HCAT

Pay Policy

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Version Number	Version Description	Date of Revision
1	Original	September 2020
2	Reviewed to reflect TP&C Document - The main changes to the Document and accompanying guidance since 2022 make provision for the September 2023 pay award.	October 2023
3	Rebranded	June 2024
4	Reviewed to reflect TP&C Document - The main changes to the Document and accompanying guidance since 2023 make provision for the September 2024 pay award.	November 2024
5	Reviewed following JCNC discussion re performance related progression.	June 2025
6	Reviewed to reflect TP&C Document - The main changes to the Document and accompanying guidance since 2024 make provision for the September 2025 pay award, a change to the calculation for TLRs 1 and 2, and additional information relating to flexible working.	July 2025

7	Reviewed to reflect the TP&C Document- The main changes to the Document and accompanying guidance since 2025 relate to the 2026 and 2027 pay award, the introduction of a non-consolidated recognition reward scheme and clarity around the frequency of pay progression for upper pay range teachers. In addition, it provides clarity around flexibility around the use of inset days, to add clarity around expectations of leaders working hours and time, and an update to the TLR provisions to remove the temporary provision made last year in respect of the arrangements for TLR 1 and TLR 2 payments.	October 2026

HCAT Pay Policy

1. Introduction

1.1 This policy has been developed in consultation with recognised Trade Union and Professional Associations.

1.2 The purpose of this policy is to set out how HCAT determines pay for teaching and support staff. The Trust will operate in accordance with the School Teachers' Pay and Conditions Document (STPCD), relevant employment legislation and the principles of fairness, transparency and consistency.

1.3 This policy should be read alongside the current STPCD and any associated statutory guidance. Where the policy does not make any specific provisions, the relevant provisions of the STPCD will apply.

2. Scope

2.1 This policy applies to all employees of HCAT (the Trust) including staff employed within academies across the Trust.

3. Principles

3.1 The Trust is committed to ensuring that pay decisions are made fairly, objectively, transparently and consistently.

3.2 All employees will be provided with a job description appropriate to their role. Job descriptions may be reviewed periodically to reflect changes in organisational or operational requirements.

3.3 In adopting this pay policy the aim is to:

- support the recruitment and retention of high-quality staff;
- recognise and reward professional contribution and responsibility;
- maintain appropriate pay differentials between roles;
- support high standards of teaching, learning and leadership across the Trust; and
- ensure pay decisions are managed fairly, consistently and with minimal unnecessary bureaucracy.

3.4 The Trusts will maintain appropriate pay differentials between posts, reflecting levels of responsibility, accountability and expertise.

3.5 Any discretionary awards of additional pay will be made in accordance with the provisions of this policy and the STPCD.

3.6 The Board of Trustees has delegated responsibility for pay decisions in accordance with the Trust's Scheme of Delegation.

4. Procedures

4.1 The Board of Trustees will determine the annual pay budget, taking account of the requirements of the STPCD and the financial resources available to the Trust.

4.2 All pay decisions will be made fairly, objectively and in accordance with this policy, the Trust's Scheme of Delegation and the relevant provisions of the STPCD.

4.3 Any individual involved in making or advising on pay decisions must declare any conflict of interest and withdraw from the process where appropriate. Decisions relating to the CEO's pay will be determined by the Board of Trustees or its delegated committee, with the CEO withdrawing from any discussion relating to their own remuneration.

4.4 Those responsible for pay decisions will:

- apply this policy consistently and fairly;
- comply with statutory and contractual obligations;
- have regard to relevant appraisal outcomes and professional evidence;
- ensure pay decisions are appropriately recorded; and
- keep the policy under review to ensure continued compliance with legislation and the STPCD.

5. Pay Reviews

5.1 Teaching staff, including members of the leadership group and the CEO, will receive an annual pay review with effect from 1 September each year. The Trust will endeavour to complete pay reviews by 31 October, with the CEO's pay review completed by 31 December.

5.2 Employees will receive written confirmation of any pay determination, including details of salary and any applicable allowances or additional payments.

5.3 A pay review may take place at any time during the year where there is a significant change to an employee's duties, responsibilities or circumstances that affects pay.

5.4 Salary adjustments arising from a pay review will normally be implemented once the opportunity to appeal has elapsed or following the conclusion of any appeal process.

5.5 Where a pay determination results in salary safeguarding, the Trust will apply the relevant provisions of the STPCD and provide the required notifications within the prescribed timescales.

6. Pay Decisions

6.1.1 The Trust will determine leadership pay ranges in accordance with the STPCD and having regard to the size, context, complexity and strategic requirements of the role.

6.1.2 In determining pay on appointment, the Trust will consider:

- the duties and responsibilities of the post;
- relevant skills, knowledge and experience;
- recruitment and retention considerations;
- internal pay differentials; and
- any relevant market factors.

6.1.3 Pay progression for leadership staff will be considered annually through the appraisal process and will reflect sustained high-quality performance and contribution to the Trust.

6.1.4 Pay ranges may be reviewed where there is a significant and sustained change in the responsibilities or scope of a leadership role.

6.1.5 The Trust may exercise any discretionary powers available under the STPCD, including the award of recruitment and retention incentives and additional payments where appropriate.

6.1.6 Acting allowances will be determined in accordance with the STPCD where an employee is required to undertake the duties of a leadership post for a sustained period.

6.2 **Classroom Teachers**

6.2.1 For appointments The Executive Leader/Principal will determine the starting salary for classroom teachers within the appropriate pay range, taking account of:

- the requirements of the post;
- relevant qualifications, skills and experience;
- any specialist knowledge required; and
- the wider needs of the school.

6.2.2 The Trust may award recruitment and retention incentives where this is necessary to recruit or retain high-quality staff.

6.2.3 Teachers on the main pay range will normally progress by one annual increment until they reach the top of the range unless:

- performance concerns are being managed through a formal support process;
- the maximum of the relevant pay range has been reached; or
- exceptional circumstances justify an alternative determination.

6.2.4 Early Career Teachers (ECTs) will progress in accordance with the requirements of the Early Career Framework and the Trust's appraisal arrangements.

6.2.5 The Trust may award accelerated progression in exceptional circumstances where evidence demonstrates a sustained and significant contribution beyond the expectations of the role.

6.2.6 All pay decisions will be informed by appraisal outcomes and other relevant professional evidence.

6.2.7 Current pay ranges for classroom teachers are set out in Appendix A and are reviewed annually following publication of the STPCD.

7. Applications to be paid on Upper Pay Range

7.1 Any qualified teacher may apply to be paid on the upper pay range (UPR) in accordance with the provisions of the STPCD. Applications will be considered fairly, transparently and based on evidence.

7.2 Applications should normally be submitted by 31 October each year using the Trust's application process. Exceptions may be made where a teacher has been absent due to maternity, adoption, shared parental leave, sickness or other exceptional circumstances.

7.3 Applications will be assessed using evidence from appraisal reviews and other relevant professional evidence. Where appraisal information is unavailable, teachers may submit alternative evidence demonstrating that they meet the required criteria.

7.4 To be successful, applicants must satisfy the criteria set out in the STPCD and demonstrate that:

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

7.5 In HCAT:

- **“Highly competent”:** means demonstrating a high level of competence, expertise and professional effectiveness in the role undertaken.
- **“Substantial”:** means making a significant contribution to teaching, learning and school improvement beyond the teacher's own classroom.
- **“Sustained”:** means maintaining this contribution over a sustained period, evidenced through appraisal outcomes and professional practice.

7.6 Applications will be assessed by an appropriate senior leader and a recommendation made to the decision-maker.

7.7 Applicants will be notified in writing of the outcome of their application. Successful applicants will move to the minimum point of the upper pay range with effect from 1 September of the relevant academic year.

7.8 Where an application is unsuccessful, feedback will be provided on request. Employees have the right to appeal the decision in accordance with the Trust's Pay Appeals Procedure.

8. Upper Pay Range Pay determinations

8.1 Teachers on the upper pay range will be considered annually for pay progression through the appraisal process. Decisions will be based on evidence from appraisal reviews and other relevant professional evidence.

8.2 In determining whether progression should be awarded, the Executive Leader/Principal will consider whether the teacher:

- has had a successful appraisal;
- has made good progress towards agreed objectives; and
- continues to demonstrate that they are highly competent in all elements of the Teachers' Standards and that their contribution to the school remains substantial and sustained.

8.3 Pay progression on the upper pay range will be determined fairly, consistently and objectively, taking account of the teacher's overall contribution and professional performance.

8.4 Where a teacher continues to meet the relevant upper pay range criteria and has maintained a substantial and sustained contribution to the school, progression will normally be awarded.

8.5 The Trust may award accelerated progression in exceptional circumstances where evidence demonstrates sustained and significant impact beyond the expectations of the role.

9. Unqualified Teachers Pay on Appointment

9.1 Unqualified teachers will be paid in accordance with the provisions of the STPCD.

9.2 On appointment, the Executive Leader/Principal will determine the appropriate salary, taking account of the individual's qualifications, skills, experience and the requirements of the role. Additional allowances may be awarded where permitted by the STPCD.

9.3 Unqualified teachers will be considered annually for pay progression through the appraisal process.

9.4 Progression will normally be awarded where the employee has demonstrated satisfactory performance and there are no formal performance concerns. Where performance is being managed through a formal support plan or capability procedure, progression may be withheld.

9.5 Pay decisions will be informed by appraisal outcomes and other relevant professional evidence, including the individual's contribution to teaching, learning and the wider work of the school.

9.6 Current pay ranges for unqualified teachers are set out in Appendix A and are reviewed annually following publication of the STPCD.

10. Teaching and Learning Responsibility Payments (TLR)

10.1 The Trust may award Teaching and Learning Responsibility (TLR) payments in accordance with the STPCD. TLR payments will be awarded to teachers who undertake clearly defined additional responsibilities that are sustained and contribute to the continued delivery of high-quality teaching and learning.

10.2 The responsibilities associated with any TLR will be clearly identified within the employee's job description and will be reviewed periodically.

10.3 The Trust may award TLR1, TLR2 and TLR3 payments in accordance with the STPCD.

10.4 TLR3 payments may be awarded for specific time-limited projects, school improvement initiatives or other additional responsibilities as permitted by the STPCD. The duration and value of a TLR3 payment will be confirmed in writing at the commencement of the arrangement.

10.5 Current TLR values are set out in Appendix A and are reviewed annually following publication of the STPCD.

11. Special Needs Allowance

11.1 The Trust may award a Special Educational Needs (SEN) Allowance to teachers who meet the criteria set out in the STPCD.

11.2 When determining the value of an SEN Allowance, the Trust will consider:

- the nature and complexity of the role;
- any specialist qualifications or expertise required;
- the level of responsibility within the school's SEND provision; and
- the needs of the pupils being supported.

11.3 Current SEN Allowance values are set out in Appendix A and are reviewed annually following publication of the STPCD.

12. Support Staff

12.1 The Trust will determine the pay and grading of support staff in accordance with the School Staffing Regulations and the Trust's grading structure. New posts will be subject to job evaluation where appropriate.

12.2 For the purposes of the Trust Pay Policy lowest paid employees are defined as those earning the lowest paid salary in accordance with the Trust pay structure for support staff. The lowest pay point is Grade 2 point 3 which equates to an annual salary of £24,796 and can be expressed as an hourly rate of pay of £12.85.

The Trust is committed to tackling low pay and has pledged to pay a low pay supplement equivalent to the Real Living Wage rate.

The pay rate is increased in accordance with any pay settlements which are reached through the National Joint Council for Local Government Services and through increases to the Real Living Wage as advised by the Living Wage Foundation

12.3 The Trust may review the grading of a post where there has been a significant and sustained change to the duties and responsibilities of the role.

12.4 Support staff have the right to appeal pay decisions in accordance with the Trust's Pay Appeals Procedure.

13. Part-time Employees

13.1 The Trust will apply the provisions of the STPCD in relation to the pay and working time of part-time teachers.

13.2 Part-time employees will be treated no less favourably than comparable full-time employees unless different treatment can be objectively justified.

14. Teachers Employed on Short Notice Basis

14.1 Teachers employed on a short-notice basis will be paid in accordance with the provisions of the STPCD.

15. Additional Payments

15.1 The Trust may make additional payments to teachers in accordance with the STPCD. Such payments may be awarded for:

- continuing professional development undertaken outside normal working hours;
- activities relating to initial teacher training;
- participation in out-of-school-hours learning activities; and
- additional responsibilities or school improvement work beyond the normal duties of the role.

15.2 Any additional payment will be determined in accordance with the STPCD and will be subject to available funding and appropriate approval arrangements.

16. Recruitment and Retention Incentive Benefits

16.1 The Trust may award recruitment and retention incentives in accordance with the STPCD where this is necessary to attract or retain high-quality employees.

16.2 Recruitment and retention incentives may take the form of lump sum payments, periodic payments or other financial assistance as permitted by the STPCD.

16.3 Any recruitment or retention incentive will be confirmed in writing and will specify:

- the value of the award;
- the duration of the arrangement;
- review arrangements; and
- the circumstances in which the award may be withdrawn or amended.

16.4 All recruitment and retention incentives will be reviewed regularly and at least annually.

16.5 Any payments relating to leadership posts will be made in accordance with the relevant provisions and limits set out in the STPCD.

17. Payment of non-consolidated recognition awards

17.1 From 1 September 2026, relevant bodies may make modest nonconsolidated awards to teachers and leaders to recognise exceptional contribution or achievement.

17.2 Any reward should be for genuine additional contributions but should not be used as a replacement for pay progression or for TLRs, and relevant bodies should ensure there are clear, published, criteria with robust oversight.

18. Safeguarding Arrangements

18.1 Where a pay determination results in salary safeguarding, the Trust will apply the relevant provisions of the STPCD.

19. Salary Sacrifice Arrangements

19.1 Employees may participate in any salary sacrifice arrangements operated by the Trust, subject to the relevant scheme rules and statutory requirements.

20. Review

20.1 The Trust is committed to ensuring that pay decisions are fair, transparent and free from unlawful discrimination.

20.2 In implementing this policy, the Trust will have due regard to its duties under the Equality Act 2010, including the need to:

- eliminate discrimination, harassment and victimisation;
- advance equality of opportunity; and
- encourage good relations between people who share a protected characteristic and those who do not.

20.3 This policy will be reviewed annually following publication of the STPCD or earlier where changes to legislation, statutory guidance or Trust arrangements require amendment. The Trust will continue to consult with recognised Trade Unions on any significant changes to the policy.

Appendix 1 – Pay Scales

2026-2027 Teacher Pay Scales

M1	£34,068
M2	£36,042
M3	£38,400
M4	£40,940
M5	£43,529
M6	£46,939
U1	£49,134
U2	£50,955
U3	£52,835
UQ 1	£23,392
UQ 2	£26,075
UQ 3	£28,757
UQ 4	£31,123
UQ 5	£33,810
UQ 6	£36,493
L1	£53,585
L2	£54,926
L3	£56,298
L4	£57,698
L5	£59,137
L6	£60,619
L7	£62,250
L8	£63,688
L9	£65,277
L10	£66,955
L11	£68,691
L12	£70,274
L13	£72,032
L14	£73,827
L15	£75,664
L16	£77,676
L17	£79,459
L18	£81,457
L19	£83,478
L20	£85,547
L21	£87,663
L22	£89,841
L23	£92,064
L24	£94,349
L25	£96,694
L26	£99,086
L27	£101,540
L28	£104,059
L29	£106,636

L30	£109,291
L31	£111,989
L32	£114,773
L33	£117,624
L34	£120,532
L35	£123,527
L36	£126,587
L37	£129,732
L38	£132,943
L39	£136,183
L40	£139,580
L41	£143,068
L42	£146,652
L43	£148,829

2026-2027 – NJC Pay Scales

1	£21,548	£11.17
2	£24,413	£12.65
3	£25,614	£13.28
4	£26,016	£13.48
5	£26,427	£13.70
6	£26,847	£13.92
7	£27,274	£14.14
8	£27,709	£14.36
9	£28,153	£14.59
10	£28,608	£14.83
11	£29,071	£15.07
12	£29,542	£15.31
13	£30,023	£15.56
14	£30,515	£15.82
15	£31,015	£16.08
16	£31,525	£16.34
17	£32,046	£16.61
18	£32,578	£16.89
19	£33,119	£17.17
20	£33,673	£17.45
21	£34,237	£17.75
22	£34,811	£18.04
23	£35,570	£18.44
24	£36,581	£18.96
25	£37,563	£19.47
26	£38,510	£19.96
27	£39,481	£20.46
28	£40,444	£20.96
29	£41,177	£21.34

30	£42,123	£21.83
31	£43,149	£22.37
32	£44,253	£22.94
33	£45,529	£23.60
34	£46,579	£24.14
35	£47,665	£24.71
36	£48,738	£25.26
37	£49,817	£25.82
38	£50,908	£26.39
39	£51,928	£26.92
40	£53,051	£27.50
41	£54,143	£28.06
42	£55,224	£28.62
43	£56,293	£29.18
44	£57,792	£29.96
45	£59,122	£30.65
46	£60,451	£31.33
47	£61,884	£32.07
48	£63,375	£32.85
49	£64,864	£33.62
50	£66,363	£34.40
51	£67,853	£35.17
52	£68,707	£35.62
53	£70,323	£36.45
54	£71,945	£37.29
55	£73,565	£38.13
56	£74,029	£38.38
57	£75,787	£39.28
58	£77,536	£40.19
59	£79,288	£41.09
60	£82,002	£42.51
61	£83,946	£43.51
62	£85,892	£44.52
63	£87,844	£45.53
64	£89,993	£46.65
65	£92,128	£47.76
66	£94,257	£48.86
67	£96,387	£49.96
68	£97,970	£50.78
69	£100,312	£51.99
70	£102,650	£53.21
71	£104,989	£54.42
72	£107,673	£55.81
73	£110,129	£57.08
Apprentice	£8.10	£0.00

Appendix 2 – Pay Appeals Procedure

1. Purpose

This procedure applies where an employee believes that a pay decision has been made incorrectly, unfairly or without proper regard to the evidence available at the time the decision was made.

Appeals will be dealt with promptly, fairly and impartially.

2. Right of Appeal

Employees have the right to appeal against a pay determination.

Appeals should normally be based on one or more of the following grounds:

- the correct procedure was not followed;
- relevant evidence was not properly considered;
- the decision was unreasonable in light of the evidence available; or
- new evidence has become available which may affect the decision.

Employees have the right to be accompanied at any formal appeal hearing by a trade union representative or workplace colleague.

3. Informal Review Stage

3.1 An employee who is dissatisfied with a pay decision should normally raise the matter in writing within 10 working days of receiving written confirmation of the decision.

3.2 The employee should set out the reasons for the appeal and provide any supporting evidence.

3.3 The original decision-maker will review the decision and may meet with the employee to discuss the matter before reaching a conclusion.

3.4 The outcome of the review will be confirmed in writing, including details of the employee's right to proceed to a formal appeal.

4. Formal Appeal Stage

4.1 Where the employee remains dissatisfied following the informal review, they may submit a formal written appeal within 10 working days of receiving the outcome.

4.2 The appeal will be heard by an appeals Committee consisting of Trustees who have had no prior involvement in the matter.

4.3 The Appeals Committee will consider:

- the employee's grounds of appeal;
- the evidence supporting the original decision; and
- any additional evidence submitted as part of the appeal.

4.4 All parties will be given a reasonable opportunity to present their case.

4.5 Following the hearing, the Appeals Committee will consider the evidence in private and communicate its decision in writing.

4.6 The decision of the Appeals Committee is final.

5. Employees Leaving Employment

5.1 An employee who has left the employment of the Trust will not normally have the right to initiate a new appeal under this procedure.

5.2 Where an appeal has been submitted before employment ends, the Trust may determine the matter through written representations and provide a written response following consideration of the available evidence.