. House No. 10447269 (CLBG)
Registered address: Park Lane, N17 0HH

- revision of pay appeals arrangements;
- clarification of pay progression arrangements for both teaching and support staff; and
- enhancement of equality, monitoring and record retention provisions
- update of pay scales to reflect 26/27 negotiated pay agreements.



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part of the



LDBS Academies Trust
LAT and LAT 2

Pay policy

Document type	Trust Policy	Statutory DfE / Trust	Trust
Approval Level	Trust Board of Directors	Review Frequency	Annual
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On behalf of the Trust Board of Directors			
Name	Peter King	Name	Christalla Jamil
Position	Chair of the Board of Directors	Position	CEO
Publication to	☒ GovHub	☒ Staff info site	☐ Website

TRUST VISION STATEMENT

“The kingdom of heaven is like a mustard seed, which a man took and planted in his field. Though it is the smallest of all seeds, yet when it grows, it is the largest of garden plants and becomes a tree, so that the birds come and perch in its branches.” (Matthew 13: 31-32)

In the parable of The Mustard Seed, Jesus reminds us that even the smallest of seeds has the potential to grow into the fullness of itself. We aim to provide the right environment for our children, and all whom we serve, to flourish into the fullness of themselves. He tells us these seeds grow into trees, capable of providing a home for a rich diversity of life, our work is to ensure all in our communities grow into people of compassion and wisdom with a deep spiritual understanding of how to support the needs of others.

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1 Purpose and principles (all staff)

This policy sets out the framework for making decisions on pay for all employees of LDBS Academies Trust and LDBS Academies Trust 2. It has been developed to comply with current legislation and relevant national terms and conditions of employment, including the School Teachers' Pay and Conditions Document (STPCD) for teaching staff and the National Joint Council (NJC) Green Book arrangements for support staff.

In adopting this policy, the Trust aims to:

- recognise and reward staff appropriately for their contribution to the Trust and its schools;
- ensure that decisions on pay are managed in a fair, transparent and consistent manner;
- support the recruitment, retention and development of a high-quality workforce;
- ensure accountability, objectivity, equality of opportunity and compliance with equal pay legislation;
- provide a clear framework for pay progression, pay appeals and the exercise of pay-related discretions.

2 Governance and delegation

The Trust Board has approved this policy in accordance with the Trust's Scheme of Delegation. Pay decisions are made in accordance with the responsibilities delegated within that Scheme of Delegation.

Headteachers' pay awards are determined by the Chief Executive Officer. Pay progression decisions relating to leadership and SLT roles, including Deputy Headteachers, Assistant Headteachers, SENDCos, School Business Managers and TLR holders, are determined by the Chief Executive Officer in accordance with the Scheme of Delegation..

3 Equal pay and pay determination

3.1 Equal pay

The Trust is committed to the principle of equal pay and will ensure that all employees receive equal pay for work of equal value, subject to the requirements of the Equality Act 2010 and other relevant employment legislation.

The Trust will take all reasonable steps to ensure that pay decisions are fair, transparent, objective and free from unlawful discrimination. Pay decisions will not be influenced by an employee's protected characteristics, including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

For support staff, the Trust will utilise recognised job evaluation arrangements and established grading structures to support compliance with equal pay requirements.

3.2 Pay determination

The Trust will determine pay in accordance with this policy, relevant statutory provisions, national terms and conditions of employment, the approved staffing structure and the approved Trust and school budgets.

Pay arrangements for teaching staff are governed by the School Teachers' Pay and Conditions Document (STPCD) and any applicable statutory guidance.

Pay arrangements for support staff are governed by the National Joint Council (NJC) Green Book provisions and the Trust's approved grading structure.

In determining starting salaries, pay progression, allowances and other pay-related decisions, the Trust will have regard to:

- the requirements of this policy;
- the duties and responsibilities of the post;
- the relevant pay and grading framework;
- recruitment and retention considerations, where applicable;
- affordability and value for money;
- the need to ensure fairness and consistency across the Trust.

4 Annual pay review process

The Trust will review employees' pay annually in accordance with this policy, applicable national terms and conditions of employment, and the approved staffing structure and budget.

Annual pay reviews will normally take effect from the date specified within the relevant national terms and conditions, unless otherwise determined by the Trust.

Reviews may also take place at other times during the year to reflect:

- changes to an employee's duties or responsibilities;
- a change in grade, role or job description;
- organisational restructuring;
- the outcome of a job evaluation process;
- recruitment and retention considerations; or
- any other circumstance that the Trust considers relevant.

Pay reviews will be carried out fairly, objectively and consistently, having regard to:

- the requirements of this policy;
- the relevant pay framework applying to the employee;
- any applicable appraisal or performance management arrangements;
- the duties and responsibilities of the post;
- affordability and the efficient use of public funds.

Employees will be notified in writing of the outcome of any pay determination and advised of their right of appeal in accordance with the Trust's Pay Appeals Procedure.

Any pay recommendation or decision under this policy shall not be made with reference to an employee's protected characteristics and will be consistent with the Trust's commitment to equality of opportunity and equal pay.

5 Trust-wide provisions

5.1 Recruitment and retention payments

- 5.2 Recruitment and retention payments will only be awarded where there is a clear and evidenced business need. Headteachers may recommend recruitment and retention payments, but any such payment requires the prior approval of the Chief Executive Officer. Such payments will be time-limited and subject to regular review.

5.3 Acting up arrangements

The Trust may make acting-up arrangements where an employee is temporarily required to undertake the duties and responsibilities of a higher graded or higher paid role for a sustained period.

Any acting-up arrangement must:

- be supported by a clear business need;
- be confirmed in writing;
- specify the duties to be undertaken;
- specify the duration of the arrangement or the circumstances in which it will end; and
- be approved in accordance with the Scheme of Delegation.

Where an acting-up arrangement is approved, the Trust will determine an appropriate acting-up allowance or temporary salary adjustment, taking into account the level of additional responsibility undertaken and the duration of the arrangement.

Acting-up arrangements are temporary and do not create any entitlement to permanent appointment to the higher graded or higher paid post.

Acting-up arrangements will be reviewed regularly and will cease when the additional duties are no longer required or when a substantive appointment is made.

The Chief Executive Officer's prior approval is required for any acting-up arrangement exceeding four weeks, or for any acting-up arrangement involving a leadership post or a centrally employed Trust post.

5.4 Additional payments (including bonuses and honoraria)

The Trust will not normally make additional payments to employees for duties or responsibilities that form part of their substantive role.

Additional payments may only be made where:

- there is a clear business need;
- the work falls outside the employee's normal duties and responsibilities;
- the payment is permitted by the relevant contractual or national pay framework; and
- prior approval has been obtained in accordance with the Scheme of Delegation.

Additional payments will not be used:

- as a substitute for pay progression;
- as a substitute for recruitment and retention payments;
- as a substitute for acting-up arrangements;
- as a substitute for Teaching and Learning Responsibility (TLR) payments;
- as recognition of past service; or
- as a discretionary bonus or honorarium.

Any approved additional payment will be documented in writing, including the purpose of the payment, the amount payable and the period to which it relates.

The Trust does not make payments in the form of bonuses or honoraria.

5.5 Salary sacrifice arrangements

The Trust may offer salary sacrifice arrangements from time to time in accordance with relevant legislation and HM Revenue & Customs requirements.

Participation in any salary sacrifice arrangement is voluntary and subject to the terms of the relevant scheme.

Participation in a salary sacrifice arrangement will not affect an employee's basic contractual salary for the purposes of pay determination under this policy, although it may affect the amount of salary received for tax and payroll purposes.

The Trust reserves the right to amend, suspend or withdraw any salary sacrifice arrangement where required by legislation, regulatory requirements or operational considerations.

For teaching staff, salary sacrifice arrangements will be administered in accordance with the School Teachers' Pay and Conditions Document (STPCD), where applicable.

For support staff, salary sacrifice arrangements will be administered in accordance with the employee's contractual terms and conditions

5.6 Maternity and other absences

The Trust is committed to ensuring that employees are not disadvantaged in relation to pay progression or pay determinations due to periods of authorised absence.

Where a pay determination is required during a period of maternity leave, adoption leave, shared parental leave, long-term sickness absence or any other authorised absence, the Trust will make that determination on the basis of the evidence that would have been available had the employee not been absent, together with any other relevant information available at the time.

Employees will not be disadvantaged in pay decisions as a result of maternity leave, adoption leave, shared parental leave or other protected absences.

Where an employee has been absent for a substantial part of the review period and there is insufficient evidence to support a pay determination, the Trust will consider all available evidence from previous review periods and any other relevant information to reach a fair and reasonable decision.

All pay determinations relating to employees who have been absent during the review period will be made fairly, objectively and in accordance with the Trust's equality obligations and relevant employment legislation.

5.7 Record retention

The Trust will maintain appropriate records relating to pay determinations, pay reviews, appeals, allowances, grading decisions and any other pay-related matters.

Records will be retained in accordance with the Trust's Records Retention Schedule, Data Protection Policy and applicable legal requirements.

Pay records will be retained for sufficient periods to enable the Trust to:

- demonstrate compliance with equal pay and employment legislation;
- respond to pay-related queries, complaints or claims;
- support internal and external audit requirements; and
- evidence the basis of pay decisions.

All records relating to pay will be treated as confidential and access will be restricted to those who require it in the course of their duties.

6 Pay appeals process

The Trust is committed to ensuring that all pay determinations are made fairly, consistently and in accordance with this policy. Employees have the right to appeal against any pay determination where they believe that this policy has not been applied correctly.

An appeal may relate to, but is not limited to:

- a decision regarding an employee's starting salary;
- a pay progression decision;
- the award or removal of an allowance;
- the outcome of a grading or job evaluation process;
- any other pay determination made under this policy.

Employees wishing to appeal a pay determination should do so in writing, setting out the grounds of appeal. Appeals will be considered promptly and impartially by a person or panel not previously involved in the original decision wherever reasonably practicable.

The employee will be given the opportunity to present their case and to be accompanied by a trade union representative or workplace colleague at any formal appeal hearing.

The outcome of the appeal will be confirmed in writing. The decision of the appeal panel shall be final.

The detailed arrangements and procedures for pay appeals are set out in Appendix 1.

7 Teaching staff pay

7.1 Scope

This section applies to all teaching staff employed by the Trust, including Headteachers, Deputy Headteachers, Assistant Headteachers, classroom teachers, lead practitioners and unqualified teachers, except where otherwise stated.

Teaching staff pay arrangements will be determined in accordance with the School Teachers' Pay and Conditions Document (STPCD), associated statutory guidance and this policy.

The Trust has adopted Inner London and Outer London pay areas to reflect the geographical location of its schools and to support the recruitment and retention of staff. The designation of each school's pay area is determined by the Trust Board and forms part of the Trust's overall pay framework. For the avoidance of doubt, schools located within the Fringe Area have been assigned Outer London pay scales by the Trust and will not operate Fringe Area pay scales.

7.2 Pay structure

The Trust has adopted a pay structure for teaching staff comprising:

- the Leadership Group Pay Range;
- the Lead Practitioner Pay Range;
- the Main Pay Range;
- the Upper Pay Range; and
- the Unqualified Teacher Pay Range.

The applicable pay ranges and values are set out in Appendix 2 and will be updated as required following national pay awards.

7.3 Determining pay on appointment

The Trust will determine the starting salary of a teacher on appointment, taking account of:

- the requirements of the post;
- the teacher's qualifications, skills and experience;
- any relevant recruitment and retention considerations;
- internal pay relativities;
- the provisions of the STPCD; and
- the Trust's approved staffing structure and budget.

There is no assumption that a teacher will be appointed to the minimum point of the relevant pay range.

7.4 Pay progression

The Trust is committed to recognising the contribution of teaching staff and maintaining a fair, consistent and transparent approach to pay progression.

Pay progression decisions will be made in accordance with this policy, the STPCD and the Trust's appraisal arrangements.

In determining any progression within a pay range, consideration will be given to the employee's sustained effectiveness in carrying out the duties and responsibilities of their role, together with any other relevant factors identified through the appraisal process.

7.5 Classroom teachers

The Trust has adopted the Main Pay Range and Upper Pay Range for classroom teachers in accordance with the School Teachers' Pay and Conditions Document (STPCD). The applicable salary values are set out in Appendix 2.

The Trust Board has determined the applicable pay area for each school within the Trust. Schools will operate the pay area assigned to them by the Trust Board and do not have delegated authority to determine or amend their pay area and may not adopt alternative Inner London, Outer London or Fringe Area pay scales.

7.6 Lead practitioners

The Trust may operate Lead Practitioner posts in accordance with the School Teachers' Pay and Conditions Document (STPCD). Where such posts are established, the salary range and conditions applicable to the post will be determined by the Trust having regard to the duties and responsibilities of the role, the approved staffing structure and the Scheme of Delegation.

Any proposal to establish a Lead Practitioner post requires the prior approval of the Chief Executive Officer.

7.7 Unqualified Teachers

Unqualified teachers will be paid on the Unqualified Teacher Pay Range in accordance with the School Teachers' Pay and Conditions Document (STPCD).

The starting salary for an unqualified teacher will be determined by the Trust, taking into account:

- the requirements of the post;
- the individual's qualifications, skills and experience;
- any relevant recruitment and retention considerations;
- internal pay relativities;
- the approved staffing structure and budget.

Pay progression for unqualified teachers will be considered as part of the annual pay review process and in accordance with this policy.

7.8 Upper Pay Range

Teachers may apply to be paid on the Upper Pay Range in accordance with the Trust's appraisal arrangements and the criteria set out in Appendix 4.

Applications will be assessed fairly, objectively and consistently, taking account of the evidence submitted by the teacher and any relevant appraisal information.

The Trust has adopted an Upper Pay Range comprising UPS1 and UPS2. The Trust does not operate UPS3 as part of its established pay structure. Consequently, vacancies will be advertised accordingly and appointments will be made within the advertised pay range.

Teachers already employed on UPS3 will retain their salary and associated contractual entitlements and will not be subject to detriment as a result of this policy. This position will be reviewed periodically by the Trust Board.

7.9 TLR Payments

The Trust may award Teaching and Learning Responsibility (TLR) payments in accordance with the School Teachers' Pay and Conditions Document (STPCD).

TLR payments will only be awarded where a teacher is required to undertake clearly defined and sustained additional responsibilities that are not required of all classroom teachers and which justify payment of a TLR in accordance with the STPCD.

All TLR responsibilities must be clearly documented within the employee's job description or in a separate written statement setting out the scope, purpose and duration of the responsibilities.

The creation of a new TLR post, amendment of an existing TLR structure, or award of a TLR payment requires the prior approval of the Chief Executive Officer and must be consistent with the approved staffing structure and budget. The Trust will only establish TLR posts where there

is a clear educational or organisational need for additional responsibilities that extend beyond those expected of a classroom teacher.

TLR payments will be reviewed annually as part of the staffing structure review process to ensure that associated responsibilities remain necessary and continue to justify the payment. The removal of a TLR payment will be managed in accordance with the STPCD and any applicable safeguarding provisions.

Where additional responsibilities relate to a specific project, school improvement priority, temporary absence, organisational change or other time-limited requirement, the Trust will normally utilise a time-limited TLR3 payment rather than establish a permanent TLR post.

Type	Typical use	Approval
TLR1	Significant whole-school leadership responsibility	CEO
TLR2	Subject/phase leadership with ongoing responsibility	CEO
TLR3	Specific project, improvement work or temporary initiative	CEO, time-limited

TLR payments will not be used as a mechanism for:

- general salary enhancement;
- recruitment or retention payments;
- recognition of length of service;
- reward for past performance; or
- addressing recruitment, retention or pay concerns unrelated to the allocation of additional responsibilities.

7.10 Leadership Teachers

Leadership Group posts include Headteachers, Deputy Headteachers and Assistant Headteachers. Leadership pay arrangements will be determined in accordance with the School Teachers' Pay and Conditions Document (STPCD), this policy and the Trust's Leadership Pay Framework.

The Trust has adopted a Leadership Pay Framework to ensure consistency, fairness and appropriate pay relativities across its schools. Leadership pay ranges and salary points are set out in Appendix 3. The Trust's Leadership Pay Framework applies across all schools and individual schools do not have delegated authority to create leadership pay ranges or vary the framework without the approval of the Chief Executive Officer.

The pay range for a leadership post will be determined having regard to:

- the requirements of the School Teachers' Pay and Conditions Document (STPCD);
- the duties and responsibilities of the post;

- the size, complexity and context of the school or Trust role;
- the Trust's approved leadership structure;
- internal pay relativities across the Trust; and
- the approved budget.

The Trust will normally appoint new leadership teachers at the minimum point of the applicable leadership range.

Discretionary payments for Headteachers may be awarded in accordance with the STPCD and the Scheme of Delegation.

7.11 SEN Allowance

The Trust may award a Special Educational Needs (SEN) allowance in accordance with the School Teachers' Pay and Conditions Document (STPCD).

The Trust currently operates a limited number of posts attracting an SEN allowance. SEN allowances will only be awarded where the requirements of the School Teachers' Pay and Conditions Document (STPCD) are met. The value of the allowance will be determined in accordance with the STPCD and approved in line with the Scheme of Delegation.

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8 Support staff pay

Support staff pay arrangements will be determined in accordance with employees' contractual terms and conditions, the National Joint Council (NJC) Green Book provisions, this policy and the Trust's approved grading structure.

The Trust has adopted a single support staff pay structure based on Outer London salary scales. This applies to all support staff employed by the Trust, irrespective of the location of the school or service in which they work. Individual schools do not have delegated authority to adopt alternative support staff salary scales or London weighting arrangements.

The Trust is committed to ensuring that support staff pay is determined fairly, consistently and transparently. Pay decisions will take account of the duties and responsibilities of the post, the outcome of any job evaluation process, internal pay relativities, market considerations where appropriate, and the approved staffing structure and budget.

Support staff pay ranges are set out in Appendix 5.

8.1 Job evaluation

The Trust recognises job evaluation as an important mechanism for ensuring that posts are graded fairly, consistently and in accordance with equal pay principles. The Trust will utilise recognised job evaluation arrangements and approved grading structures to determine the grade of support staff posts. This supports compliance with equal pay legislation and ensures that employees undertaking work of equal value are remunerated appropriately.

The Trust will keep job descriptions under regular review to ensure that they accurately reflect the duties and responsibilities required of the post.

The grade of a post will be determined by reference to the duties, responsibilities, knowledge, skills and experience required for the role, rather than the performance, experience or personal circumstances of the postholder.

The creation of new support staff posts, or changes to existing posts, may require a review of the job description and, where appropriate, a re-evaluation of the role.

A request for re-evaluation will normally only be considered where there has been a significant and permanent change to the duties and responsibilities of the post.

8.2 Determining pay on appointment

The Trust will determine the grade of a support staff post through its approved job evaluation and grading arrangements.

On appointment, the Trust will determine the starting salary within the established grade, taking account of:

- the duties and responsibilities of the post;
- the individual's qualifications, skills and relevant experience;
- previous relevant employment and salary history;
- recruitment and retention considerations, where appropriate;
- internal pay relativities;
- the approved staffing structure and budget; and
- the need to ensure fairness and consistency across the Trust.

The Trust will normally appoint employees to the minimum point of the established grade.

However, where justified by the circumstances of the appointment, including relevant experience, recruitment difficulties, market considerations or other business needs, the Trust may appoint an employee to a higher point within the grade.

There is no automatic entitlement to salary protection or pay portability for support staff joining the Trust from another employer. Previous salary levels may be taken into account when determining a starting salary but will not, in themselves, determine the salary offered.

The grade of a post is determined by the duties and responsibilities of the role and not by the experience, qualifications or personal circumstances of the postholder.

Support staff employed on a part-time, term-time only or part-year basis will be paid on a pro-rata basis in accordance with their contractual hours and weeks worked. Holiday entitlement and pay will be calculated in accordance with the employee's contractual terms and conditions and applicable national agreements.

8.3 Incremental progression

Support staff will normally progress through the spinal column points within the grade assigned to their post in accordance with the applicable national and local terms and conditions.

Progression within a grade does not alter the grade of the role itself and should not be regarded as a regrading of the post.

Incremental progression will normally take place annually until the employee reaches the maximum spinal column point for their grade, unless contractual or statutory reasons prevent progression.

8.4 Regrading and changes to duties

The Trust recognises that roles may evolve over time as organisational needs change. Job descriptions will be reviewed periodically to ensure that they continue to reflect accurately the duties and responsibilities of the post.

A review of a post's grade may be undertaken where there has been a significant and permanent change to the duties, responsibilities, knowledge, skills or accountability required by the role.

Regrading may be appropriate where there has been a substantial and permanent increase in the accountability, management responsibility, financial responsibility, professional expertise requirements or organisational scope of the role.

Regrading will be determined by reference to the duties and responsibilities of the post and not the performance, experience, qualifications or length of service of the postholder.

In determining whether a post should be regraded, consideration will be given to the role as a whole. The presence of a limited number of higher-level duties will not in itself justify regrading where the majority of the post continues to operate at its existing grade.

Any regrading resulting in a change to the approved staffing structure, grade framework or budgeted establishment must be approved in accordance with the Scheme of Delegation.

Where a manager considers that a post has changed significantly, a revised job description must be prepared and submitted for review in accordance with the Trust's job evaluation arrangements.

Requests for regrading will normally only be considered where:

- the changes to the post are substantial;
- the changes are expected to be permanent;
- the additional duties are an established part of the role and not temporary in nature; and
- the revised duties are reflected in an updated job description.

Where a job evaluation determines that a revised grade is appropriate, any resulting changes to pay will take effect from the date determined through the Trust's job evaluation process and applicable procedures.

Temporary or short-term additional responsibilities will not normally result in regrading and should instead be managed through acting-up arrangements, temporary responsibility payments or other appropriate mechanisms.

The outcome of any regrading review will be confirmed in writing to the employee.

8.5 Overtime and additional hours

Support staff may be required from time to time to work additional hours to meet operational requirements.

Overtime or additional hours must be authorised in advance by the employee's line manager and approved by the Headteacher, except in exceptional circumstances.

Where overtime or additional hours are approved, payment or time off in lieu (TOIL) will be provided in accordance with the employee's contractual terms and conditions and any applicable national agreements.

Additional hours worked by a part-time employee up to the normal full-time hours of the post will normally be paid at the employee's standard hourly rate.

Records of overtime and additional hours must be maintained and approved by the employee's line manager and monitored by the Headteacher.

Overtime and additional hours should be used only where there is a clear operational need and should not be relied upon as a long-term solution to vacancies, staffing shortages or structural resourcing issues.

The Trust reserves the right to determine whether approved additional hours will be compensated through payment, time off in lieu or a combination of both, having regard to operational requirements and the employee's contractual terms and conditions.

Where overtime becomes recurrent or represents a significant ongoing cost, the Headteacher should review the staffing arrangements and, where appropriate, discuss the matter with the CEO or COO.

8.6 Support staff pay reviews

Support staff pay will be reviewed annually in accordance with this policy, applicable national terms and conditions and the Trust's approved grading structure.

Annual reviews may include consideration of:

- incremental progression within the grade assigned to the post;
- the outcome of any job evaluation or regrading process;
- nationally agreed pay awards;
- changes to the duties and responsibilities of the post; and
- any other relevant factors affecting the employee's pay.

Support staff will be notified in writing of any changes to their pay arising from the annual review process or at any other time when a pay determination is made.

Progression within a grade does not alter the grade of the role itself. Any change to the grade of a post must be determined through the Trust's job evaluation and regrading arrangements.

Support staff pay reviews will be carried out fairly, objectively and consistently, having regard to the requirements of this policy, equal pay principles and the approved staffing structure and budget.

9 Monitoring and equality impact

The Trust is committed to ensuring that this policy is applied fairly, consistently and in accordance with its obligations under the Equality Act 2010.

The operation of this policy will be monitored periodically to:

- ensure compliance with relevant legislation and national terms and conditions;
- promote equality of opportunity and equal pay principles;
- identify any unintended discriminatory impact on individuals or groups of employees;
- ensure consistency of pay decisions across the Trust;
- monitor the use of allowances, acting-up arrangements and other discretionary payments; and
- support effective workforce planning and financial management.

The Trust may undertake analysis of pay-related data, including by reference to protected characteristics, grades, pay ranges and employee groups, to identify and address any potential inequalities or inconsistencies.

Where monitoring identifies concerns or unintended consequences, the Trust will take appropriate action, which may include reviewing pay decisions, practices, procedures or this policy.

The Trust Board will review this policy periodically and whenever there are significant changes to legislation, national terms and conditions or Trust requirements.

Appendices

Appendix 1 - Appeals process

1. PURPOSE AND SCOPE

This procedure applies to all employees of LDBS Academies Trust and LDBS Academies Trust 2 who wish to appeal against a pay determination made under this policy.

An employee may appeal where they believe that the pay determination:

- was not made in accordance with this policy;
- was based on an incorrect assessment of the evidence;
- failed to take account of relevant evidence;
- took account of irrelevant or inaccurate information;
- was affected by unlawful discrimination, bias or inconsistency;
- did not comply with the employee's contractual terms or the relevant national pay framework; or
- was otherwise unreasonable.

An appeal is not a rehearing of the original pay determination in every case. It will normally consider the specific grounds raised by the employee and whether the original decision was reached fairly and correctly.

2. INFORMAL DISCUSSION

Before submitting a formal appeal, the employee is encouraged to discuss the pay determination with the person who made the decision. The purpose of this discussion is to:

- explain how the decision was reached;
- identify and correct any factual misunderstanding or administrative error; and
- determine whether the matter can be resolved without a formal hearing.

The informal discussion does not affect the employee's right to submit a formal appeal. Where the deadline for submitting an appeal applies, the employee should not delay their written appeal while awaiting an informal discussion unless an extension has been agreed in writing.

3. SUBMITTING AN APPEAL

An employee wishing to appeal must submit their appeal in writing within 10 working days of receiving written notification of the pay determination.

The appeal must:

- identify the pay determination being appealed;
- set out clearly the grounds of appeal;
- explain the outcome sought;
- identify any evidence on which the employee intends to rely; and
- include any relevant supporting documents not previously considered.

The appeal should be submitted to the Chief Executive Officer, who will arrange for it to be considered in accordance with the Scheme of Delegation.

A late appeal may be accepted where there are reasonable grounds for the delay.

4. APPEAL PANEL

The appeal will be considered by an appeal panel appointed in accordance with the Trust's Scheme of Delegation.

Wherever reasonably practicable:

- panel members will not have been involved in the original pay determination;
- no panel member will have a conflict of interest;
- the panel will have appropriate authority to determine the appeal; and
- appropriate HR advice will be available to the panel.

The panel may be supported by a clerk or note-taker who has no decision-making role.

5. ARRANGING THE HEARING

The employee will be invited to an appeal hearing without unreasonable delay and will receive written notice of:

- the date, time and place of the hearing;
- the names and roles of the panel members;
- their right to be accompanied;
- the arrangements for submitting documents or identifying witnesses; and
- the possible outcomes of the appeal.

The employee will be given reasonable notice of the hearing.

Documents to be considered by the panel should normally be exchanged at least five working days before the hearing. The panel may agree to consider documents submitted later where it is fair and reasonable to do so.

6. RIGHT TO BE ACCOMPANIED

The employee may be accompanied at the appeal hearing by:

- a workplace colleague;
- a trade union representative; or
- an official employed by a trade union.

The companion may address the hearing, present or sum up the employee's case, respond on the employee's behalf and confer with the employee. The companion may not answer questions on the employee's behalf unless the panel agrees.

Acas guidance confirms that an accompanying colleague or union representative may present and sum up the employee's case, respond to points and confer with the employee.

The Trust will consider any reasonable adjustment required to support an employee in participating fully in the appeal process.

7. WRITTEN INFORMATION FOR THE PANEL

The appeal panel will normally receive:

- the original pay determination;
- the reasons for that determination;
- the relevant section of this policy and applicable pay framework;
- the employee's written grounds of appeal;
- the employee's supporting evidence;
- the original decision-maker's written response, where provided; and
- any other relevant documents.

The panel may request further information where this is reasonably necessary to determine the appeal fairly. Any additional information considered by the panel will normally be shared with both parties.

8. CONDUCT OF THE APPEAL HEARING

The Chair of the panel will:

- introduce those present and explain their roles;
- explain the purpose and order of the hearing;
- confirm the grounds of appeal and the outcome sought;
- confirm that everyone has received the relevant documents; and
- deal with any preliminary or procedural matters.

The hearing will then normally proceed as follows:

Employee's case

- The employee or their companion presents the grounds of appeal.
- The employee may refer to relevant documents and call any previously identified witnesses.
- The original decision-maker and the panel may ask questions.

Management response

- The original decision-maker explains how the pay determination was reached and responds to the grounds of appeal.
- The original decision-maker may refer to relevant documents and call any previously identified witnesses.
- The employee or their companion and the panel may ask questions.

Further questions

- The panel may ask further questions of either party.
- The Chair may adjourn the hearing if additional information or clarification is required.

Summing up

- The original decision-maker sums up their position.
- The employee or their companion sums up the appeal.
- No new evidence should normally be introduced during summing up.

The employee and original decision-maker will then withdraw while the panel considers its decision. The clerk and any HR adviser may remain to provide procedural advice but will not participate in the decision.

This retains the useful elements of the hearing agenda in your current policy, while removing repetition and clarifying the order.

9. POSSIBLE OUTCOMES

The appeal panel may:

- uphold the original pay determination;
- uphold the appeal in whole or in part;
- substitute a different pay determination;
- refer the matter back for reconsideration by an appropriate decision-maker, with directions where necessary; or
- require further enquiries before reaching a final decision.

Where the appeal results in an increase in pay, the panel will determine the effective date of that increase in accordance with the relevant pay framework and this policy.

The panel will not reduce the employee's pay solely because the employee has exercised their right of appeal.

10. NOTIFICATION OF THE OUTCOME

The outcome will be confirmed to the employee in writing as soon as reasonably practicable after the hearing.

The written outcome will:

- state the panel's decision;
- explain the reasons for the decision;
- identify any resulting change to pay and its effective date; and
- confirm that the decision is final under this procedure.

Acas recommends that an appeal should review whether the original procedure and outcome were fair, with the final outcome provided in writing.

11. CONFIDENTIALITY AND RECORDS

Pay appeals will be handled confidentially. Information will be shared only with those who need it to administer, advise on or determine the appeal.

A written record will be retained of:

- the appeal;
- the documents considered;
- the hearing;
- the panel's decision; and
- the written outcome.

Records will be managed in accordance with the Trust's data protection and records retention arrangements.

12.FINALITY OF THE DECISION

The decision of the appeal panel is final under the Trust's internal Pay Appeals Procedure.

This does not affect any statutory rights available to the employee.

Appendix 2 – Teacher pay scales 2026-27 – Outer and Inner London

	Outer London	Inner London
M1	£39,196	£41,729
M2	£41,246	£43,713
M3	£43,403	£45,787
M4	£45,673	£47,961
M5	£48,438	£50,666
M6	£52,241	£54,131
U1	£54,047	£59,650
U2	£56,047	£62,581
U3	N/A	N/A

Appendix 3 – Leadership pay framework and leadership structure

1. LEADERSHIP PAY FRAMEWORK

Purpose

The Trust has established a Leadership Pay Framework to:

- ensure consistency and fairness across the Trust;
- maintain appropriate pay relativities between leadership roles;
- support leadership recruitment and retention;
- ensure affordability and value for money;
- provide a transparent framework for determining leadership salaries.

The Leadership Pay Framework applies to Headteachers, Deputy Headteachers and Assistant Headteachers.

2. LEADERSHIP PAY RANGES

Leadership salaries will be determined using the Leadership Pay Points shown below and the Trust's approved leadership structure.

Role	1FE School	2FE School
Headteacher	L18-L24	L22-L28
Deputy Headteacher	L8-L14	L12-L18
Assistant Headteacher	L1-L7	L4-L10

The Trust may determine an alternative leadership range where justified by the circumstances of the school, group size, complexity of the role or other factors permitted by the STPCD.

The inner and outer London leadership pay scale points are as follows:

2026/27	Outer London	Inner London
L1	£57,837	£63,709
L2	£59,182	£65,057
L3	£60,545	£66,434
L4	£61,955	£67,832
L5	£63,393	£69,278
L6	£64,871	£70,754
L7	£66,509	£72,390
L8	£67,940	£73,824
L9	£69,529	£75,409
L10	£71,207	£77,086
L11	£72,940	£78,820
L12	£74,530	£80,411
L13	£76,288	£82,164
L14	£78,074	£83,960
L15	£79,912	£85,790
L16	£81,928	£87,811
L17	£83,715	£89,596
L18	£85,715	£91,594
L19	£87,736	£93,612
L20	£89,801	£95,683
L21	£91,921	£97,799
L22	£94,088	£99,975
L23	£96,314	£102,193
L24	£98,602	£104,485
L25	£100,945	£106,824
L26	£103,335	£109,215
L27	£105,791	£111,668
L28	£108,311	£114,189

Appendix 4 – Upper pay range criteria

1. PURPOSE

This appendix sets out the criteria against which applications to move from the Main Pay Range to the Upper Pay Range will be assessed.

An application will be successful where the Headteacher is satisfied that:

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

Applications will be assessed fairly, objectively and consistently, having regard to the teacher's role, working arrangements and the context in which they work.

2. DEFINITION OF "HIGHLY COMPETENT"

For the purposes of this policy, highly competent means that the teacher:

- demonstrates secure and consistently effective practice across all relevant elements of the Teachers' Standards;
- uses their professional knowledge, skills and judgement effectively;
- makes a positive contribution to the quality of teaching and learning;
- is able to provide appropriate advice, support, coaching or professional guidance to colleagues;
- reflects on and develops their professional practice; and
- demonstrates effective practice and supports improvement beyond their own classroom.

The teacher is not required to hold a formal leadership responsibility or manage other employees to demonstrate that they are highly competent.

3. DEFINITION OF "SUBSTANTIAL"

For the purposes of this policy, substantial means that the teacher's achievements and contribution:

- make a significant contribution to the school's priorities and improvement;
- have a positive impact beyond the teacher's own classroom or immediate responsibilities;
- contribute to pupils' education, progress, inclusion, wellbeing or wider outcomes;
- support the development of colleagues or the quality of teaching and learning; and
- represent a wider professional contribution that is meaningful and relevant to the teacher's role and the needs of the school.

Evidence of a substantial contribution may include, but is not limited to:

- sharing effective practice and professional expertise;
- supporting, coaching or mentoring colleagues;
- contributing to curriculum, subject, phase or whole-school development;
- contributing to improvements in teaching, assessment, inclusion or pupil outcomes;
- leading or contributing significantly to a school or Trust priority;
- contributing to professional development within the school or across the Trust; or

- working collaboratively with colleagues, families, other schools or external partners.

The examples above are illustrative. A teacher is not expected to provide evidence against every example.

4. DEFINITION OF “SUSTAINED”

For the purposes of this policy, sustained means that the teacher has demonstrated the required level of competence, achievement and contribution securely over time.

The assessment will normally consider evidence covering the previous two appraisal cycles. However, the Trust will take a fair and flexible approach where:

- the teacher has changed schools or roles;
- the teacher has had an authorised absence or break in service;
- the teacher works part-time;
- appraisal evidence is incomplete or unavailable; or
- there are other relevant circumstances.

No teacher will be disadvantaged because of maternity leave, adoption leave, shared parental leave, disability-related absence, long-term sickness absence or another protected or authorised absence.

5. EVIDENCE

Evidence will normally be drawn from the teacher’s appraisal records and other information already available through the school’s normal professional and quality assurance processes.

Relevant evidence may include:

- appraisal objectives and review records;
- evidence relating to the Teachers’ Standards;
- professional development and its impact;
- contributions to school or Trust improvement priorities;
- examples of support provided to colleagues;
- curriculum, subject or phase development;
- evidence of impact on pupils’ education and outcomes; and
- other evidence relevant to the teacher’s role and working context.

Applicants should not be expected to produce an unnecessarily extensive portfolio or provide duplicate evidence already held by the school.

Evidence must be relevant, proportionate and capable of objective assessment. Decisions will not be based solely on a single data measure, observation or source of evidence.

6. ASSESSMENT AND DECISION

The Headteacher will assess the application against the criteria in this appendix, taking appropriate moderation or senior leadership advice to support consistency across the Trust.

The decision will be based on the overall strength of the available evidence. The teacher will not be required to demonstrate that they meet every illustrative example listed in this appendix.

The outcome and reasons for the decision will be confirmed in writing.

Where an application is unsuccessful, the teacher will receive constructive feedback explaining:

- which criterion or criteria have not been demonstrated;
- the evidence considered;
- what further development or evidence may support a future application; and
- the right to appeal under the Trust's Pay Appeals Procedure.

Appendix 5 – Support staff pay scales

Hourly rates are based on a full time employee working 52 weeks per year and are based on the new Single Status conditions effective from 1st January 2009

The grades shown below refer to the Trust's adopted support staff grading structure. "Scale" grades generally apply to administrative, premises and classroom support roles, whilst "SO" (Senior Officer) and "PO" (Principal Officer) grades are typically used for roles involving higher levels of responsibility, professional expertise, management or strategic accountability. The grades shown represent the Trust's preferred staffing structure and benchmarking framework.

National Joint Council for Local Government

Salary Scales 1st April 2026

ALL Salary Scales are based on the 2026 Pay Award							
Point	SALARY	SCALE					Hourly
1	Deleted Apr 23						
2	Deleted Apr 26						
3	£29,562.00				SC1	SC2	£15.75
4	£29,985.00						£15.97
5	£30,408.00					SC3	£16.20
6	£30,843.00						£16.43
7	£31,290.00						£16.67
8	£31,731.00				SC4		£16.91
9	£32,187.00						£17.15
10	£32,655.00						£17.40
11	£33,129.00						£17.65
12	£33,609.00					SC5	£17.91
13	£34,104.00						£18.17
14	£34,602.00						£18.43
15	£35,109.00						£18.70
16	£35,628.00						£18.98
17	£36,153.00						£19.26
18	£36,693.00					SC6	£19.55
19	£37,239.00						£19.84
20	£37,794.00						£20.14
21	£38,361.00						£20.44
22	£38,937.00						£20.74

23	£39,519.00				SO1		£21.05
24	£40,020.00						£21.32
25	£40,575.00						£21.62
26	£41,511.00					SO2	£22.12
27	£42,492.00						£22.64
28	£43,449.00						£23.15

29	£44,184.00					PO1	£23.54
30	£45,123.00						£24.04
31	£46,161.00						£24.59
32	£47,262.00						£25.18
33	£48,519.00				PO2		£25.85
34	£49,590.00						£26.42
35	£50,676.00						£27.00
36	£51,738.00						£27.56
37	£52,827.00					SM1	£28.14
38	£53,919.00						£28.73
39	£54,927.00						£29.26
40	£56,058.00						£29.87
41	£57,150.00					SM2	£30.45
42	£58,239.00						£31.03
43	£59,298.00						£31.59
44	£60,393.00						£32.18
45	£63,372.00				SM3		£33.76
46	£64,470.00						£34.35
47	£65,598.00						£34.95
48	£66,741.00						£35.56
49	£67,983.00					SM4	£36.22
50	£69,117.00						£36.82
51	£70,260.00						£37.43
52	£71,376.00						£38.03
53	£72,495.00					SM5	£38.62
54	£73,632.00						£39.23
55	£74,763.00						£39.83
56	£75,885.00						£40.43

Appendix 6 – Support staff grading principles

1. PURPOSE

The Trust is committed to ensuring that support staff posts are graded fairly, consistently and in accordance with equal pay principles.

Grades are attached to posts, not individuals. The grade assigned to a post reflects the duties, responsibilities, knowledge, skills, experience and accountability required by the role.

2. PRINCIPLES

When determining the grade of a support staff post, the following principles will apply:

1. Roles will be graded on the basis of the post

The grade of a post will be determined by the requirements of the role and not by:

- the performance of the postholder;
- length of service;
- qualifications not required for the role;
- recruitment difficulties; or
- the personal circumstances of the postholder.

2. The role will be considered as a whole

In determining the appropriate grade, consideration will be given to the overall level of the post.

The presence of a limited number of higher-level duties will not, in itself, justify a higher grade where the majority of the role continues to operate at a lower level.

A post will only be graded at a higher level where the overall scope, responsibility and accountability of the role support that grade.

3. Grades must reflect permanent responsibilities

Grading decisions will be based on the substantive duties of the role.

Temporary projects, short-term responsibilities, vacancy cover, acting-up arrangements or occasional additional duties will not normally justify regrading of a post.

4. Consistency across the Trust

The Trust seeks to maintain consistency in grading arrangements across its schools and central services.

Posts with substantially similar duties and responsibilities will normally be graded consistently across the Trust.

To promote consistency, fairness and appropriate pay relativities across the Trust, the following grades represent the Trust's normal expectations for common support staff roles:

Role	Preferred Grade
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Teaching Assistant	Scale 4
Higher Level Teaching Assistant (HLTA)	Scale 5
Office administrator	Scale 4
Senior office administrator (2FE)	Scale 5
Caretaker (1FE)	Scale 3
Caretaker (2FE)	Scale 4
School Business Manager (1FE)	PO2-PO3
School Business Manager (2FE)	PO3-PO4
School Business Manager (3FE or equivalent)	PO4-PO5

For 1FE schools, PO2 will normally apply where the School Business Manager operates within a significant level of Trust support and oversight. PO3 may be appropriate where the role requires a high degree of autonomy and/or includes significant responsibility for income generation, lettings, premises management, complex operational matters or wider leadership responsibilities. The grade assigned to any post will ultimately be determined through the Trust's job evaluation arrangements and consideration of the duties and responsibilities of the role.

These grades represent the Trust's preferred staffing structure and will normally apply when creating new posts or filling vacancies.

The preferred grades do not replace job evaluation and are intended as Trust benchmarks for consistency. The final grade for any post will be determined through the Trust's job evaluation arrangements.

Existing employees whose grades differ from the Trust's preferred staffing structure will not be affected solely because of the adoption of this policy.

Where a post is reviewed, re-evaluated or becomes vacant, the Trust may consider alignment with the preferred staffing structure, having regard to the duties and responsibilities of the post.

The Trust reserves the right to determine an alternative grade where the duties and responsibilities of a role justify a different outcome through job evaluation.

5. Job descriptions must be accurate

Job descriptions will be reviewed periodically to ensure that they accurately reflect the duties and responsibilities required of the role.

Significant and permanent changes to a role must be reflected in an updated job description before any request for regrading is considered.

6. Affordability and organisational need

Any proposal to create a new post, amend a grading structure or regrade an existing post must be considered in the context of:

- organisational need;
- staffing structures;
- budgetary impact; and
- the wider implications for pay relativities across the Trust.

7. Equality and fairness

All grading and regrading decisions will be made in accordance with equal pay principles and the Trust's obligations under the Equality Act 2010.