



Pay Policy

01 September 2025

Current version	Previous version	Summary of changes made
01 Sep 25	01 Mar 25	Updated in line with Academy teachers' pay and conditions document 2025, also Paragraph 11.2 and Appendix E updated to include the Bolton Council NJC Pay Structure for April 2025.
01 Mar 25	03 Nov 23	Updated in line with Academy teachers' pay and conditions document 2024, also Paragraph 11.2 and Appendix E updated to include the Bolton Council NJC Pay Structure for April 2024. All references to appraisal linked to performance related pay removed. 'Other Considerations' section updated to include information on pay progression for teachers who are on maternity leave or long-term disability sickness absence. Grade descriptors for the quality of teaching, learning and assessment and Job Evaluation Questionnaire removed.
03 Nov 23	04 Nov 22	Updated in line with Academy teachers' pay and conditions document 2023, also Paragraph 11.2 and Appendix E updated to include the Bolton Council NJC Pay Structure for April 2023.
04 Nov 22	28 Oct 22	Paragraph 11.2 and Appendix E updated to include the Bolton Council NJC Pay Structure for April 2022.
28 Oct 22	22 Oct 21	Updated in line with Academy teachers' pay and conditions document 2022
22 Oct 21	25 Sep 20	Updated in line with Academy teachers' pay and conditions document 2021
25 Sep 20	08 Oct 19	Updated in line with Academy teachers' pay and conditions document 2020. Paragraph 11.2 and Appendix E updated to include the Bolton Council NJC Pay Structure for April 2020.
08 Oct 19	01 Apr 19	Updated in line with Academy teachers' pay and conditions document 2019
01 Apr 19	13 Oct 18	Paragraph 11.2 and Appendix E updated to include the Bolton Council NJC Pay Structure for April 2019.
13 Oct 18	13 Apr 18	Updated in line with Academy teachers' pay and conditions document 2018.
13 Apr 18	12 Oct 17	Paragraph 11.2 and Appendix E updated to include the Bolton Council NJC Pay Structure for April 2018.
12 Oct 17	01 Sep 17	Paragraph 9.43 updated to show TLR3 payments are not subject to the pro rata principle. Paragraph 11.1 amended to include updated pay structure.

01 Sep 17	30 Sep 16	Updated in line with Academy teachers' pay and conditions document 2017.
30 Sep 16	01 Sep 16	TLR values updated to September 2016.
01 Sep 16	19 Nov 15	Updated in line with Academy teachers' pay and conditions document 2016. Links to legislation and policies updated. Pay values increase in line with agreed pay awards. Removal of the T6A spinal column point.
19 Nov 15	01 Sep 15	Paragraph 10.9 updated to remove reference to the Supply Pool and add clarification to the hourly rate and daily rate calculations.
01 Sep 15	01 Sep 14	Updated in line with Academy teachers' pay and conditions document 2015. Links to legislation and policies updated. Formatting of paragraphs, headings and appendices standardised.

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1 Introduction

- 1.1 The purpose of this Model Pay policy is to provide a clear framework for the trust board of [BASE Academy](#) ('the academy') to exercise its powers in relation to the pay of employees for whom it is the relevant body i.e. locally managed. It is a whole academy pay policy for all staff in the academy although in the main the discretionary pay elements are restricted to Academy teachers' pay and conditions document 2025 ('STPCD') and associated guidance documents and as such the STPCD should be used and read in conjunction with this policy.
- 1.2 Furthermore, as this Pay Policy has direct links and reference to the current [Appraisal, Performance Management Policy](#) this should also be read in conjunction with this policy.
- 1.3 There is less discretion in the review of the salaries of **support staff** that are paid in accordance with the National Joint Council ('NJC') for Local Government Services. As with teaching posts, the pay and grading of jobs must be fair and non-discriminatory, complying with equal pay legislation. Further information regarding this is contained within Section 2 of this policy.
- 1.4 This policy does not allow for any requirements of the current STPCD or NJC to be over-riden. The key purpose of the policy is to ensure all pay decisions are fair, transparent and uses objective criteria in order to secure consistency and fairness in pay decisions and to comply with the academy's commitment to equal opportunities.
- 1.5 Within this policy there is a variety of decisions each academy will be required to consider. For clarity;
 - [Green text details reference points within the Academy teachers' pay and conditions document \(STPCD\) and associated Section 3 guidance and NJC \(Green Book\) Conditions of Service which should be read in conjunction with this policy.](#)
 - Black text details provisions of the academy teachers pay and conditions document 2025 which must be adhered to from 1 September 2025.

2 Guiding principles

- 2.1 As the 'relevant body', the trustees will seek to: (add/delete as appropriate)
 - maintain and improve the quality of services by having a staffing structure and pay policy which supports the aims/mission statement of the academy and the academy Improvement Plan;
 - ensure that each member of staff is valued and receives proper recognition for their work and their contribution to the academy;
 - ensure fair and open treatment of staff within the academy and to enhance and maintain staff morale through the management of the pay policy and through an awareness of the impact of decisions on all members of staff and on other schools;
 - recognise the importance of a well-motivated staff of the highest quality through the use of [Recruitment and Selection Policy](#)
 - use the flexibility inherent in the national conditions of service for all staff in a positive and constructive fashion within the resources available;
- 2.2 In seeking to apply these aims, the trustees will take account of advice issued by: the Local Authority; the DfE, Local Government Organisations and the Teacher Associations and Trade Unions.

3 Equal opportunities

- 3.1 The trust board strives to be an equal opportunities employer and as such, opposes all forms of unlawful or unfair discrimination. All employees will be recruited, trained and developed on the basis of their ability and the requirements of the job. When making decisions about pay, the trustees will comply with [The Equality Act 2010](#), [The Employment Rights Act 1996](#), [The Employment Relations Act 1999](#) and [The Employment Act 2002](#), as well as [The Part-time Workers \(Prevention of Less Favourable Treatment\) Regulations 2000](#), [The Employment Act 2002 \(Dispute Resolution\) Regulations 2004](#), and [The Fixed Term Employees \(Prevention of Less Favourable Treatment\) Regulations 2002](#), [The Employment Equality \(Age\) Regulations 2006](#), [The Employment Equality \(Sexual Orientation\) Regulations 2003](#), and [The Employment Equality \(Religion and Belief\) Regulations 2003](#).

4 Financial considerations

- 4.1 The trust board is responsible for the academy budget and will ensure that where necessary appropriate funding is allocated for pay progression at all levels. The trust board recognises that funding cannot be used as a criterion to determine progression and as such staffing budgets within this academy will be set to assume that all employees will progress the salary ranges, subject to the provisions of this policy.
- 4.2 In considering the financial support for pay decisions, the trustees will seek to strike a balance between their aims and the resources available to the academy.
- 4.3 Where national pay awards are made this academy is committed to uplifting all pay points and allowances as detailed within this policy.

5 Pay review and salary statements

- 5.1 The trust board will ensure that every teacher's salary is reviewed annually with effect from 1 September and usually no later than 31 October (except in the case of the Head Teacher, who will have their review usually held by 31 December) each year and give them a written statement setting out their salary and any other financial benefits to which they are entitled by 31 December.
- 5.2 Pay decisions through to the Advanced Pay Scale will be made as part of the annual appraisal cycle; details of this are contained in section 9.
- 5.3 Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.
- 5.4 Where a pay determination leads or may lead to the start of a period of safeguarding, the trust board will give the required notification as soon as possible and no later than one month after the date of the determination.

Further information regarding safeguarding provisions for teachers is contained within the [STPCD \(Section 30–37\)](#) and within this policy (Paragraph 11.10) for NJC staff.

6 Reviewing the policy

- 6.1 The trust board will undertake an annual review of the whole academy pay policy in light of the previous year's implementation, any changes to National Conditions of Service and taking full account of the academy improvement plan in consultation with staff and unions.

7 Consultation and circulation

- 7.1 This model Pay Policy was consulted with all recognised Trades Unions and Teaching Associations within Bolton Council, and all recognised parties will be consulted in the course of the policy review and provided with a copy/access to the final version policy.
- 7.2 Any subsequent changes/deviations from this model Pay Policy made by this academy will be negotiated separately with relevant Trades Unions and Teaching Associations.
- 7.3 The trust board will consult staff and unions on the pay policy and review it each year, or when other changes occur to National Conditions of Services to ensure that it reflects the latest legal position. It will be used in conjunction with them, but, in the event of any inadvertent contradictions, the National Conditions of Service and associated guidance take precedence.

Section 1

8 Employees covered by the academy teachers' pay and conditions document ('STPCD')

With effect from 1 September 2025, following an individual teacher's annual appraisal and, subject to the provisions of this pay policy, teachers should expect to receive pay progression within the maximum of their pay range unless they are subject to formal capability procedures.

Schools have significant flexibilities and therefore a number of important decisions to make regarding the implementation of a revised pay policy for their school. For clarity;

- Green text details reference points within the [Academy teachers' pay and conditions document](#) and associated Section 3 guidance and [NJC \(Green Book\) Conditions of Service](#) which should be read in conjunction with this policy.
- Black text details provisions of the academy teachers pay and conditions document 2025 which must be adhered to from 1 September 2025.

Class Teacher Pay Provision

- 8.2 All decisions regarding Salary payments will be made in accordance with [STPCD](#) (Section 1–28).
- 8.3 There are six main pay ranges for teachers; (see Paragraph 8.8 and 9.30 of this policy for further detail)
 - i. Unqualified Teacher Pay Range
 - ii. Main Pay Range
 - iii. Advanced Range
 - iv. Leading Practitioners (whose primary purpose is to model and lead teaching improvement)
 - v. Leadership Pay Range
- 8.4 All qualified teachers will be paid at a point within the salary scales detailed in Table 1. Salary scales for non-qualified teachers and leading practitioners are also contained within Table 1.
- 8.5 Salary values will be amended from time to time to reflect national changes to teachers pay.

- 8.6 Any pay increase awarded to a teacher on the unqualified teachers' pay range, qualified teachers pay range remain permanent for as long as the teacher remains within this school.

TABLE 1: Teachers Pay Ranges 1 September 2025 (Bolton Model)

Pay Scale	Range	SCP	Salary
Unqualified Teachers	Unqualified Range	UQT1	22,601
		UQT2	25,193
		UQT3	27,785
		UQT4	30,071
		UQT5	32,667
		UQT6	35,259
Qualified Teachers	Main Pay Range (M1– M6)	T1	32,916
		T2	34,823
		T3	37,101
		T4	39,556
		T5	42,057
		T6	45,352
	Advanced Range Previously upper pay scale (U1 – U3)	T7	47,472
		T8	49,232
		T9	51,048

Pay Scale	SCP	Annual Salary '25	Range	SCP
Leading Practitioners	P1	52,026		P1
	P2	53,332		P2
	P3	54,663		P3
	P4	56,022		P4
	P5	57,418		P5*
	P6	58,857		P6*
	P7	60,443		P7*
	P8	61,836		P8*
	P9	63,381		P9*
	P10	65,010		P10*
	P11	66,695		P11*
	P12	68,233		P12*
	P13	69,937		P13*
	P14	71,682		P14*
	P15	73,465		P15*
	P16	75,419		P16*
	P17	77,150		P17*
	P18	79,092		P18*

*Note: Salary progressions barred at point T6 of Qualified Teachers Pay Range (subject to formal review process as detailed in Paragraph 9.15 of this policy) and at maximum points of each range within the Leading Practitioners Pay Range.

9 Pay determination and pay progression

Recruitment of Staff

- 9.1 Prior to recruitment the trust board will determine the pay range for a vacancy giving due consideration to:
- the requirements of the post
 - the specialist knowledge required for the post
 - the experience required to undertake the specific duties of the post
 - the wider academy context
- 9.2 All advertisements for roles within the academy will detail the minimum and maximum salaries payable in accordance with the pay provisions detailed in table 1.
- 9.3 The trust board will be responsible for determining the starting salary of an employee. Where pay ranges are restricted for any reason, clear reasons for this decision should be recorded.

Pay Progression

- 9.4 Within this academy all pay decisions relating to the Advanced Pay Scale will be decided by the Executive Headteacher following advice taken from the Head Teacher.
- 9.5 Following an individual teacher's annual appraisal and, subject to the provisions of this published pay policy, teachers will receive pay progression within the maximum of their pay range unless they are subject to formal capability procedures or section 9.20-9.22 of this policy.
- 9.6 Teachers employed on Qualified Teachers Main Pay Range (see Paragraph 9.5) will be awarded a minimum of one incremental point up to a maximum of T6 (threshold bar) on completion of that cycle, payable from 1 September. Teachers, who as part of the appraisal cycle are assessed as making 'outstanding' progress towards their objectives and have demonstrated that they are highly competent in all elements of the published Teachers Standards and also evidence the 'Professional skills' of that pay band are eligible to receive accelerated pay progression within the pay bands detailed in Table 1 above. In normal circumstances a Teacher will not progress over a maximum of one pay band per appraisal cycle however, the trust board retains the right to approve this in exceptional circumstances.
- 9.7 Teachers who are eligible to apply to be paid on the Qualified Teachers Advanced Range but chose not to, are able to be paid on T6 providing they are assessed in line with their annual appraisal (see Paragraph 9.5). It is not possible to lower a teachers pay as a result of an unsatisfactory performance.
- 9.8 Where a determination is made as part of the appraisal cycle that 'no pay progression' is applicable, this is because they are subject to formal capability procedures. Within this academy any member of staff who is determined that 'no pay progression is warranted' will be supported in accordance with Capability policies.

Moderation

Application to be paid on Qualified Teachers Advanced Range

9.9 From 1 September 2014 any qualified teacher who can demonstrate sustained performance may apply to be paid on the Qualified Teachers Advanced Pay Range. Qualified Teachers may apply to be paid on the Qualified Teachers Advanced Pay Range at least once a year in line with their schools pay policy. It is the responsibility of the teacher to decide whether they wish to apply to be paid on the Advanced pay range. The relevant body shall assess all applications against the same criteria.

An application from a qualified teacher will be successful where the relevant body is satisfied both;

- i. That the teacher is highly competent in all elements of the relevant standards.
- ii. That the teacher's achievements and contribution to an educational setting or settings are substantial and sustained.

9.10 Applications for progression to Qualified Teachers Advanced Pay Range should be made as part of the appraisal process following discussions with the Head Teacher prior to an application being submitted.

9.11 Schools are free to decide on the format of how teachers apply to be paid on the Qualified Teachers Advanced Pay Range and the evidence they are required to provide.

9.12 Teachers achieving the Qualified Teachers Advanced Pay Range in keeping with all other salary assessments will be reviewed annually, but progression will normally be every 2 years in line with above criteria. The relevant body may determine to progress the pay of a Qualified Teachers Advanced Pay Range teacher yearly.

Note: If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the upper pay range in that academy or schools. This academy will not be bound by any pay decision made by another school.

Assessment of applications to be paid on Qualified Teachers Advanced Pay Range

9.13 The relevant body will judge an application for progression to Qualified Teachers Advanced Pay Range in relation to the Teacher Standards, the academy's Performance Progression Matrix or Career Stage Expectations and the following criteria, namely that;

- They are highly competent in all elements of the relevant standards and; their achievements and contribution to the academy are substantial and sustained.

9.14 Within this school, this means;

- Highly competent; the teacher's performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the Teachers' Standards in the particular role they are fulfilling and the context in which they are working.

- Substantial; the teacher’s achievements and contribution to the academy are significant, not just in raising standards of teaching and learning in their own classroom, or with their own groups of children, but also in making a significant wider contribution to academy improvement, which impacts on pupil progress and the effectiveness of staff and colleagues.
- Sustained; the teacher must have had a minimum of two consecutive successful appraisal reports in this academy and have made at least good progress towards their objectives during this period. They will have been expected to have shown that their teaching expertise has grown over the relevant period and is consistently good to outstanding.

9.15 Further information, including information on sources of evidence is contained within the academy’s appraisal policy.

Leading Practitioner Ranges

9.16 The Leading Practitioner Pay Range is only applicable to qualified teachers who are employed in posts that the academy has determined have the primary purpose of modelling and leading improvement of teaching skills.

9.17 Within this academy the following posts have been designated as being remunerated within Leading Practitioners Ranges. Salary details are contained in Table 1;

Position Name	Grade

9.18 Posts designated as being paid on Leading Practitioners Ranges shall have their remuneration determined by the governing body. Within this academy the trust board reserves the right to pay different post holders varying individual post ranges within the overall Leading Practitioner Pay Range as detailed in Table 1 above.

Unqualified Teacher Pay Ranges

9.19 An Unqualified Teacher employed within this academy must be paid a salary as detailed within the Unqualified Teachers Range as shown in Table 1.

9.20 Upon obtaining qualified teacher status under regulations made under section 132 of the Act an unqualified teacher will be transferred to a salary within Qualified Teachers Range as detailed in Table 1. The trust board will be responsible for determining the salary of all qualified teachers as per 9.3 of this policy.

Leadership Pay Ranges (Head Teacher, Deputy Head Teacher and Assistant Head Teacher)

9.21 All decisions regarding Leadership Group Pay will be made in accordance with [STPCD](#) (Paragraphs 4–11).

9.22 Posts established as Leadership posts shall be paid on the Leadership Pay Spine, as detailed in Table 2 below.

TABLE 2: Leadership Scale

SCP	Salary
L1	51,773
L2	53,069
L3	54,394
L4	55,747
L5	57,137
L6	58,569
L7	60,144
L8	61,534
L9	63,070
L10	64,690
L11	66,368
L12	67,897
L13	69,596
L14	71,330
L15	73,105
L16	75,048
L17	76,772
L18A	77,924
L18B	78,702
L19	80,654
L20	82,654
L21A	83,860
L21B	84,699
L22	86,803
L23	88,950

SCP	Salary
L24A	90,255
L24B	91,158
L25	93,423
L26	95,734
L27A	97,136
L27B	98,105
L28	100,540
L29	103,030
L30	105,594
L31A	107,131
L31B	108,202
L32	110,891
L33	113,646
L34	116,455
L35A	118,169
L35B	119,349
L36	122,305
L37	125,345
L38	128,446
L39A	130,274
L39B	131,578
L40	134,860
L41	138,230
L42	141,693
L43	143,796

Note: Following the differential pay award which was agreed in September 2015, It remains necessary to retain A and B Values for Leadership Grades in accordance with the provisions of the [STPCD 2025](#)

9.23 The scales for Leadership Posts will be determined at the time posts are established and shall comprise of the requisite number of points as required in the academy Teachers' Pay and Conditions Document and in accordance with the job description and duties of the post.

9.24 Within this academy the following posts have been identified as being paid on the Leadership Pay Range;

Position Name Masefield	Grade
Executive Headteacher	L33 – L38
Head of School	L13 – L19
Assistant Head of School	L3 – L8

Position Name Red Lane	Grade
Executive Headteacher	L33 – L38
Head of School	L18 – L24
Deputy Head of School	L10 – L14
Assistant Head of School	L6 – L10

Allowances and additional payments

Teaching and Learning Responsibility ('TLR') Payments

9.25 All decisions regarding TLR payments will be made in accordance with [STPCD](#) (Paragraph 20–20.5).

9.26 The Governing Body, following recommendation from the Head Teacher may award TLR payments to a classroom teacher for undertaking a sustained additional responsibility in the context of their staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable. The award may be while a teacher remains in the same post or occupies another post in the absence of a post-holder.

9.27 In this academy the following roles have been identified as being in receipt of TLR1 Payments;

Position Name	TLR1 Value

9.28 In this academy the following roles have been identified as being in receipt of TLR2 Payments;

Position Name	TLR2 Value
Reading and Writing	£5,869
Maths	£3,527
Early Years	£3,527
Phonics	£3,478

9.29 Additionally, the trust board at the recommendation of the Head Teacher may award a third, fixed term TLR ('TLR3') to a classroom teacher who is undertaking a clearly time-limited academy improvement project(s), or one-off internally/externally driven responsibilities. TLR 3 payments may be awarded consecutively with either a TLR1 or TLR2, providing the criteria as defined in the STPCD are met.

9.30 In this academy the following roles have been identified as being in receipt of TLR3 Payments;

Position Name	TLR3 Value

9.31 All TLR3 fixed term payments must be established at the outset and payment should be made on a monthly basis for the duration of the fixed term.

9.32 TLR3 payments awarded to a part-time teacher are not subject to the pro rata principle.

Safeguarding of TLR payments

9.33 In the event that the Governing Body, following recommendations from the Head Teacher makes changes to their pay policy or staffing structure which results in either;

- the duties for which a teacher was awarded a TLR1 or TLR2 are no longer to include the significant responsibility for which it was awarded; or
- the responsibility for which a teacher was awarded a TLR1 or TLR2 (whether or not this has changed) merits, in accordance with their pay policy and staffing structure, an allowance of a lower annual value ('the new payment');

9.34 The academy will pay the safeguarded sum in accordance with provisions contained within [STPCD](#) (Paragraph 30–37).

9.35 All TLR3 payments are not subject to safeguarding.

- 9.36 TLR1 and TLR2 payments awarded to teachers employed under a fixed term contract or whilst they occupy another post in the absence of a post-holder will not be safeguarded after the fixed-term contract expires or after the date or the substantive post holder returns, whichever is the soonest.
- 9.37 Within one month of the determination being made that the TLR payment is no longer payable the trust board will notify the teacher in writing of;
- the reason for the determination;
 - the date on which the old payment ends and, if applicable, from which the new payment comes into effect;
 - the value of the teacher's salary immediately before the determination, not including the safeguarded sum;
 - the safeguarded sum;
 - the latest date on which the safeguarding period will end;

Special Educational Needs Allowance

- 9.38 All decisions regarding SEN payments will be made in accordance with [STPCD \(Paragraph 21–21.4\)](#).
- 9.39 The pay committee will award a SEN spot value allowance on a range of between £2,787 and £5,497 (from September 2025) to any classroom teacher who meets the criteria as set out in STPCD (Paragraph 21.2).
- 9.40 When deciding on the amount of the allowance to be paid, the trust board will take into account the structure of the academy's SEN provision, whether any mandatory qualifications are required for the post, the qualifications or expertise of the teacher relevant to the post; and the relative demands of the post as outlined in [STPCD \(Paragraph 21.3\)](#).
- 9.41 The trust board will also establish differential values in relation to SEN roles in the academy in order to reflect significant differences in the nature and challenge of the work entailed so that the different payment levels can be objectively justified.
- 9.42 In agreeing SEN Allowances the trust board will take account of Paragraph 55–59 of the Section 3 guidance.

Recruitment and retention incentives and benefits

- 9.43 All decisions regarding recruitment and retention incentives and benefit payments will be made in accordance with Paragraph 27–27.3 of the [STPCD](#) and Paragraph 70–72 of the associated STPCD Section 3 guidance document.

Recruitment

- 9.44 The trust board will consider the payment of recruitment awards to class teachers to the value of {amount} where there are demonstrable difficulties evidenced by nationally or locally identified shortages or by direct experience of nationally, locally and internally advertising a post without success. The trust board will be responsible for determining the value of any such payments within this school.

- 9.45 In establishing the amount payable the trust board may consider the payment of benefit incentives, for example, a cash sum, a percentage up rating of salary (within agreed salary ranges detailed in table 1), or defined benefits such as childcare costs, support for travel costs, care of dependants or health care provision.
- 9.46 An award may be paid as salary over the given period or as a lump sum (on commencement or after a pre-determined period of unbroken service). All payments must be made in accordance with the detailed requirements of the current 'Teachers' Pay and Conditions Document'.
- 9.47 Head Teachers, Deputy Head Teachers and Assistant Head Teachers, are not entitled to any recruitment awards other than re-imburement of any reasonably incurred housing or re-location costs.

Retention

- 9.48 The trust board will consider the payment of retention awards to class teachers to the value of **{amount}** where there are demonstrable business case to justify this payment being made e.g. evidence locally identified shortages of suitably experienced or qualified staff.
- 9.49 In establishing the amount payable the trust board may consider the payment of benefit incentives, for example, a cash sum, a percentage up rating of salary (within agreed salary ranges detailed in table 1), or defined benefits such as childcare costs, support for travel costs, care of dependants or health care provision.
- 9.50 An award may be paid as salary over the given period or as a lump sum (on commencement or after a pre-determined period of unbroken service). All payments must be made in accordance with the detailed requirements of the current 'Teachers' Pay and Conditions Document'.
- 9.51 Where either a Recruitment and/or Retention payment is made the trust board will conduct regular reviews of such payments, and will undertake a formal review of all payable allowances as part of the annual review of this Pay Policy.
- 9.52 The trust board will write to staff receiving Recruitment and/or Retention Payments detailing;
- The value of such payments;
 - The expected duration of such payments;
 - The review arrangements of such payments;
- 9.53 All Recruitment and Retention payments must be formally reviewed as a minimum every 12 months.
- 9.54 Head Teachers, Deputy Head Teachers and Assistant Head Teachers, are not entitled to any retention awards other than reimbursement of any reasonably incurred housing or re-location costs.

Additional Payments

- 9.55 All decisions regarding Additional Allowances will be made in accordance with Paragraph 26 of the [STPCD](#) and Paragraphs 60–73 of the associated Section 3 guidance document.

10 Other considerations

Part Time staff

- 10.1 All decisions regarding Part Time Staff will be made in accordance with Paragraph 40–42.2 of the [STPCD](#) and Paragraph 79–86 of the associated Section 3 guidance document.
- 10.2 All staff employed on an on-going basis at the academy but who work less than a full working day or week are deemed to be part time. The trust board will provide these staff with a written statement detailing their working time obligations and the mechanism used to determine their pay, subject to the provisions of the statutory pay arrangements.
- 10.3 The academy's timetabled teaching week of a full-time classroom teacher is to be used as the basis for calculating the pro rata percentage of the academy's timetabled teaching week for which a part-time teacher is employed at the same school. This percentage is used to determine the pro rata remuneration of a full-time equivalent teacher's remuneration to which a part-time teacher is entitled. The percentage remains the same whether the academy operates a weekly, fortnightly or any other timetable cycle.
- 10.4 The timetabled teaching week refers to academy session hours that are timetabled for teaching, **including** PPA time and other non-contact time but **excluding** break times, registration and assemblies.
- 10.5 In addition to equal pay entitlements, from September 2005, the academy Teachers' Pay and Conditions Document specifies that part-time teachers are entitled to PPA time pro rata to full time teachers.

Teachers who are on maternity or long-term disability sickness absence

- 10.6 The academy will take a practical and flexible approach to conducting appraisals for those absent on maternity leave, including where a teacher has been absent for part or all of the reporting year.
- 10.7 The academy will consider conducting appraisals prior to individuals departing on maternity leave, even if this is early in the appraisal year, and basing any appraisal on the evidence to date in that appraisal year or on their return from maternity leave. Account could also be taken of evidence in previous appraisal periods if there is very little to go on in the current year. However, schools should not require teachers to use Keeping in Touch (KIT) days for the purposes of appraisal. Employment based routes in to teaching
- 10.8 A teacher employed under the Salaried Schools Direct or registered teacher programmes will be paid as an unqualified teacher.
- 10.9 Those teachers who have trained Overseas and who have official recognition of the Teachers' Training Agency will be paid as qualified teachers.

Supply (short notice) Teachers

- 10.10 All decisions regarding Supply (Short Notice) Teachers will be made in accordance with Paragraph 42–42.2 of the [STPCD](#).

10.11 For administrative ease, the trust board will pay daily basis supply teachers in accordance with the provisions of the academy teachers' pay and conditions document on short notice teachers. The Local Authority method of calculating pay entitlement is;

- Daily rate – salary divided by 195 days
- Hourly rate – salary divided by 975 (195 days × 5 hours)

Record maintenance

10.12 All decisions of the Pay Committee, together with criteria used, will be formally recorded (in accordance with the regulations applicable to any committee of the Governing Body).

10.13 Each member of staff will annually be given a written statement of their salary review.

10.14 All staff have the right of access to their personal salary record by giving notice to the Head Teacher or Chair of Governors as appropriate.

Appeals Procedure

10.15 The appeals procedure in relation to all pay decisions is attached to this policy at [Appendix B](#) and [Appendix C](#).

Section 2

11 Employees covered by National Joint Council ('NJC') conditions

Pay and Grading Pay structure

- 11.1 The academy has committed to following Bolton Council's pay and grading structure. As such, Bolton Council operates a structure of 15 grades which is based upon the NJC salary spine, extended locally up to point 62. Posts will be allocated to each grade dependent upon their point score under the job evaluation scheme. Details of pay values for each of these grades are detailed in Table 3 below.
- 11.2 All grades within the new pay structure are incremental, subject to the grade progression criteria. Increments will be paid to eligible employees on 1 April each year, with the exception of new starters between October and March, who will receive an increment following the completion of six months satisfactory employment.

TABLE 3: Bolton Council Pay Structure April 2025

Bolton Council Pay Structure						
1 April 2025						
Pay and Grading Structure	SCP	Annual Salary 1-Apr-24	Annual Salary 1-Apr-25	Salary % Increase	Monthly Salary	Hourly Rate 37 Hours
Grade A [1]	1	Deleted-1st-April-2023				
	2	23656	24413	3.20%	2034.42	12.6539
Grade B [2]	3	24027	24796	3.20%	2066.33	12.8524
	4	24404	25185	3.20%	2098.75	13.0541
Grade C [3]	5	24790	25583	3.20%	2131.92	13.2603
	6	25183	25989	3.20%	2165.75	13.4708
Grade D [4]	7	25584	26403	3.20%	2200.25	13.6854
	8	25992	26824	3.20%	2235.33	13.9036
	9	26409	27254	3.20%	2271.17	14.1265
	10	26835	27694	3.20%	2307.83	14.3545
Grade E [5]	11	27269	28142	3.20%	2345.17	14.5867
	12	27711	28598	3.20%	2383.17	14.8231
	13	28163	29064	3.20%	2422.00	15.0646
	14	28624	29540	3.20%	2461.67	15.3114
	15	29093	30024	3.20%	2502.00	15.5622
	16	29572	30516	3.20%	2543.00	15.8183
Grade F [6]	17	30060	31022	3.20%	2585.17	16.0795
	18	30559	31522	3.20%	2628.00	16.3466
	19	31067	32061	3.20%	2671.75	16.6181
	20	31586	32597	3.20%	2716.42	16.8959
Grade G [7]	21	32115	33178	3.20%	2762.00	17.1789
	22	32654	33699	3.20%	2808.25	17.4671
	23	33366	34434	3.20%	2869.50	17.8481
	24	34144	35412	3.20%	2951.00	18.355
Grade H [8]	25	35235	36363	3.20%	3030.25	18.8479
	26	36124	37280	3.20%	3106.67	19.3232
	27	37035	38220	3.20%	3185.00	19.8104
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	39	48710	50269	3.20%	4189.08	26.0558
	40	49764	51356	3.20%	4279.67	26.6192
Grade L [12]	41	50788	52413	3.20%	4367.75	27.167
	42	51802	53460	3.20%	4455.00	27.7097
	43	52805	54495	3.20%	4541.25	28.2462
	44	53884	55608	3.20%	4634.00	28.8231
Grade M [13]	45	54969	56728	3.20%	4727.33	29.4036
	46	56067	57861	3.20%	4821.75	29.9909
	47	57175	59005	3.20%	4917.08	30.5839
	48	58286	60151	3.20%	5012.58	31.1779
Grade N [14]	49	59393	61294	3.20%	5107.83	31.7703
	50	60507	62443	3.20%	5203.58	32.3659
	51	61615	63587	3.20%	5298.92	32.9588
	52	62730	64737	3.20%	5394.75	33.5549
Senior Head of Service Grade [15]	53	63627	65663	3.20%	5471.92	34.0349
	58	68505	70697	3.20%	5891.42	36.6441
	59	69603	71830	3.20%	5985.83	37.2314
	60	70699	72961	3.20%	6080.08	37.8176
	61	71798	74096	3.20%	6174.67	38.4059
	62	72895	75228	3.20%	6269.00	38.9927

Rates	
Special Needs	£1,539 per annum £128.25 per month
Sleep-ins	£43.12
Stand-by	£34.71

[1] denotes previous grade number	2025 increase
SCP 10, 13, 16, 18, 21 are not currently in use	3.2% on all grades

Review of pay grades

- 11.3 The pay spine on which the grading structure is based is determined nationally. The pay spine is reviewed annually by the National Trades Unions and Employers, who determine the value of a “cost of living” increase across the Local Government sector.

Grade progression

- 11.4 Bolton Council has adopted the national provision for accelerating or withholding increments on an exceptional basis, subject to individual performance. Written evidence must be provided for any such request, which requires the approval of the Head Teacher and Governing Body.
- 11.5 Once the top of the scale is reached, the employee will remain upon that scale point. No further salary increase will be payable, apart from that arising from the annual cost of living review.

Starting salaries

- 11.6 New starters are appointed at the bottom of the appropriate grade. Exceptions to this must be agreed by the Head Teacher and Governing Body with consideration given to equality and any team relativity issues.
- 11.7 Staff appointed on a casual basis are appointed at the bottom of the relevant grade.

Pay period

- 11.8 All employees are appointed on monthly pay and are paid in equal monthly instalments. Payment is made directly into a bank or building society account of the employee’s choice on the closest working day to the 18th of the month. Each month’s pay comprises 18 days in arrears and the rest of the month in advance, i.e. the salary paid on 18 March is for the 1 March to the 31 March inclusive.

Review of grading

- 11.9 All posts are evaluated using the National Joint Council’s job evaluation scheme. If a job has changed substantially since the post was last evaluated and a new job description has been produced, an employee may seek a re-evaluation of the grading of their post in accordance with Bolton Council policy. An employee will have the right of appeal against the grading of their post, if they feel the assessment did not fairly reflect the level of duties and responsibilities of the post.

Note: Information on Bolton Council’s Job Evaluation and Appeals procedure is available in [Appendix G](#), [Appendix H](#) and [Appendix I](#).

Pay protection

- 11.10 If the grade of an employee’s post is reduced as a result of a re-structure or other organisational change, current earnings are protected for a period of two years. This protection includes contractual enhancements and allowances. During the protection any incremental or annual pay increases will be incorporated in the protection amount until their protected earnings become less than their pay under the revised arrangements, or the protection period expires; whichever is the sooner.

Promotions

11.11 Where an employee is promoted into a post on a higher grade or where an employee's post is regraded to a higher grade, they will receive either the minimum of the new pay grade or one increment, whichever is the greater.

Acting up payments

11.12 If an employee is required to undertake the full duties of a higher graded post, they will normally be paid at the minimum of the grade of the higher graded post for the period they are 'acting-up'. If the employee is covering duties at a higher level which are not attached to a substantive post, the job evaluation scheme will be used to determine the level of work and associated remuneration.

11.13 The higher rate of pay is normally applied with immediate effect for employees paid at Grade F and below, who typically work in front line services where immediate cover at the higher level is required.

11.14 The Head Teacher and Governing Body will determine whether acting up payments are appropriate for those at senior levels in the organisation, where undertaking higher level duties may legitimately be regarded as professional development. Payment to staff paid at Grade G and above is not normally made before an individual has been required to act up for a period of 4 weeks, although the Head Teacher and Governing Body have the discretion to make the payment sooner, subject to the exigencies of the service

11.15 Once the qualifying period of four weeks has been satisfied, the higher salary will be paid with effect from the first day on which the higher duties were effective. Payments will be made with salary or after completion of the appropriate period.

11.16 Where there is more than one employee undertaking the additional responsibilities, the Head Teacher must ensure that their decision can be objectively justified, in accordance with equality principles and is fully documented. Evidence should also be available of the individual's competencies to fulfil the role.

11.17 If the duties and responsibilities of a higher graded post are shared between more than one employee, or only part of the duties of the higher graded post are undertaken, the payment made will reflect the proportion and relative importance of the duties undertaken. In such circumstances the additional payments should not normally exceed the total amount payable if one employee undertook the full duties.

Honorarium payments

11.18 Where an employee undertakes additional duties outside their job description and the requirements of their role, they may be eligible for an honorarium payment.

11.19 Short term honoraria payments are not normally paid for longer than 3 months. The value of any payments must be proportionate to the circumstances and are not normally greater than 10% of salary. Short term honoraria payments may be paid monthly or retrospectively.

11.20 If an individual is required to take on additional temporary responsibility for longer than three months, a temporary job description and person specification should be produced and referred to Corporate HR for evaluation.

11.21 All honoraria payments must be agreed by the Head Teacher and Governing Body, and are subject to consultation and agreement with the academy’s HR Manager, in line with the academy’s [Honoraria and Acting-Up Policy](#). All payments are reported to Bolton Councils Executive Management Team (‘EMT’) and Departmental Joint Consultative Committees (‘DJCC’), to monitor consistency of approach and equality of treatment.

12 Working arrangements

Working hours

12.1 The standard working week for all full-time employees is 37 hours. On occasion, staff may be required to work outside normal working hours to support particular academy needs. In return for this flexibility, the Head Teacher will work with staff to agree time off in lieu or overtime payments, if appropriate, to a maximum value of time and a half.

Payments for regular, non-standard working arrangements

12.2 Staff employed on a contract to work Saturday or Sunday only will be paid at plain time.

12.3 This academy follows Bolton Council’s adopted approach to a single system of remuneration which has been agreed for employees contractually required to work at night time and/or over a 6/7 day period for 10% or more of their working time. It operates as follows;

12.4 Employees in posts which operate between 7am and 10pm (defined as day time) over a 6/7 day period (i.e. shift patterns covering week days and weekends) will receive an allowance equivalent to 7% of basic salary. Note: staff appointed purely to cover weekend work who do not operate during the week will not be eligible for any enhanced payments.

12.5 Employees in posts which operate at night on any day of the week will receive an allowance equivalent to 30% of basic salary for the hours worked during this period. The definition of night time hours is time worked between 10pm to 7am.

12.6 Staff who work both day and night time hours over a 7 day period will receive an allowance of 7% which will be increased to 30% for the hours worked at night.

12.7 The following posts within this academy have been identified as attracting additional payment for regular, non-standard working arrangements; {add/delete/amend as appropriate}

Position Name	Payment Value

12.8 Employees covered by this arrangement will;

- Receive the appropriate enhancement as part of their normal pay.
- Receive a prorated enhancement for any hours worked that overlap the day/night time rates.
- Receive the enhancement during periods of approved annual leave and properly notified sickness
- Not receive any additional enhancements for planned work at weekends.
- Staff paid at Grade F and below will receive double time and a day off in lieu if rostered to work on a public holiday. Staff paid at or above Grade G will receive double time only.

12.9 Should the academy determine that a post needs to transfer to this arrangement; the Head Teacher will provide a written report to the trust board for approval. The relevant Trades Unions will be consulted about any such cases.

Payments for infrequent or less than 10% non-standard working hours

12.10 Employees who work at the weekend or at night on an infrequent or ad hoc basis and who are not paid an all-inclusive allowance may claim enhancements to a maximum of time and a half for any hours worked at the weekend or at night.

12.11 Enhancements apply to any hours worked at night or weekend and are not related to the number of working hours per week. Staff who work less than 37 hours per week would, therefore, be entitled to enhancements for time worked at weekend or at night.

Public Holidays

12.12 All employees are entitled to the 8 public (bank) holidays.

12.13 Staff paid at Grade F and below will receive double time and a day off in lieu if rostered to work on a public holiday.

12.14 Staff paid at or above Grade G will receive double time only, with the exception of those roles for which it is a contractual requirement.

Overtime

12.15 Employees with more than one contract across the council will not receive overtime if their total weekly hours exceed 37 unless they work more than 37 hours in this academy on one particular contract.

12.16 Employees paid at Grade F and below may receive payment to a maximum value of time and a half should they exceed a 37 hour working week on a planned basis, or take time off in lieu at plain time. Any additional hours up to and including a 37 hour working week are paid at plain time.

12.17 Employees paid at Grade G and above have the option to receive either payment at plain time for any overtime hours worked or to take the equivalent time off in lieu.

Car allowances

Essential Car Users ('ECU')

12.18 From 1 April 2012 the council implemented the Travel Costs Reimbursement Policy, under which a lump sum payment is only made to essential users if the requirements of the role cannot be met without the use of a private vehicle. The allocation of this allowance is subject to an annual review and any changes are subject to DMT and corporate approval.

12.19 Examples of the essential requirement for a private vehicle include;

- The role requires regular travel across and/or outside of the borough, typically at multiple sites within one day, where public transport is not practicable and/or would be more expensive than use of a private car;
- The post holder may often be called out in an emergency, outside of any planned cover arrangements, and requires access to a private vehicle to respond quickly;
- The post holder is regularly required to transport clients or equipment as part of their work.

12.20 Car insurance policies must cover the car for business use. Any mileage claimed will be at the essential user rate.

Casual Car Users

12.21 Should an employee who doesn't receive the essential car user allowance use their vehicle in the course of their duties, a casual car user mileage rate will be paid.

12.22 Car insurance policies must cover the car for business use. Any mileage claimed will be at the casual user rate.

Payments to Car Users

12.23 Allowances are reviewed regularly by the National Joint Council (NJC) and all nationally agreed increases are applied as appropriate. The Essential Car User (ECU) allowance and mileage rates for essential and casual users are in line with bands 1 and 2 of NJC rates.

12.24 If you use a motorcycle or bicycle for business use, then the relevant HMRC rate will be applied.

12.25 Mileage claims should be submitted monthly and all claimants must hold a full, current and valid driving license and have adequate vehicle insurance cover to comply with the Council's requirements. Fraudulent claims may result in disciplinary action taken against the claimant and/or the authorising officer.

Car Parking

12.26 The academy does not pay for car parking for staff within the Borough.

APPENDIX A

Pay Committee and remit

The trust board will establish a Pay Committee (this function may either be performed by a dedicated pay committee or be part of a more wide ranging personnel committee) with delegated responsibility and authority to implement the policy by;

- contributing to the Governing Body's annual review of the pay policy in the provision of information on the previous year's implementation;
- applying the statutory elements of the academy Teachers' Pay and Conditions Document and the National Conditions of Service for Support Staff;
- ensuring that the implementation of the discretionary elements of the pay policy meets the needs of the academy to recruit, retain, develop and motivate staff and also has regard to employment legislation, equal pay and the Governing Body's policy on equal opportunities;
- ensuring that each member of staff is consulted by senior management over the content of their job description
- ensuring that all members of staff have the opportunity to discuss particular concerns regarding their salary with a member of the senior management team or governors as appropriate;
- ensuring that details and further particulars of all vacant posts (including temporary and acting) and opportunities that have additional responsibility payments are made known to all staff;
- reviewing the unit total of the academy in accordance with the Teachers' Pay and Conditions Document;
- seeking a balance between pay and other conditions of service, for example: non-contact time for teaching staff;
- maintaining awareness of the pay policies of other schools for benchmarking purposes, seeking advice from the Local Authority and by being aware of the impact of their decisions on other schools e.g. pay and grading review;
- having regard to guidance issued by the Local Authority and Trades Unions as appropriate, and where necessary seeking advice;
- maintaining reasonable pay differentials / relativities as appropriate;
- ensuring that the academy structure is attached as an appendix to the pay policy;

APPENDIX B

Appeals procedure pay policy decisions

An appeal is appropriate if a member of staff is not satisfied with the decision of the Pay Committee concerning their salary assessment and requires that the basis for the decision be reviewed by an impartial body. The following list includes the usual reasons for seeking a review of a pay determination;

That the person or committee by whom the decision was made;

- incorrectly applied any provision of the Document
- failed to have proper regard for statutory guidance
- failed to take proper account of relevant evidence
- took account of irrelevant or inaccurate evidence
- was biased; or
- otherwise unlawfully discriminated against the teacher

Appellants may wish to seek the support of their Professional Association/Trade Union Representative when presenting their case at an Appeal Hearing. The order of proceedings is as follows;

- i. The Appellant receives written communication of the pay determination and where applicable the basis on which the decision was made.
- ii. If the Appellant is not satisfied then they should seek to resolve this by discussing the matter informally with the decision maker within ten working days of the decision.
- iii. Where this is not possible, or where the Appellant continues to be dissatisfied they may follow a formal appeal process.
- iv. The Appellant should set down in writing the grounds for questioning the pay decision and send it to the person or the committee who made the determination, within ten working days of the notification of the decision being appealed against or of the outcome of the discussion referred to above.
- v. The Committee or person who made the determination should provide a hearing within ten working days of receipt of the written grounds for questioning the pay decision to consider this and give the Appellant an opportunity to make representations in person. Any supporting written evidence to be put before the Committee will be exchanged prior to the hearing 5 days in advance whenever possible.
- vi. Following the hearing the Appellant should be informed in writing of the decision and the right to appeal.
- vii. Any appeal should be heard by a panel of three governors (the Appeals Committee) who were not involved in the original determination normally within 20 working days of the receipt of written appeal notification. The Appellant will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.

The procedure for the hearing of the appeal will be that the Appeals Committee will meet and conduct a Hearing in the following manner;

Those present

- Chair of the Appeals Committee and Committee members (at least equal in number to the Pay Committee who made the first decision)
- Chair of the Pay Committee
- Appellant
- Professional Association / Trade Union Representative
- Head Teacher (in an advisory capacity unless he/she is the Appellant)
- Children's' Services HR Adviser (in an advisory capacity if invited)

APPENDIX C

Appeals hearing procedure

- i. The Chair of the Pay Committee, the Appellant and their representative enter the room together when invited.
- ii. The Chair of the Appeals Committee introduces all parties and outlines the procedure.
- iii. The Appellant or their representative explains in more detail why they are not satisfied with the decision made in respect of their pay and details the grounds for the appeal.
- iv. Any questions for clarification from;
 - the Chair of the Pay Committee
 - members of the Appeals Committee (and their advisers)
- v. The Chair of the Pay Committee responds, indicating why the original decision was made and submits evidence they feel is appropriate to the original decision.
- vi. Any questions for clarification from;
 - the Appellant or their representative
 - members of the Appeals Committee
- vii. Members of the Appeals Committee (and their advisers) have the opportunity to ask questions of both parties
- viii. An opportunity is given to the Chair of the Pay Committee to sum up the case, no new evidence shall be introduced at this stage.
- ix. An opportunity is given to the Appellant or their representative to sum up the case, no new evidence shall be introduced at this stage.
- x. Both parties retire to allow the Appeals Committee to consider the case and to make their decision.
- xi. All parties are recalled to indicate the decision of the Appeals Committee and that the Chair will confirm the decision within 5 working days.

There is no further right of appeal.

APPENDIX D

Teachers Pay Ranges September 2025 TABLE 1: Teachers Pay Ranges 1 September 2025 (Bolton Model)

Pay Scale	Range	SCP	Salary
Unqualified Teachers	Unqualified Range	UQT1	22,601
		UQT2	25,193
		UQT3	27,785
		UQT4	30,071
		UQT5	32,667
		UQT6	35,259
Qualified Teachers	Main Pay Range (M1– M6)	T1	32,916
		T2	34,823
		T3	37,101
		T4	39,556
		T5	42,057
		T6	45,352
	Advanced Range Previously upper pay scale (U1 – U3)	T7	47,472
		T8	49,232
		T9	51,048

Pay Scale	SCP	Annual Salary '25	Range	SCP
Leading Practitioners	P1	52,026		P1
	P2	53,332		P2
	P3	54,663		P3
	P4	56,022		P4
	P5	57,418		P5*
	P6	58,857		P6*
	P7	60,443		P7*
	P8	61,836		P8*
	P9	63,381		P9*
	P10	65,010		P10*
	P11	66,695		P11*
	P12	68,233		P12*
	P13	69,937		P13*
	P14	71,682		P14*
	P15	73,465		P15*
	P16	75,419		P16*
	P17	77,150		P17*
	P18	79,092		P18*

: Salary progressions barred at point T6 of Qualified Teachers Pay Range (subject to formal review process as detailed in Paragraph 9.15 of this policy) and at maximum points of each range within the Leading Practitioners Pay Range.

Leadership Scale

SCP	Salary
L1	51,773
L2	53,069
L3	54,394
L4	55,747
L5	57,137
L6	58,569
L7	60,145
L8	61,534
L9	63,070
L10	64,691
L11	66,368
L12	67,898
L13	69,596
L14	71,330
L15	73,105
L16	75,049
L17	76,772
L18A	77,924
L18B	78,702
L19	80,655
L20	82,654
L21A	83,860
L21B	84,699
L22	86,803
L23	88,951

SCP	Salary
L24A	90,255
L24B	91,158
L25	93,424
L26	95,735
L27A	97,136
L27B	98,106
L28	100,540
L29	103,030
L30	105,595
L31A	107,131
L31B	108,202
L32	110,892
L33	113,646
L34	116,456
L35A	118,169
L35B	119,350
L36	122,306
L37	125,345
L38	128,447
L39A	130,274
L39B	131,578
L40	134,860
L41	138,230
L42	141,693
L43	143,796

Note: Following the differential pay award which was agreed in September 2015, It remains necessary to retain A and B Values for Leadership Grades in accordance with the provisions of the [STPCD 2025](#).

Bolton Council NJC Pay Scales April 2025

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	44	53884	55608	3.20%	4634.00	28.8231
Grade L [12]	45	54969	56728	3.20%	4727.33	29.4036
	46	56067	57861	3.20%	4821.75	29.9909
	47	57175	59005	3.20%	4917.08	30.5839
	48	58286	60151	3.20%	5012.58	31.1779
Grade M [13]	49	59393	61294	3.20%	5107.83	31.7703
	50	60507	62443	3.20%	5203.58	32.3659
	51	61615	63587	3.20%	5298.92	32.9588
Grade N [14]	52	62730	64737	3.20%	5394.75	33.5549
	53	63627	65663	3.20%	5471.92	34.0349
	54	64527	66591	3.20%	5559.25	34.5189
	55	65429	67521	3.20%	5646.75	35.0069
Senior Head of Service Grade [15]	56	66333	68463	3.20%	5734.42	35.4989
	57	67239	69405	3.20%	5822.25	36.0000
	58	68505	70697	3.20%	5891.42	36.6441
	59	69603	71830	3.20%	5985.83	37.2314
	60	70699	72961	3.20%	6080.08	37.8176
	61	71798	74096	3.20%	6174.67	38.4059
	62	72895	75228	3.20%	6269.00	38.9927

Rates	
Special Needs	£1,539 per annum £128.25 per month
Sleep-ins	£43.12
Stand-by	£34.71

[1] denotes previous grade number	2025 increase
SCP 10, 13, 16, 18, 21 are not currently in use	3.2% on all grades

APPENDIX E

Application for non-teaching staff Post Grading Review

Applicant details	
Name	
School	
Position Name	
Current Grade	Current Spinal Point

Basis for this application
<p>Please make reference to the current job description wherever possible, providing details of;</p> <ul style="list-style-type: none">i. changes to duties (additional and relinquished);ii. increased responsibility;iii. any other information relevant to the application; <p>Continue on a separate sheet if necessary.</p>

Signed	Date
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APPENDIX F

Procedure for Post Grading Review

- i. The employee must complete [Appendix F](#) and submit this to the Head Teacher.
- ii. The Head Teacher (or nominated representative) will acknowledge receipt of the request and the date it was received.
- iii. Within 10 working days the Head Teacher (or nominated representative) will meet the employee to discuss the information submitted in support of the request.
- iv. Within 20 working days of the above meeting the Head Teacher (or nominated representative) will consider the request and gather any information pertinent to a decision about the request (including advice from the LA on comparable job grades) and write a summary statement of his/her findings and send it to the employee along with the date the Governing Body's Pay Committee will meet to consider it. If a union representative has been identified in support of the employee, he/she will also be sent a copy of the summary statement.
- v. Prior to the meeting, the employee may submit additional information he/she wishes the committee to have regard to.
- vi. The Pay Committee meets to consider the request and to determine whether a re-grade is appropriate, having regard to the information submitted by the employee and the Head Teacher on the matter of increased responsibility, changes to duties and comparable pay information. A copy of the employee's current job description will be made available to the committee.
- vii. The Employee is informed in writing of the decision of the Pay Committee and their right of appeal to an impartial Appeals Committee. [Appendix B](#) details the Appeals process.
- viii. A decision to re-grade a post is backdated to the date the application was lodged i.e. received by the academy. The LEA Human Resources Section is informed of the Governor's decision so that personnel and payroll records can be amended.
- ix. In cases where a re-grade is not approved and the right of appeal is exhausted (the original decision is upheld), there is no further right of appeal.
- x. Once the right of appeal has been exercised and exhausted, the decision of the Pay Committee will be notified at the next Governing Body meeting as a matter of information and the minutes of the Pay Committee meeting stored on a confidential basis.