Pay Policy

For all schools within the Bosco Catholic Education Trust

This policy has been approved and adopted by the
Bosco Catholic Education Trust.

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Bosco Catholic Education Trust Mission Statement

The Bosco Catholic Education Trust ("Bosco") is a Christ-centred family of Catholic academies, within the Diocese of Arundel and Brighton, working together as one body to provide an outstanding education for all. As Catholic schools, we endeavour to develop confident, compassionate and faithful young people. Through partnership, collaboration and mutual support, we seek to enable all those entrusted to our care to become the person God called them to be.

"Serve the Lord joyfully"

1. Policy & Purpose

The overall aim of the pay policy is to ensure that all teaching and support staff are valued and receive recognition for their work and contribution to school life.

The purpose of the policy is to:

a) Enable Bosco to manage the remuneration of staff in a non-discriminatory, responsible, and transparent way, which complies with current employment law and school policy on the fair and equal treatment of employees and with the principles of public life, namely objectivity, openness, and accountability, whilst eliminating unnecessary bureaucracy for all concerned.
b) Maximise and constantly improve the quality of education provided for pupils in all our schools by having a Bosco pay policy that supports each school's improvement plans and reflects the agreed aims of the school.
c) Enable Bosco to recognise and reward staff appropriately for their contributions to their schools and the Bosco community.
d) Provide for a staffing structure that will enable each school to achieve its aims and objectives under the school improvement plan.
e) Support the recruitment and retention of a high-quality workforce.
f) Support the equitable and objective determination of appropriate pay for staff under the Bosco appraisal policy.

The Bosco Board Directors are committed to:

a. Ensuring the pay policy is reviewed annually by the Bosco Remuneration Committee with reference to the School Teachers Pay and Conditions document (STPCD).
b. Working within framework documents referred to in staff contracts, specifically:
    - **For teachers:** The School Teachers' Pay and Conditions Document and statutory regulations affecting the employment and conduct of teaching staff;
    - **For support staff:** West and East Sussex Pay recommendations and the Green Book terms and conditions;
    - **For staff transferred to Bosco under TUPE:** Members of school staff who transferred to Bosco by way of a TUPE transfer may be subject to different terms and conditions. In such cases, where any terms of this pay policy differ from an individual employee's contractual terms, the contractual terms will take precedence.
c. Consulting staff members and local representatives of recognised trade unions as part of the annual review of this Pay Policy and ensuring that members of school staff have ready access to the up-to-date version.
d. Complying with equalities legislation, specifically the following (as amended): The Employment Relations Act 1999, the Equality Act 2010, the Part-time Workers (Prevention of Less Favourable

Treatment) Regulations 2000 and the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

2. The Pay Appeal Committee

In cases where there is dispute regarding pay progression decisions the Local Governing Committee will appoint, from its members, a Pay Appeal Committee if required. The Pay Appeal Committee will consist of three governors who are not members of staff at the school, and the Headteacher in an advisory capacity.

3. Determining Salary for New Appointments

3.1 Classroom Teachers (All Teachers Other than Leadership Group)

The Headteacher / Local Governing Committee will determine the pay range for a vacancy prior to advertising. On appointment, it will determine the starting salary within that range to be offered to the successful candidate.

In determining the salary range for a vacant post within the overall minimum and maximum limits provided for within the School Teachers' Pay and Conditions Document (referred to hereafter as the STPCD), the Headteacher/Local Governing Committee may take into account a range of factors including, but not limited to:

- The nature of the post;
- The level of qualifications, knowledge, skills, and experience required;
- The wider school context at the time of the application.

In determining the specific starting salary for a successful applicant, the selection panel will take into account the applicant's relevant career history, previous salary, skills, and qualifications based on the evidence collected through the selection process, including references.

The selection panel may, at its discretion, recognise a teacher's upper pay range status as awarded by another school, without requiring the teacher to reapply separately through the Bosco procedure. This is provided there is scope within the established pay range for the post to award a starting salary on the upper pay range and on the condition that there is sufficient evidence collected through the selection process that the teacher meets the relevant criteria (see 5.2).

Teachers without QTS or QTLS will be placed on the pay range for unqualified teachers.

In determining the salary range for a post in which the primary purpose is modelling and leading improvement of teaching skills (leading practitioners'), an individual post range within the overall pay range for leading practitioners will be determined, having regard to the challenge and demands of the post as well as internal pay relativities.

Additional allowances may be awarded to new appointments where the Headteacher / Local Governing Committee deems this to be appropriate (see Section 6). Specifically, where market conditions are deemed to be a factor, a recruitment allowance may be awarded if the criteria in 6.2 have been met.

3.2 Part-Time Teachers

Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part-time. The employing school will give them a written statement detailing their working

time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a full-time teacher in an equivalent post.

3.3 Short Notice/Supply Teachers

Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; periods of employment for less than a day will be calculated pro-rata. Teachers will be paid on the Main teaching scale between M1 and M6 depending on experience.

3.4 Leadership Group

The salary range for all staff paid on the leadership pay range will be determined by reference to the provisions of the School Teachers' Pay and Conditions Document (STPCD) and will include consideration of any broader responsibilities that attach to the role.

3.4.1 Headteacher

The Local Governing Committee, in agreement with the Bosco CEO, will determine a pay range for the Headteacher by reference to the school group size and taking into account all permanent responsibilities of the role, any challenges specific to the role and all other relevant considerations, ensuring that there is appropriate scope in the range to allow for performance related progression over time. Separate guidance is available for the pay ranges for schools depending on size.

The Local Governing Committee, in agreement with the CEO, will only re-determine the Headteacher's pay range in the circumstances specified in the STPCD.

The Local Governing Committee, in consultation with the CEO, may determine that additional payments be made to a Headteacher for clear temporary responsibilities or duties that are in addition to the post for which their salary has been determined and which have not previously been taken into account when determining salary. In such cases, money earned by the Headteacher from work outside their substantive post should be paid to the school and not the individual. Any such payments will be subject to the overall restrictions on Headteacher's pay set out within the STPCD.

3.4.2 Head of School / Executive Headteacher

In schools within Bosco where an Executive Headteacher is responsible for one or more schools, supported by a Head of School:

- The CEO, in agreement with Bosco Remuneration Committee, will determine a pay range for both roles by reference to the school group size and taking into account all permanent responsibilities of the role, any challenges specific to the role, and all other relevant considerations, ensuring that there is appropriate scope in the range to allow for performance related progression over time.
- The CEO, in agreement with Bosco Remuneration Committee, will only re-determine the Executive Headteacher / Head of School pay range in the circumstances specified in the STPCD.
- The CEO, in agreement with Bosco Remuneration Committee, may determine that additional payments be made to the Executive Headteacher / Head of School for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined, and which have not previously been taken into account when determining salary. In such cases, money earned by the Executive Headteacher / Head of School from work outside their substantive post should be paid to the school and not the individual. Any such payments will be subject to the overall restrictions on Headteachers' pay set out within the STPCD.

3.4.3 Deputy Headteacher and Assistant Headteacher

The salary range for a deputy Headteacher and an assistant Headteacher shall be determined by reference to the STPCD, taking into account how the role fits within the wider leadership structure of the school, all permanent responsibilities of the role, any challenges that are specific to the role, and all other relevant considerations.

The maximum of the pay range will not exceed the maximum of the Headteacher group for the school. The pay ranges suggested for each type of school within Bosco are set out in a separate document available to schools.

The Local Governing Committee will only re-determine the pay range of a deputy or assistant headteacher in the circumstances specified in the STPCD.

Certain additional allowances for deputy and assistant Headteachers may be considered by the Local Governing Committee where it deems this to be appropriate (see Section 6) but must be ratified by the Remuneration Committee of Bosco.

3.5 Support Staff

Support staff shall be appointed on appropriate salary gradings for posts based on the Bosco benchmarking guidance and job description with regard to the renumeration awarded for similar roles within Bosco schools.

For support staff newly appointed on Bosco pay grades (in line with West and East Sussex pay grades 2025), appointments normally be made on the minimum of the salary range for the relevant grade. However, the appointment can be made on a salary above the minimum of the range where the Local Governing Committee wishes to recognise particular experience and/or qualifications appropriate to the post, the current salary of the appointee where it exceeds the minimum of the range, or any particular recruitment difficulties. In determining the specific starting salary for a successful applicant, the selection panel will base its decision on the evidence collected through the selection process, including references.

Where an employee is promoted or re-graded onto a higher salary, he/she must be placed on a salary within the new grade which is at least 2.5% higher than his/her previous salary position. This will often be the minimum of the new salary range. Whilst this is the general position, occasionally other assimilation arrangements will have been agreed or may be more appropriate.

3.6 Central Team Appointments

3.6.1 Central Team Support Roles

Staff appointed to a support role within the central team will be paid as set out in paragraph 3.5.

3.6.2 Central Team Teaching & Learning Roles

Staff appointed to a Teaching & Learning role within the Central Team will be paid as set out in paragraph 3.4.

3.6.3 Central Team Management & Executive Roles

Staff appointed to key management and executive roles within the Central Team will be benchmarked to non-education industry roles of a similar nature. line with benchmarking. Senior Executive roles within the Central Team are negotiated on an appointment-by-appointment basis and awarded at the discretion of the Trust Board.

3.7 Apprentices

Staff employed as apprentices and aged over 18 will be paid at least the Real Living Wage. Staff under the age of 18 will be paid the apprenticeship rate set by the Government. All training will be paid for by the relevant Bosco school they are employed to work at.

Schools within the Trust are free to offer a higher salary based on skills and experience, but must seek the approval of the Trust's Finance, Audit and Risk Committee before making the offer.

Staff appointed as apprentices will be employed on fixed term contracts for the length of the apprenticeship.

Apprentices will have access to the LGPS from the date of their employment.

Apprentices will be subject to the same pay appraisal and progression procedures as all other support staff as laid out in this Pay Policy.

3.8 Real Living Wage

Bosco is committed to paying the Real Living Wage to all staff aged over the age of 18. Staff under the age of 18 will be paid at least the National Living Wage set by the Government.

The Real Living Wage has been set to ensure individuals are paid a wage rate based on what they need to live. This rate is calculated according to the cost of living, based on a basket of household goods and services as published by the Living Wage Foundation. See Appendix 1 for teaching staff and Appendix 4 for support staff.

4. Pay Reviews and Progression

4.1 All Teachers (Including Leadership Group)

All teaching staff, including those on the leadership scale, will be provided with a salary statement to take effect from 1st September each year. This statement will contain details of the annual salary plus any allowances or safeguarded sums due to the teacher.

All eligible teaching staff will have their pay reviewed annually. The Headteacher will complete annual pay reviews for all eligible teachers, other than the Headteacher, by 30th September. The Headteacher's annual pay review will be completed by 31st December. Where circumstances cause a delay to pay reviews, these will be completed as soon as reasonably possible after the deadline, ensuring affected teachers are regularly updated. Reviews may also take place at other times of the year to reflect any changes in circumstances or job description that led 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.

All teachers can expect to receive regular, constructive feedback on their performance and are subject to an annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. All teachers are expected to engage fully with this process. The current arrangements for teacher appraisal are set out in the Bosco appraisal policy which should be read in conjunction with this pay policy.

To be eligible for consideration of pay progression teachers must normally have been in post at the school for at least 26 weeks in aggregate during the previous academic year (including periods of absence for school closures, sickness, or family-related leave). Newly appointed teachers who have not been in post for 26 weeks as of 1st September will not be eligible for pay progression with effect from 1st September in that year unless their offer letter states otherwise.

Decisions regarding pay progression will be adjusted where appropriate to take into account special circumstances, for example long-term absence resulting from sick leave or maternity leave. A decision on what adjustments may be necessary will be made on a case-by-case basis depending on the exact circumstances.

4.2 Determining Pay Progression (Classroom Teachers)

'Classroom teachers' for the purposes of this paragraph includes all teachers other than the leadership group.

Following an individual teacher's annual appraisal, subject to the provisions of the published pay policy, they should expect to receive pay progression within the maximum of their pay range unless they are subject to formal capability procedures.

Teachers on UPS will continue to have their annual appraisal as set out in the appraisal policy. Pay progression decisions will be reviewed annually. Staff are eligible to apply for each stage every two years and demonstrate substantial and sustained progression at the appropriate level.

In the case of early career teachers (ECTs) pay decisions will be made by means of the statutory induction process.

The school's scheme for determining pay progression for classroom teachers is contained within Appendix 1. This scheme will be applied to pay determinations made with effect from 1st September 2025, resulting from evidence collected during the previous appraisal cycle. In the event that the Governing Body determines that amendments to the scheme are required after the publication of this pay policy (to apply to decisions effective from September 2026), these will be inserted into this pay policy and will be made available to all teachers to inform the 2025/26 appraisal cycle. Any material amendments will be subject to consultation before they are finalised.

4.3 Determining Pay Progression (Leadership Group)

All leaders can expect to receive regular, constructive feedback on their performance and development and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the school's appraisal policy.

Following an individual leader's annual appraisal and subject to the provisions of the published pay policy, they should expect to receive pay progression within the maximum of their pay range unless they are subject to formal capability procedures.

Headteacher appraisals will be carried out by the school's Headteacher Performance Management Committee, supported in an advisory capacity by the School Improvement Partner and CEO.

Salary determinations effective from 1st September 2025 shall be made in accordance with the Bosco scheme for determining pay progression for the leadership group, which is contained within the appraisal policy and appendix 2, resulting from evidence collected during the previous appraisal cycle. In the event that the Trust determines that amendments to the scheme are required after the publication of this pay policy (to apply to decisions effective from September 2026), these will be inserted into this pay policy and will be made available to the leadership group to inform the 2025/26 appraisal cycle. Any material amendments will be subject to consultation before they are finalised.

4.4 Determining Pay Progression (Support Staff)

Bosco follows the pay progression arrangements adopted by West and East Sussex County Council. Pay progression decisions are made annually and implemented in April. To be eligible for pay progression an employee must have a minimum of six months working at their current grade level and have successfully completed probation. For staff joining Bosco between 1st October and 31st March each year see probationary policy.

Pay progression through the salary range will be subject to performance. All recommendations will be evidence-based through the appraisal system and line managers will make annual recommendations to the Headteacher. Support staff meeting the expectations set will have the scope to progress to the maximum of the pay band for their grade through annual increments. Pay progression may be withheld when an employee has performed unsatisfactorily. This will take place only within the context of the Bosco disciplinary/capability procedure. If this is the case the employee will have been placed on an informal or formal improvement plan and the line manager will ensure that the employee understands the performance concerns, is clear about the level and quality standards expected of them, have been given the opportunity for reasonable training or support, and have been given the opportunity to improve. The decision to withhold pay progression will be confirmed in writing and reviewed at the end of each support plan.

5. Movement to the Upper Pay Range

5.1 Applications and Evidence

Any qualified teacher may apply to be paid on the upper pay range and any such application will be assessed in accordance with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range and inform their line manager / headteacher.

Applications should be made by 30th September in each academic year.

If a teacher is simultaneously employed at another school(s), he/she may submit separate applications if he/she wishes to apply to be paid on the upper pay range in that school or schools. A school will not be bound by any pay decision made by another school.

All applications will include the results of recent appraisals, including any recommendation on pay. The evidence should usually cover at least the previous two-year period. Employees who have been absent from work, for example, due to maternity leave or extended sickness absence, will be able to use earlier appraisal evidence in support of their application and/or a statement and summary of evidence as outlined below.

In the event that information from appraisals is not applicable or available, a statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria should be presented instead.

Applications should be made by submitting a brief covering letter confirming the request to apply to be paid on the upper pay range, referring to the relevant appraisal reports and any other evidence the applicant wishes to have considered.

5.2 Assessment

An application from a qualified teacher will be successful where the Pay Committee is satisfied that:

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

For the purposes of this pay policy,

"highly competent in all elements of the Teachers' Standards" means:

- that the teacher's practice is secure, well-informed, and consistently good or outstanding;
- that the teacher is able to contribute to the professional development of others through coaching and mentoring, demonstrating effective practice and providing advice and feedback.

"substantial and sustained" achievements and contribution mean that:

- the teacher contributes at a strategic level to policy initiatives;
- the teacher makes a distinctive contribution to the raising of pupil standards, for their own classes and wider groups of pupils;
- the teacher is skilled in collaborating with others and maximises opportunities for staff to work together, sharing responsibility and good practice;
- the teacher contributes more broadly to the life of the school;
- such contribution has been maintained over a period of time; this will usually require the assessor to be assured that the teacher has had at least two consecutive appraisal reports demonstrating the required standard has been met.

The initial assessment will be made by the Headteacher who will, in assessing against the criteria above, ensure that the contribution of a part-time teacher is considered equitably bearing in mind their working hours commitment.

The Headteacher will consult with the teacher's performance manager as appropriate when considering the evidence.

5.3 Notification and Feedback

After completing the assessment, the Headteacher will notify the Pay Committee of their recommendation, and the Pay Committee will review the process and evidence provided. The Local Governing Committee will be notified of the final decision, and the Headteacher will then provide written feedback to the teacher as promptly as possible, but in any event by no later than 31st December in each academic year.

Feedback for unsuccessful teachers will have a developmental focus, stating specifically which criteria were met and which were not met, and confirming the right to appeal. Any appeal against a decision not to move the teacher onto the upper pay range will be heard under the school's pay appeals procedure (see Section 8).

5.4 Pay Progression for Successful Applicants

Successful applicants will be moved onto the upper pay range backdated to 1st September in the year of the application. It is the school's policy to place teachers who have successfully applied to access the upper pay range on the minimum of the range. Progression on the Upper pay range will be reviewed annually through the appraisal process and recommendations by line managers reviewed by the Headteacher.

6. Allowances & Other Payments (Teaching Staff)

6.1 Teaching and Learning Responsibility Payments (TLRs) – and see Appendix 3

TLR1s and TLR2s

TLR1s and TLR2s are awarded to the holders of the posts indicated in the school's staffing structure, which is attached to this pay policy. The current values of the TLR1s and TLR2s awarded are also indicated on the staffing structure. TLRs are awarded where the Local Governing Committee is satisfied that the additional responsibilities are significant and meet the criteria specified in the STPCD. For the award of a TLR1, the post-holder must also have line management responsibility for a significant number of people.
The range for TLRs are those laid out in the Teachers Pay and Conditions.

All teachers appointed to Bosco will be paid in accordance with Appendix 1 and Appendix 3.

In setting the values of TLR1s and TLR2s the Headteacher and Local Governing Committee will have regard to the relative weight of different TLR posts, taking into account the range of responsibilities entailed, the level of accountability, the number of people for whom the individual has line management responsibilities, and any other factors the Local Governing Committee deems to be relevant. Where posts are deemed to be of equal weight, they will be allocated the same value. TLRs may not be awarded to leadership group post-holders or unqualified teachers.

TLR3s

The Local Governing Committee may award a fixed-term TLR (a TLR3) to a classroom teacher who has been given a time-limited school improvement project or one-off externally driven responsibilities. To award a TLR3, the Local Governing Committee must be satisfied that the significant responsibility is one not required of all classroom teachers, and which is focused on teaching and learning, requires the exercise of the teacher's professional skills and judgement and has an impact on the educational progress of pupils' other than the teacher's assigned classes or groups of pupils. The pro-rata principle does not apply to TLR3s.

The duration of the fixed term will be established at the outset and payment will be made monthly during this period. Pay safeguarding will not apply at the end of the fixed period. As for other TLRs, TLR3s may not be awarded to leadership group post-holders or unqualified teachers.

6.2 Recruitment and Retention Allowances

The Local Governing Committee will in exceptional circumstances consider the award of a recruitment or retention allowance for posts where it anticipates or encounters recruitment and/or retention difficulties. In determining whether a post will be eligible for a recruitment and retention allowance the Local Governing Committee will take into account the following factors:

- Whether the post is in a nationally recognised shortage subject area;

- Whether the post has had to be re-advertised due to insufficient quantity and/or quality of applicants;
- Whether previous recruitment to posts of a similar nature has proven difficult;
- Whether there has been a high rate of staff turnover;
- Any other relevant circumstance that the Local Governing Committee believes is having a detrimental impact on the recruitment and retention of staff.

Where such an incentive or benefit is awarded, the Local Governing Committee will determine:

- Whether the award is for recruitment or retention;
- The nature of the award (e.g., cash sums, travel, housing costs, etc.) and its value;
- When/how it will be paid*;
- The start date and expected duration of the award (unless it is a one-off award);
- The review date after which the award may be withdrawn;
- The basis for any uplift that may be applied.

(*Allowances may be paid monthly, paid wholly or in part as a lump sum subject to satisfactory completion of service in the previous year, or paid by a combination of the two methods).

Recruitment and retention allowances cannot be paid to the leadership group except where they relate to a reimbursement of reasonably incurred housing or relocation costs. Any other recruitment and retention considerations will be taken into account when determining the leadership pay range. The Local Governing Committee will conduct regular formal reviews of all recruitment and retention awards and will withdraw awards where the circumstances no longer justify their continued payment.

6.3 Special Educational Needs (SEN) Allowances

An SEN allowance will be paid to a teacher (see Appendix 1):

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

The spot value of any SEN allowance within the range outlined above, to be paid in accordance with the eligibility criteria above, will be determined by the individual school.

It is for individual schools to determine the nature and level of challenge of the roles undertaken by its teachers working with pupils with SEN, compared and related to that of other teachers in the school, and to establish appropriate spot rates for the provision of SEN allowances which take into account the requirement for mandatory qualifications, the experience/qualifications of the teacher relevant to the post, and the relative demands of the post. Individual schools have the discretion to determine their own spot rate values.

6.4 Payments for Out of School Hours Learning Activities

The Local Governing Committee will decide discretionary payments and edit the policy below as appropriate.

The Local Governing Committee has decided not to exercise its discretion to make payments to teachers in relation to participation in out of school hours learning activities.

6.5 Payment for Initial Teacher Training Activities

The Local Governing Committee has decided not to exercise its discretion to make payments to teachers with regards to the provision of initial teacher training as part of the ordinary conduct of the school.

6.6 Payments for CPD Activities

The Local Governing Committee has decided not to exercise its discretion to make payments to teachers in relation to continuing professional development activities outside of the school day.

6.7 Provision of Services to Other Schools

The Local Governing Committee has decided not to exercise its discretion to make payments to teachers in relation to additional responsibilities or activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools.

6.8 Allowances for Unqualified Teachers

Unqualified teachers are not permitted to hold TLR or SEN allowances.

The Local Governing Committee may however exercise its discretion to determine that an additional allowance is payable to an unqualified teacher if it considers that the teacher has:

- A sustained additional responsibility which is focused on teaching and learning and requires the exercise of a teacher's professional skills and judgement, or
- Qualifications or experience which bring added value to the role being undertaken.

6.9 London Fringe Pay

Trust Schools located in the London Fringe region of Crawley will be paid London Fringe Pay - see Appendix 1.

7. Allowances & Other Payments (Support Staff)

The Local Governing Committee reserves the right to approve payment of honoraria to support staff in recognition of work that goes beyond that normally expected of the post holder.

8 Pay Appeals

8.1 All Teachers (Including Leadership Group)

In the event of a teacher seeking reconsideration of a pay decision he/she should first seek to resolve the matter informally through discussion with the decision-maker (Headteacher) within 10 working days of the notification of the decision.

Where this is not possible, or the matter is still unresolved, the teacher may put his/her concerns in writing to the Pay Appeal Committee within 10 working days of the original decision or the outcome of the informal discussion. The Pay Appeal Committee should convene a hearing within 10 working days to consider the teacher's concerns and afford the opportunity for him/her to make representations in person, accompanied by a trade union representative or work colleague if desired.

The teacher should be informed in writing of the outcome of the meeting within 5 working days and notified of the right of appeal, where applicable.

If the teacher wishes to appeal against the decision of the Pay Appeal Committee, he/she should do so within 10 working days of the written notification of the Pay Appeal Committee's decision, setting out the grounds for appeal. Any appeal against the decision of the Pay Appeal Committee should be heard by a panel of governors who were not part of the original pay decision. The appeal hearing should normally be held within 20 working days of the date of the written appeal notification, giving the teacher at least 10 working days' notice of the date of the appeal. If a member of SLT wishes to appeal against the decision of the pay committee, a director will join the appeal panel.

If the Headteacher wishes to appeal against the decision of the Headteacher Performance Management Group / Remuneration Committee, they will appeal to the Chair of Directors of Bosco.

The following list, which is not exhaustive, 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 a provision of the STPCD or this policy;
- Failed to have proper regard to statutory guidance;
- Failed to take proper account of relevant evidence;
- Took account of irrelevant or inaccurate evidence;
- Was biased;
- Otherwise unlawfully discriminated against the teacher.

The appellant also has the right to see all relevant papers and to be accompanied by a trade union representative or a work colleague.

If the appellant wishes to submit any written evidence as part of his/her appeal, then he/she must do so at least 5 working days prior to the appeal hearing.

Where an appeal has been submitted by a member of staff other than the Headteacher, and they are appealing against the decision of the Pay Appeal Committee, it will be for the Chair of that committee to determine whether a representative of the committee and/or the Headteacher should be present to explain their decision.

An agenda for hearing a pay appeal is included as Appendix 5 to this policy.

The decision of the appeal committee should be notified in writing to the teacher within 10 working days of the appeal hearing. If the appeal is rejected, then the appeal committee should explain the reasons for their decision.

This procedure fulfils the function of the grievance procedure in connection with pay decisions; therefore, pay decisions cannot be reopened under the grievance policy.

8.2 Support Staff

Where a member of support staff is dissatisfied with any decision relating to his/her pay, this should be raised in accordance with the Local Governing Committee's adopted grievance procedure.

9. Pay arrangements during different leave conditions

9.1 Family Leave

Teachers and support staff on maternity, paternity or shared parental leave will be paid according to the relevant Bosco policy. These are available on the website and further details can be obtained from HR.

9.2 Sick pay

The sick pay arrangements are stated on the individual contracts as they differ for support staff (West Sussex scheme) and Teachers (STPCD). Individual staff will be notified of arrangements during long term absence by HR or the Headteacher.

9.3 Holiday pay

Holiday pay is paid within the annual salary for permanent employees. For irregular hours contracts the hourly pay is enhanced to include the holiday pay allowance.

10. Data Protection

The Bosco Catholic Education Trust and the schools within Bosco process personal data as part of the payroll process in accordance with Bosco's adopted data protection policy. The schools have in place arrangements with the Trust payroll provider to ensure that they take appropriate measures to process employees' personal data safely and securely.

11. Access to Salary Records

Staff may have access to their salary records by giving reasonable notice during term time to the school business manager.

12. Policy Review

This policy will be reviewed annually following the publication of the School Teachers' Pay & Conditions Document, or earlier if appropriate.

Appendix 1 - Pay Progression for Classroom Teachers

Determination of pay progression for classroom teachers with effect from 1st September 2025.

Pay Structure

Bosco recognises, and adheres to, the new advisory pay points in relation to the Main and Upper Pay Ranges as outlined in the School Teachers' Pay and Conditions Document 2025 (STPCD).

For the purposes of determining pay progression, the school uses reference points within the minimum and maximum as outlined in the tables below. A member of staff will progress one point upon successful performance over the academic year.

Main and Upper Teachers Pay Ranges 2024/2025

Main Teachers pay range 2024/25

Grade	Annual Salary	Crawley Fringe
M1	£32,916	£34,398
M2	£34,823	£36,373
M3	£37,101	£38,627
M4	£39,556	£41,075
M5	£42,057	£43,545
M6	£45,352	£46,839

Upper Pay Range

Minimum UP1	£47,472
UP2	£49,232
Maximum UP3	£51,048

Appraisal Reports and Performance Ratings

As outlined in section 4.1, all teachers can expect to receive an annual appraisal, including feedback on performance. The details of how the scheme will operate, including the evidence which will be used to assess performance, are contained within Bosco's CET Appraisal Policy. The appraisal will include confirmation of recommended pay progression (if applicable). For teachers on the main pay range, it is expected that they will progress by one point each year as long as they are demonstrating acceptable

performance and engaging in the professional development / appraisal processes within the school. Any teacher on a formal capability support plan, will not automatically progress in September 2024/25 and will need to demonstrate strong progress against the targets set.

Pay Recommendations

Final decisions about whether or not to accept a pay recommendation will be made by the school Pay Committee having regard to the appraisal report and taking into account advice from senior leadership. No pay recommendation should be considered final until it has been ratified by the Pay Committee.

Unqualified Teachers Pay Range 2025/2026

Point	Annual Salary
UQ 1	N/A
UQ 2	N/A
UQ 3	£27,785
UQ 4	£30,071
UQ 5	£32,667
UQ 6	£35,259

Unqualified Teachers will follow the same process for appraisal and pay recommendations as qualified teachers, although the performance criteria will be set in the context of their role and experience.

The Real Living Wage rate for the 2024/25 school year is £12.60 (2025/26 rate is not due to be announced until Oct 2025) per hour and so, therefore, Bosco will pay Unqualified Teachers at least scale point 3.

London Fringe Allowance

London Fringe Ranges	Minimum	Maximum
Headteachers	£60,001	£145,218
Upper Pay Range	£48,913	£52,490
Lead Practitioners	£53,460	£80,528
Teachers	£34,398	£46,839
Unqualified Teachers	£27,785	£36,718

SEN

The SEN allowance is between £2,787 and £5,497 (FTE) per annum for a teacher

Appendix 2 - Pay Progression for Leadership Group

This appendix explains how pay progression will be determined for members of the leadership group.

Pay Structure

Bosco recognises, and adheres to, the minimum and maximum of the leadership pay range as outlined in the School Teachers' Pay and Conditions Document (STPCD), including the broad bands used as the basis for calculating headteachers' pay.

For the purposes of determining pay progression, the school uses reference points within the minimum and maximum as outlined in the STPCD. These salary figures reflect those valid for the 2025/26 academic year.

Leadership Group Pay ranges

Leadership Grade	Pay 2025/26	Headteacher Grouping
1	£51,773	Minimum
2	£53,069	
3	£54,394	
4	£55,747	
5	£57,137	
6	£58,569	Start of Group 1
7	£60,145	
8	£61,534	Start of Group 2
9	£63,070	
10	£64,691	
11	£66,368	Start of Group 3
12	£67,898	
13	£69,596	
14	£71,330	Start of Group 4
15	£73,105	
16	£75,049	
17	£76,772	
18*	£78,702	End of Group 1
18	£78,702	Start of Group 5
19	£80,655	
20	£82,654	
21*	£84,699	End of Group 2
21	£84,699	Start of Group 6
22	£86,803	
23	£88,951	

Leadership Grade	Pay 2025/26	Headteacher Grouping
24*	£91,158	End of Group 3
24	£91,158	Start of Group 7
25	£93,424	
26	£95,735	
27*	£98,106	End of Group 4
27	£98,106	
28	£100,540	Start of Group 8
29	£103,030	
30	£105,595	
31*	£108,202	End of Group 5
31	£108,202	
32	£110,892	
33	£113,646	
34	£116,456	
35*	£116,456	End of Group 6
35	£119,350	
36	£122,306	
37	£125,345	
38	£128,447	
39*	£131,578	End of Group 7
39	£131,578	
40	£134,860	
41	£138,230	
42	£141,693	
43	£143,796	Maximum, end of Group 8

The grade ranges for different leadership roles, Assistant Headteacher, Deputy Headteacher, Head of School, Headteacher and Executive Headteacher are determined by the Bosco Remuneration Committee depending on size of school and additional responsibilities and are published separately.

If a Local Governing Committee wishes to review the range above the Group size as recommended by the STPCD section 6-9, then they must consult with the CEO prior to approving any extension of the range for recruitment or retention purposes.

Headteacher Group Ranges
*Actual range is decided by Local Governing Committee with CEO

Group 1 – L6 to L18
Group 2 – L8 to L21
Group 3 – L11 to L24
Group 4 - L14 to L27
Group 5 – L18 to L31
Group 6 - L21 to L35
Group 7 – L24 to L39
Group 8 – L28 to L43

Bosco Lead Practitioner Pay range

Colleagues working for the central team on improving learning and teaching may be paid for the proportion of time they work within this role on the Lead Practitioner Pay scale, from point 1- 6 as detailed below:

Minimum	£52,026
Maximum	£79,092

Appraisal Reports and Performance Ratings

As outlined in section 4.1, all teachers can expect to receive an annual appraisal and a written appraisal report including an assessment of performance. The details of how the scheme will operate, including the evidence which will be used to assess performance, are contained within the Bosco Appraisal Policy.

Performance ratings are subject to moderation in accordance with the arrangements outlined in the Appraisal Policy.

All eligible teaching staff will have their pay reviewed annually. Following an individual teacher's annual appraisal, and subject to the provisions of the published pay policy, individuals should expect to receive annual pay progression within the maximum of their pay range, subject to successful performance as defined in the Appraisal Policy. Pay progression may be withheld if an individual is subject to capability proceedings.

All pay awards are subject to available headroom within each individual's defined pay range.

Pay Recommendations

Final decisions on whether or not to accept a pay recommendation will be made by the Remuneration Committee having regard to the appraisal report and taking into account advice from the CEO. No pay recommendation should be considered final until it has been ratified by the Remuneration Committee.

Bosco Central Team

The performance of members of the central team will be reviewed by their line manager using the appraisal systems in the appraisal policy. The recommendations will be considered by the Bosco Remuneration Committee and pay increases will follow those of the relevant pay ranges.

Review

The Bosco Remuneration Committee will review the operation of this scheme on an annual basis and reserves the right to change the scheme at any time, subject to prior consultation. Teachers, including members of the leadership group, will be notified of any changes which may affect their future pay progression. Bosco will consider its approach in the light of budget considerations and ensure that appropriate funding is allocated for pay progression at all levels.

Appendix 3 – TLR Points Across Bosco 2025/26

TLR	Bosco Rate	TLR	Bosco Rate	TLR	Bosco Rate
1d	£17,215	2e	£8,610	3j	£3,478
1c	£14,863	2d	£6,197	3i	£3,168
1b	£12,454	2c	£5,876	3h	£2,859
1a	£10,173	2b	£4,087	3g	£2,551
		2a	£3,527	3f	£2,241
				3e	£1,934
				3d	£1,626
				3c	£1,318
				3b	£1,010
				3a	£702

The staffing structure of each individual school is available from the Headteacher

Appendix 4 - Support Staff Pay Ranges April 2025 to April 2026

Grade	Scale Point	Annual Salary
	1	N/A
	2	N/A
	3	N/A
	3	N/A
3	4	£25,185
4	5	£25,583
4	6	£25,989
5	7	£26,403
5	8	£26,824
6	9	£27,254
6	11	£28,142
6	12	£28,598
7	14	£29,540
7	15	£30,024
7	17	£31,022
7	19	£32,061
8	20	£32,597
8	22	£33,699
8	23	£34,434
8	24	£35,412
9	25	£36,363
9	26	£37,280

Grade	Scale Point	Annual Salary
9	27	£38,220
9	28	£39,152
10	29	£39,862
10	30	£40,777
10	31	£41,771
10	32	£42,839
11	33	£44,075
11	34	£45,091
11	35	£46,142
11	36	£47,181
12	37	£48,226
12	38	£49,282
12	39	£50,269
12	40	£51,356
12a	37	£48,226
12a	38	£49,282
12a	39	£50,269
12a	40	£51,356
12a	41	£52,413
12a	42	£53,460
Long Service	43	£54,495

*The Real Living Wage rate for the 2024/25 school year was £12.60 per hour and so, therefore, Support Staff are paid at least scale point 4 of their respective pay scale from April 2025 **(2025/26 not yet published)

Appendix 5 – Bosco Pay Appeal Agenda

AGENDA FOR PAY APPEAL HEARING - SCHOOL

(An appeal against a pay decision by a Headteacher will need to be modified accordingly)

(DATE)

(TIME)

1. Introduction of all those present.
2. The appellant and/or his/her representative to present his/her reasons for appeal with any supporting evidence and calling witnesses* if applicable.
3. The representative of the Pay Committee/Headteacher to ask questions of the appellant and witnesses* if applicable.
4. The Appeals Committee to ask questions of the appellant and witnesses* if applicable.
5. The representative of the Pay Committee/Headteacher to respond to the appellant's appeal and calling witnesses* if applicable.
6. The appellant and/or his/her representative to ask questions of the representative of the Pay Committee/Headteacher.
7. The Appeals Committee to ask questions of the representative of the Pay Committee/Headteacher.
8. The appellant and/or his/her representative to summarise.
9. The representative of the Pay Committee/Headteacher to summarise.
10. Hearing to be adjourned whilst all parties, except the Appeals Committee, their adviser, and the Clerk, leave the room.
11. The parties will be recalled and if the Appeals Committee has reached a decision this will be confirmed in writing within 5 working days.

*Witnesses will usually be called one at a time and will be questioned by the other party and the panel, if necessary, before being asked to leave and the next witness being called in.