Pay Policy

2026/2027

Contents

Policy statement **3**

Procedure **4**

Pay determination on appointment – All Staff **4**

Teacher and Laurus Leadership Pay **4**

Pay progression - Teaching Staff **5**

Progression to upper pay - Teaching Staff **6**

Pay Progression - Laurus Leadership **6**

TLR Responsibility payments – Teaching Staff **7**

Recruitment and Retention – Teaching Staff **7**

Part time teachers **8**

Support Staff **8**

Pay Grading – Support Staff **9**

Incremental progression – Support Staff **9**

Honoraria – Support Staff **10**

Absence and pay progression – All Staff **10**

Pay protection - All Staff **10**

Appeals – Teaching and Laurus Leadership **11**

Policy statement

The Trust will fulfil its obligations to:

- Teachers/CEO/Deputy CEO/Executive Heads/Head of School/Deputy Heads/Assistant Heads: asset out in the School Teachers' Pay and Conditions Document (STPCD) and the Conditions of Service for School Teachers in England and Wales (commonly knownas the 'Burgundy Book'); and
- Support staff/CFO/Laurus Leadership: The National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (known as the 'Green Book') and the Trust's pay/grading system.
- comply with the current Academy Trust Handbook and any associated ESFA/DfE requirements.

This policy sets out the framework for making decisions on employees' pay with the aim to:

- achieve excellent outcomes for all students/pupils;
- support the recruitment and retention of a high-quality workforce;
- complement the Trust's supportive and developmental approach to professional growth and ensures employees have the skills/support to do their job effectively;
- enable us to recognise and reward staff appropriately for their contribution;
- help to ensure that decisions on pay are managed in a fair, just and transparent way;
- ensure that there is no pay discrimination in decision making and that decisions are based on evidence and can be justified; and
- recognise the principles of pay portability.

The Laurus Trust is committed to equality and diversity principles in operating this procedure. At all stages, the application of this policy will be carried out in accordance with the Trust's duty and commitment to encouraging equality, diversity and inclusion among our employees, and eliminating unlawful discrimination.

When applying this policy, the Trust will not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (which includes colour, nationality and ethnic or national origin), religion or belief, sex and sexual orientation.

The pay committee will monitor the outcomes and impact of this policy on an annual basis, including trends in progression across specific groups of staff to assess its effect and the Trust's continued compliance with equalities legislation. This policy is reviewed annually following consultation with the recognised trade unions.

Procedure

The Trustees will determine the annual pay budget on the recommendation of the Pay Committee, taking into account any requirements stated in the STPCD.

The Trustees have delegated its pay powers to the Pay Committee. Any employee, other than the CEO, Deputy CEO, CFO, HR Director, Head of School and an appropriate member of the SeniorLeadership Team, must withdraw from a meeting at which the pay or appraisal of any otheremployee of the school, is under consideration. The CEO, Deputy CEO, CFO, HR Director and Heads of School must withdraw from that part of the meeting where the subject of consideration is their own pay. A relevant person must withdraw where there is a conflict of interest or any doubt about their ability to act impartially.

Pay determination on appointment – All Staff

The CEO/Deputy CEO/CFO/Head of School/Executive Head will determine the pay range for all roles, except that of the CEO, on appointment. They will determine the starting salary within thatrange to be offered to the successful candidate, dependent on prior experience and in line with pay portability.

In making such determinations, they may take into account a range of factors, including:

- the nature of the post;
- the level of qualifications, skills, and experience required;
- market conditions;
- recruitment and retention allowances;
- the wider Trust context and strategic priorities the evidence of impact on outcomes; and
- The appropriate rate will be determined by taking into account current salary, salary reviews expectations and the factors set out above. Teacher's current pay point will honoured.

Teacher and Laurus Leadership Pay

All teaching staff salaries, including those of the Executive Heads, CFO, Head of School, Laurus Leadership Team, Deputy Heads and Assistant Heads will be reviewed annually, no later than 31st October each year, to take effect from 1st September of the same academic year. The pay of the CEO/Deputy CEO will be reviewed annually by the Renumeration Committee and recommendations presented at Pay Committee.

Salary will also be reviewed if they take up a new post with effect from the date the post commenced or in other circumstances as required, with effect from the relevant date.

Notification will be received within one month of a decision on pay setting out their salary.

Employees who are on the Leadership spine and have received an increase in salary due to an internal promotion within the 6 months prior to 1st September, will not be eligible for an increment.

Pay progression - Teaching Staff

Unqualified teachers and teachers on the main pay scale will automatically progress by a single point within their pay range on 1 September each year. Those on the Upper Pay Scale (UPS) will be given consideration to pay progression annually but will progress by 1 point automatically every 2 years' subject to the exceptions outlined below:

- they have reached the top of their pay scale;
- they are be subject to the capability procedures. If this is the case, they are unlikely to progress, however Heads of School/Executive Heads have the discretion to determine whether progression is applied in such cases. The considerations will be the length of time additional support was being provided and the extent and duration of the performanceimprovement;
- in the case of Early Career Teachers (ECTs), arrangements for pay decisions will be made by means of the statutory induction process, including a move to M2 subject to a satisfactory midway assessment. ECTs who successfully complete their induction and gain QTS will progress to M3 and progress automatically following that, subject to the exceptions laid out in this section;

Teachers on UPS will automatically progress up their agreed pay scale on 1 September every two years subject to the relevant exceptions laid out in the previous section. For teachers on UPS, new to the Trust, who can evidence they were on a UPS point in their previous school this time will also be counted towards the 2-year requirement.

For rare cases of exceptional performance, a Head of School/Executive Head/CEO/Deptuy CEO has discretion to increase pay by more than a single point within the agreed pay range, howeverthis would need to be discussed and agreed by the Pay Committee and be in line with agreed budgets.

Final decisions about whether or not to accept a pay recommendation will be made by the Pay Committee having regard to the pay recommendation from the Head of each school.

Progression to upper pay - Teaching Staff

It is the responsibility of teachers who in the preceding year were paid at M6, or any qualifying teachers, regardless of their position on MPR, who wish to be considered, to decide whether or not they wish to apply to the upper pay range (by15th October of that academic year) and they should assess themselves in line with STPCD and should be highly competent in all elements of the relevant standards; and that the teacher's achievements and contribution to the educational setting are substantial and sustained. At the Laurus Trust, substantial, highly competent and sustained mean the following:

- substantial: means of real importance, validity, or value to the school; play a critical role in the life of the school; provide a role model for teaching and learning, make a distinctive contribution to the raising of student/pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve students'/pupils learning;
- highly competent: means performance which is not only good but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice;
- sustained: means maintained continuously over a period of 2 school years.

Pay Progression - Laurus Leadership

The Trust will be assigned to a group using STPCD as a guidance.

A pay range will be determined for all leadership roles, which will not normally exceed the maximum of the group(s), unless there are specific exceptional circumstances or candidates warrant it, up to an additional 25% in line with the STPCD. In such a case the following factors would be taken in to consideration;

- Academic Performance;
- Financial Performance;
- Broader Factors;
- Experience;
- Total Package Costs;
- Performance;
- Benchmarking; and
- Ratios.

Where it is proposed to make an appointment above the maximum of agreed pay scale a business case will be produced which will need to be signed off by the CEO. Any business case for appointments which are above the agreed pay range and exceed £100k will also need approval from the Pay Committee.

On appointment, a 5 or 7 point individual salary scale is agreed between the CEO, Deputy CEO, CFO and the relevant Head of School within the agreed pay range using guidance from the STPCD. The Pay Committee may make a determination to change a Leadership ISR at any time, as they deem appropriate. They will consider the external factors and requirements of the Leadership role but also be mindful of other Leadership posts and differentials as advised by the CEO.

The Pay Committee will review each Leadership post holder's pay annually in accordance with the Pay policy and award up to two performance points where there has been a rare case of exceptional performance, having regard to the results of the most recent appraisal/PDR carried out and any recommendation on pay progression.

TLR Responsibility payments – Teaching Staff

In this Trust we pay TLR1a-d, TLR2a-c, TLR3 to a classroom teacher for undertaking a sustained additional responsibility in the context of our 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 is made whilst the teacher remains in the same post or occupies another post in the absence of a post-holder.

TLR1's and TLR2's are permanent posts within the staffing structure with the exception of a teacher filling an absent post holder.

A TLR3 payment may be made to a classroom teacher for time-limited, clearlydefined academy improvement projects, or one-off externally driven responsibilities.

TLR 1 and 2 payments for part-time teachers should reflect the proportion of the responsibility undertaken and should not be automatically pro-rated solely by reference to contracted hours

All TLR1 and TLR2 payments must be determined based on the proportion of full-time equivalent responsibility undertaken. The responsibilities should be capable of being undertaken within the normal hours of the part-time teacher. The level of payment and responsibilities must be agreed between the teacher and the employer.

Recruitment and Retention – Teaching Staff

The Trust may award a fixed term recruitment or retention payment as an incentive in such cases as; recruiting for subject shortages, relocation, retaining a critical staff member or school stabilization. Such payments would normally be time-limited, subject to regular review

by the Pay Committee and must be authorised by the relevantHead of School/Executive Head/CEO/Deputy CEO.

Part time teachers

Teachers who work less than a standard working week are deemed to be part time. Their working time obligations will be set out in their contracts of employment, or in a letter following an agreed flexible working request. The pay of part time teachers will be determined in the same way as full-time teachers and any increase in pay will be paid pro-rata to full time equivalent salary rates. Part-time teachers receive protected proportionate allocation of duties, meetings and CPD, consistent with STPCD requirements and workload principles.

Support Staff

Trust HR, in conjunction with the line manager, will ensure that an up-to-date job description is available for each post which identifies the appropriate duties.

The job description will be reviewed as appropriate or when duties or responsibilities have changed. It will be amended to reflect the current role; although, it should be recognised that job descriptions are not intended to list all tasks. An employee may request changes to their job description if they feel their duties or responsibilities have changed significantly. If appropriate, consideration may be given to whether the grade for the post should be re-determined.

Pay arrangements should generally be set at a level that will recruit and retain employees, minimising the need to use market pay supplements. However, there may be a small number of jobs for which it is not possible to recruit and / or retain employees at the job-evaluated rate, because of local or national shortages. In these circumstances it may be necessary to consider market supplement schemes. Such schemes should be addressed as part of annual Equal Pay Audits, and:

- be based on clearly evidenced recruitment and/or retention problems;
- have clear, transparent and fair criteria for the application of market supplements;
- ensure that market salary testing uses appropriate market comparators for the particular post(s);
- apply to existing as well as newly recruited postholders in the same job;
- be reviewed regularly;
- should not last more than 2 years in normal circumstances;
- should be no greater than a maximum of 15% of the jobholder's salary;
- ensure that the 'job evaluated' grade and any additional market supplement are

clearly identified, shown as a separate allowance to the pay/grade determined by job evaluation, and understood by employees in receipt; and

- ensure that the contractual terms of future payments are sufficiently clear to enable the payments to be withdrawn if the 'market' changes.

The Trustees, following recommendation by the CEO/Deputy CEO/CFO, may award a merit increment inrecognition of exceptional performance. In such circumstances staff on the maximum of the scale will be awarded one additional increment above scale. Merit increments can only be awarded once, whilst undertaking a particular role and do not increase the contracted scale.Merit increments should not be used if it would result in a change to terms and conditions
e.g. a move to Laurus Leadership pay scale.

Pay Grading – Support Staff

The grade for a vacancy will be determined prior to advertising. The pay and grading of jobs must be fair and non-discriminatory, complying with equal pay legislation and associated Codes of Practice.

The grade used for a specific appointment will be determined in accordance with the Greater London Provincial Council (GLPC) Job Evaluation Scheme, which is jointly owned but the Trust and UNISON. On appointment, the recruiting manager will determine the appropriate point within the grade to be offered to the successful candidate (which will usually be the bottom point of the grade). However, in making such determinations, this may take in to account a range of factors, including:

- the nature of the post;
- the level of qualifications, skills and experience required;
- market conditions;
- the wider Trust context and strategic priorities; and
- the successful candidate’s current salary.

Incremental progression – Support Staff

Support staff on incremental pay scales will progress through the scale with annual incremental progression until the maximum of the scale is reached. Increments are payable on 1st April, with the exception of those on the Leadership pay scales, who will increment in line with teachers pay. Employees with less than 6 months’ service by 1st April will receive their first increment 6 months from the date their employment commenced.

Support staff who have received an increase in salary due to an internal promotion within the 6 months prior to 1st April (or 1st September for Leadership roles), i.e., after 1st October, will be eligible for an increment six months from the date of their promotion.

Honoraria – Support Staff

An honorarium may be paid on a temporary basis where an employee is offered and agrees to:

- undertake higher level work in addition to their normal duties;
- 'Act up' for at least four weeks to a higher graded post which has become temporarily vacant, (for example, due to sick leave).

Trust HR in conjunction with the CFO will determine the amount of this payment. Where the employee is undertaking higher level work not equivalent to a higher graded post, a fixed sum will be agreed. Where the employee is acting up and carrying out the full responsibilities of the role, the payment will usually be the difference between the minimum point of the higher graded role and their current salary.

The employee will return to their substantive post and salary when they are no longer required to undertake the higher-level work or 'act up'.

This should usually only be a temporary solution and it should be considered whether it may be more appropriate to advertise the post (or duties) on a fixed term basis.

Honoraria are only payable to support staff, the appropriate mechanism for Teachers is usually a TLR payment.

Absence and pay progression – All Staff

Employees who are absent long term (including, but not limited to, maternity leave and long-term sick leave due to a disability) will also progress automatically up the pay scale on 1st September (Teachers) or 1st April (Support Staff) each year subject to the same requirements as outlined for other employees who are not absent long term.

Pay protection - All Staff

Pay protection arising from changes to the pay and structure for Teachers will be in line with the provisions of STPCD.

Pay protection arising from changes to the pay and structure for Support Staff will be in line with the Managing Change and Employee Reductions Policy.

Appeals – Teaching and Laurus Leadership

Staff members have the right to be accompanied by a colleague or Trade Union representative at all stage of the process.

Informal discussion

Stage 1 - A staff member who is dissatisfied with a pay recommendation has the opportunity to have an informal discussion with the appraiser or Head of School before the recommendation is actioned and confirmation of the pay decision is made by the school.

Formal appeals

Stage 2 - If, having had an informal discussion with the person making the pay recommendation, the employee believes that an incorrect recommendation has been made, they may make representation to the person (or Pay Appeal committee) making the decision. To begin the process they should submit a formal written statement to the person (or Pay Appeal committee) making the determination, setting down in writing the grounds of their disagreement with the pay recommendation.

Stage 3 - Should they not agree with the pay determination, they may appeal the decision and have an appeal hearing before an appeals panel of Trustees.

LAURUS TRUST SUPPORT STAFF PAY SCALES (NJC) (W/e 1st April 2026)

Scale	SCP	Salary per Annum	Hourly Rate
Scale 2	4	26,058.00	13.51
Scale 2	5	26,428.00	13.70
Scale 2	6	26,847.00	13.92
Scale 3	7	27,275.00	14.14
Scale 3	8	27,710.00	14.36
Scale 3	9	28,154.00	14.59
Scale 3	10	28,608.00	14.83
Scale 4	11	29,071.00	15.07
Scale 4	12	29,542.00	15.31
Scale 4	13	30,024.00	15.56
Scale 4	14	30,515.00	15.82
Scale 5	15	31,015.00	16.08
Scale 5	16	31,526.00	16.34
Scale 5	17	32,046.00	16.61
Scale 5	18	32,578.00	16.89
Scale 5	19	33,120.00	17.17
Scale 6	20	33,673.00	17.45
Scale 6	21	34,237.00	17.75
Scale 6	22	34,812.00	18.04
Scale 6	23	35,571.00	18.44
LTA	24	36,581.00	18.96
LTA	25	37,563.00	19.47
LTA	26	38,511.00	19.96
LTA	27	39,482.00	20.46
LTA	28	40,445.00	20.96
LTA	29	41,178.00	21.34
LTB	30	42,123.00	21.83
LTB	31	43,150.00	22.37
LTB	32	44,253.00	22.94
LTB	33	45,530.00	23.60
LTB	34	46,580.00	24.14
LTB	35	47,665.00	24.71
LTC	36	48,738.00	25.26
LTC	37	49,818.00	25.82
LTC	38	50,909.00	26.39
LTC	39	51,928.00	26.92
LTC	40	53,051.00	27.50
LTC	41	54,143.00	28.06
LTD	42	55,225.00	28.62
LTD	43	56,294.00	29.18
LTD	44	57,576.00	29.84
LTD	45	58,825.00	30.49
LTD	46	60,085.00	31.14

NB: Hourly rate calculated by dividing annual salary by 52.143 weeks (365 days/7) divided by 37 hours (full time week)

APPENDIX B – TEACHER PAYSCALES AND TLR VALUES (W/e 1st Sep 2026)

Main Pay Range	
M1	£34,069
M2	£36,042
M3	£38,400
M4	£40,941
M5	£43,529
M6	£46,940

Upper Pay Range	
UPS1	£49,134
UPS2	£50,956
UPS3	£52,835

TLR Values	
TLR1a	£10,531
TLR1b	£12,961
TLR1c	£15,388
TLR1d	£17,819
TLR2a	£3,651
TLR2b	£6,239
TLR2c	£8,913
TLR 3 Range	Minima £727 – Maxima £3,600

Unqualified Teacher Range	
UQ1	£23,732
UQ2	£26,075
UQ3	£28,758
UQ4	£31,124
UQ5	£33,811
UQ6	£36,494

APPENDIX C – LAURUS LEADERSHIP PAYSCALES (W/e 1st Sep 2026)

Leadership Point	Salary	Leadership Point	Salary
L1	£53,586	**L23**	£92,065
L2	£54,927	**L24**	£94,349
L3	£56,298	**L25**	£96,694
L4	£57,699	**L26**	£99,086
L5	£59,137	**L27**	£101,540
L6	£60,619	**L28**	£104,059
L7	£62,251	**L29**	£106,637
L8	£63,688	**L30**	£109,291
L9	£65,278	**L31**	£111,990
L10	£66,956	**L32**	£114,774
L11	£68,691	**L33**	£117,624
L12	£70,275	**L34**	£120,532
L13	£72,032	**L35**	£123,528
L14	£73,827	**L36**	£126,587
L15	£75,664	**L37**	£129,733
L16	£77,676	**L38**	£132,943
L17	£79,460	**L39**	£136,184
L18	£81,457	**L40**	£139,581
L19	£83,478	**L41**	£143,069
L20	£85,547	**L42**	£146,653
L21	£87,664	**L43**	£148,829
L22	£89,842		