

GLC PAY POLICY

September 2026 – August 2027

This Policy was ratified by the GLC Board	Autumn 2026
This policy will be reviewed on	Autumn 2027
This Policy will be reviewed by :	GLC Board of Directors

GLC Mission Statement

The GLC's mission is to develop active and thriving citizens within a diverse, truly fair and equal community.

This will be achieved through:

- High quality teaching that deliberately develops competencies of curiosity, creativity, communication and critical-thinking;
- An inspiring and meaningful curriculum;
- The development of productive relationships by instilling the values of compassion, resilience, responsibility and aspiration to prepare our young people for learning and life;
- A commitment to the wellbeing of our staff;
- A culture of professional generosity, collaboration, challenge and support throughout the GLC;
- The development of effective external partnerships for the benefit and wellbeing of our community.

Equalities Statement

The GLC's commitment to equality is enshrined in our mission statement to develop 'active and thriving citizens within a diverse, truly fair and equal community'.

We are a vibrant, innovative and successful organisation: we work hard to be the place of choice to work and to learn. Across the 5 academies of the GLC, we pledge that everyone enjoys an equality of opportunity. We work tirelessly to ensure that individual characteristics including age, ethnicity, socio-economic background, academic ability, disability, gender, religious beliefs, sexual orientation are not discriminated against in any way. We create inclusive environments characterised by mutual respect where difference is celebrated.

GLC Pay Policy 2026 -27

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1. INTRODUCTION

1.1 This Policy sets out the framework for making decisions on staff pay.

1.2 Staff pay is affected by legislation, and national and local pay agreements, which give the GLC significant flexibility to determine pay levels to meet local circumstances. The policy complies with the School Teachers' Pay & Conditions Document [STPCD] and the accompanying statutory guidance and with national and local pay agreements for support staff and these documents will take priority in any disputes. The Policy will be reviewed annually.

1.3 The objective of the policy is to:

- Ensure that pay and staffing arrangements enable the current and future delivery the curriculum and school improvement plans;
- Support the recruitment and retention of high quality staff;
- Recognise and reward staff for their contribution to school improvement;
- Ensure that pay decisions are made in a fair and transparent way;
- Ensure that available monies are allocated appropriately.

2. ROLES AND RESPONSIBILITIES

This Policy applies to all Trust employees including those employed to work in individual academies within the GLC and to staff who are employed to work centrally and/or support several or all GLC academies.

2.1 The GLC Board has delegated powers to the Chief Accounting Officer and Heads of School to make decisions on pay [except in relation to the pay of the CEO and Heads of School which will be decided by subcommittees established by the GLC Board]. The GLC Board will also establish a Pay Appeals Committee. The terms of reference for the Pay Appeal Committee is at Appendix A.

The Chief Accounting Officer is responsible for ensuring that salary costs are budgeted for annually and that each GLC academy operates within the confines of the budget.

The GLC Board will ratify the budgets of each GLC academy annually.

The GLC Board will not make judgements about the effectiveness of individual staff. Their role is to satisfy themselves that any recommendation/decision has been made on the basis of evidence and in accordance with the Policy, and that correct procedures have been followed.

The GLC Board will monitor the effectiveness of the Performance Management process and ensure that the allocation of pay is consistent with the overall standards of performance and the outcomes of pupils.

2.2 Performance Management

Performance Management is a developmental and supportive process designed to ensure that staff have the skills and support they need to carry out their role and that they continue to improve their professional practice throughout their careers.

Performance management reviewers will be responsible for the performance management process, in accordance with the Appraisal and Capability Policy. Performance Management objectives will be moderated across each GLC Academy to ensure consistency and fairness. The Performance Management Review Statement will include a pay recommendation which will be made by:

- Head of School for Main Pay Range teachers and support staff;
- The Head of School for Upper Pay Range and Leadership Range teachers;

- The relevant subcommittee of the GLC Board for the pay of the CEO and for each Head of School.

2.3 Application for the Upper Pay Range

The Chief Accounting Officer, supported by the Head of School, will assess applications and confirm the decision by 31 December. Decisions will be reported to the GLC Board.

2.4 Staffing Structure

The GLC Board will, having regard to the advice and recommendation of the CEO and Head of School, determine, monitor and review the School Staffing Structure. The staffing structure sets out the number and pay ranges for all posts within each GLC Academy.

Leadership Group and Lead Practitioners

The Head of School in consultation with the Chief Accounting Officer will be responsible for determining the pay range and starting salary, and for making pay progression recommendations to the Chief Accounting , for posts on the Leadership and Lead Practitioner Pay Ranges [excluding the Head of School]. Such recommendations will be subject to the approval of the CEO.

2.5 Other teachers

The Head of School will be responsible for determining the starting salary, and for making pay progression decisions, for teachers on the Unqualified, and Main Pay Ranges. Such recommendations will be subject to the approval of the CEO.

2.6 Support Staff

The Head of School will be responsible for determining the starting salary, and for making pay progression decisions, for academy support staff. The CEO or appointed line manager will make decisions regarding the progression of centrally employed support staff. Such recommendations will be subject to the approval of the CEO.

2.7 Central Staff

The CEO will be responsible for determining the pay range and starting salary, for making pay progression decisions, for centrally employed staff. Such decisions will be reported to the GLC Board.

3. Inflationary increases – Pay Range

The GLC Board will consider each year if it will apply the nationally agreed annual percentage pay award to each Pay Progression Stage in 4.1 and 4.2 and to the minimum and maximum values of the specified Pay Range for Leading Practitioners and Leadership Group.

The GLC Board will determine the level of any inflationary increases to be applied to the salary of the CEO each year. In determining any increase, the GLC will have regard to the general level of public sector pay increases and the principle that executive pay and benefits should not increase at a faster rate than that of teachers, in individual years and over the longer term.

3.1 Inflationary increases – Allowances

The GLC Board will decide annually if the values of TLR1, TLR2, TLR3 and SEN Allowances paid to individual teachers will increase annually in accordance with the nationally agreed percentage pay award.

The value of all other allowances and discretionary payments are discretionary and will not increase other than where a re-determination of the value is deemed appropriate due to a change in the nature of the associated responsibilities or duties.

3.2 All staff will be informed in writing via a salary statement each year according to the Pay Timetable and at any other time when a salary review takes place.

4. TEACHERS' PAY

4.1 **Qualified teachers** will be paid on the Main Pay Range or the Upper Pay Range.

The Pay Ranges across the GLC have been divided into pay points.

Teachers on the Main Pay Range will be paid on the six point scale on the Main Pay Range as set out below:

Main Pay Range

M1	£36,309
M2	£37,670
M3	£40,092
M4	£42,519
M5	£45,069
M6	£48,492
UPS1	£50,637
UPS2	£52,455
UPS3	£54,340

4.2 **Unqualified Teachers** will normally be paid on the Unqualified Pay Range. The Pay Range for Unqualified teachers across the GLC has been divided into progression stages as follows:

UQ1	£24,921
UQ2	£27,601
UQ3	£30,285
UQ4	£32,651
UQ5	£35,333
UQ6	£38,014

The full Teachers Payscale can be found in Appendix C

4.2.1 Where an unqualified teacher is on a recognised "route into teaching" programme, the Head of School may exercise their discretion to pay him/her on the Main Pay Range having regard to his/her skill, qualifications and experience.

4.3 Where a **Lead Practitioner** post[s] is [are] included in the staffing structure, each Lead Practitioner will be paid within a specified range, within the Pay Range for Lead Practitioners.

- In setting the specified Range, the Head of School and Chief Accounting Officer will determine the number and value of pay progression stages within that range.
- Different Lead Practitioner posts may have a different specified range, having regard to the challenge of the individual post and pay differentials within the school.

5. PAY ON APPOINTMENT

5.1 The salaries of new staff will be set within the Pay Range for the post as set out in the staffing structure and in accordance with this pay policy. In determining the starting salaries for individual staff, including the award of any discretionary payments as allowed for within this policy, account will be taken of;

- the skills, experience and relevant qualifications of the individual;
- market conditions;
- any specific restrictions set out in the Teachers' Pay & Conditions Document;
- the employee's current salary level

Early Careers Teachers in their first year will normally be paid on the minimum of the Main Pay Range.

There is no assumption that an employee will be paid the same rate they were being paid in a previous school.

6. PAY PROGRESSION

Teachers on the Main, Unqualified, Upper and Lead Practitioner Pay Ranges

- 6.1** The GLC Board expects all teachers to perform at the highest possible level and to continue to improve their professional practice year on year. All teachers 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. The appraisal statement will include a recommendation in pay

Following an individual teacher's annual appraisal and subject to them having completed a year of service [as defined in STPCD as 26 weeks within the academic year] they should expect to receive pay progression to the next point within the relevant ranges set out in 4.1-4.3 unless they are subject to capability procedures .

7. MOVEMENT TO THE UPPER PAY RANGE

- 7.1** Any qualified teacher on the Main Pay Range may apply to be paid on the Upper Pay Range once per year. It is the responsibility of the teacher to decide whether or not they wish to submit an application. Applications must:

- Be submitted by 31 October [consideration will be given to accepting late applications where individual circumstances eg absence prevent this deadline being met];
- Be made on the appropriate application and submitted to the Head of School who will liaise with the Chief Accounting Officer.

7.2 The Criteria

An application will be successful, if the Chief Accounting Officer is satisfied that:

- The teacher is highly competent in all elements of the teaching standards; and,
- The teacher's achievements and contribution to the school are substantial and sustained.

In the GLC, this means that the teacher has consistently

- Demonstrated that they meet all teaching standards, both in terms of teaching and personal and professional conduct, over a sustained period;
- Been assessed as meeting their performance management objectives over a sustained period; and in addition that;
- Teaching has been consistently highly effective over a sustained period, as evidenced through drop-ins, instructional coaching, curriculum reviews and pupil outcomes
- The teacher has demonstrated over a sustained period an ability to support some pupils to exceed expected levels of progress/achievement;
- The teacher has consistently taken responsibility for identifying and meeting their own professional development needs and used their learning to improve their own practice and pupils' learning;
- The teacher has demonstrated that they have made an impact on their GLC academy beyond their own class/group[s] over a sustained period. This may include:
 - Demonstrating an ability to coach, mentor, advise and demonstrate best practice to, other teachers to enable them to improve their teaching practice;
 - Contributing to policy and practice which has improved teaching and learning across the school.

Sustained means maintained continuously over a period of at least 3 school years [a year being defined as at least 26 weeks work in any academic year]. It is normally expected that this will

include at least one year at this school, although discretion will be exercised where there is clear and compelling evidence of consistent performance against the criteria at the teacher's previous school.

- The school will exercise its discretion to consider performance over a lesser period where a teacher has been absent for some of the relevant period.

7.3 The Assessment

- The Chief Accounting Officer with the support of the relevant Head of School will assess applications to be paid on the Upper Pay Range.
- The Chief Accounting Officer will use the evidence contained in the teachers' performance management review paperwork to make the assessment.
- A teacher who has not been at the school for all of the 3 year assessment period, should provide their performance management review statement[s] from their previous employment with their application.
- A teacher may, if they wish, provide additional evidence to support their application, but is not obliged to do so.

7.4 Procedure

The Chief Accounting Officer will discuss the recommendation with the Head of School [and possibly the teacher] and confirm the decision by 31 December.

Where the application is approved, the teacher will progress to the minimum of the Upper Pay Range backdated to 1st September.

Where the application is not successful, the Chief Accounting Officer and Head of School will provide feedback and the teacher will be provided with advice and support through the performance management process to develop their skills with a view to making a future successful application.

Teachers have the right to appeal any decision not to move them onto the Upper Pay Range. The appeals procedure is at section 21 of this policy.

8. ADDITIONAL ALLOWANCES

8.1 Teachers on the Main or Upper Pay Ranges may be paid an additional allowance as follows:

8.1.1 Teaching and Learning Responsibility [TLR] Payments

There are 3 TLR levels: TLR1, TLR2 and TLR3

TLRs may be awarded to teachers on the Main or Upper Pay Range. A teacher may not be in receipt of more than one TLR1 or TLR2 concurrently.

TLR1 and TLR2 payments are permanent while the employee remains in the same post in the staffing structure.

The FTE number and values of TLR1 and TLR2 Allowances are set out in the staffing structure [see Appendix C].

In accordance with the statutory requirements of the *School Teachers' Pay and Conditions Document [STPCD]*, the value of any TLR1 or TLR2 payment awarded to a part-time teacher is determined based on the proportion of the full-time equivalent responsibility undertaken, rather than automatically calculated on a strict pro-rata basis of contracted hours.

Where a part-time teacher agrees to undertake the full set of duties and responsibilities associated with a TLR1 or TLR2 post, they will receive 100% of the TLR value.

Where the responsibilities of a TLR post are shared across multiple staff [such as in a job-share arrangement], the allowance will be divided based on the agreed proportion of the role each individual undertakes.

The agreed responsibilities and proportion of allowance must be capable of being completed within the teacher's working hours and agreed by mutual consent prior to commencement of the post.

The proportion of assigned TLR responsibilities for existing TLR post holders will be reviewed by 1 September 2026, if not before.

TLR3 Allowances are a fixed sum paid for a fixed-term period, for delivery of a significant responsibility in relation to a clearly time-limited school improvement or one-off externally driven project.

The Head of School or CEO will determine which projects should attract a TLR3 Allowance and the value of those Allowances having regard to the context, nature and complexity of the responsibility.

The Head of School or CEO will invite teachers to express interest in relevant projects and will allocate TLR3s on the basis of an assessment, through professional dialogue, of which teacher has the relevant skills and knowledge required for the specific project.

In determining the allocation and value of TLR3 payments, due regard will be given to ensuring consistency, fairness, transparency and value for money.

Where a TLR is awarded, written notification will be given to the teacher of:

- The nature of the significant responsibility;
- The level of the payment;
- In the case of TLR3, the date on which the Allowance will end.

TLR 3 £727 - £3,600

TLR 2A £3,650

TLR 2B £6,074

TLR 2C £8,906

TLR 1A £12,682

TLR 1B £17,114

8.1.2 Special Needs Allowances

There is one special needs allowance consisting of a minimum and maximum amount. For the 2026/27 academic year, the allowance is between £2,885 and £5,690

The Chief Accounting Officer will determine which posts will attract an SEN Allowance according to the criteria set out in the Teachers Pay & Conditions Document which relate to teaching SEN pupils, and the amount of the Allowance in each case.

Where a post attracts an SEN allowance the amount of the allowance will be determined in each case by reference to:

- Whether any mandatory qualification is required;
- The qualification and/or expertise of the teacher relevant to the post;
- The relative demands of the post.

In determining the value of an SEN payment, due regard will be given to ensuring consistency, fairness and transparency.

8.2 GLC Collaboration Payments

Members of staff who are paid on the leadership scale, are eligible for an additional payment in recognition of defined roles undertaken across two or more GLC schools. Collaboration Payments will be allocated at the start of each academic year and will be subject to the approval of the GLC Finance Committee following a recommendation from the CEO. Payments will be awarded for one year and will be reviewed annually. Collaboration Payments will typically take the form of an additional payment.

8.3 Unqualified Teacher Allowance

The Head of School may determine that an additional allowance be paid to an unqualified teacher who is paid on the Unqualified Teachers' Pay Range where, in the context of its staffing structure, the teacher has:

- taken on a sustained additional responsibility which is:
 - focused on teaching and learning; and
 - requires the exercise of a teachers' professional skills and judgement; or
 - qualifications or experience which bring added value to the role s/he is undertaking.

The Head of School will determine the amount of any such allowances having due regard to consistency, fairness and transparency.

9. LEADERSHIP GROUP PAY

9.1.1 Salary ranges for each leadership post within the GLC are determined by the Chief Accounting Officer on a case by case basis and ratified by the GLC Board. The Chief Accounting Officer will take account of all the permanent responsibilities and challenges that are specific to each role and any other relevant considerations.

The CEO will have regard to the pay differentials with other staff. The pay of the CEO is determined annually by a sub-committee of the GLC Board.

9.1.2 When determining the starting salary of a newly appointed member of the Leadership Group, the Chief Accounting Officer will have regard to the extent to which the candidate meets the requirement of the post and whether this merits a starting salary higher than the minimum of the Range determined in Section 9.1.1. The starting salary will allow for performance progression over time.

9.1.3 The GLC Board expects all school leaders to perform at the highest possible level and to continue to improve their professional practice year on year. 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 appraisal are set out in the GLC Appraisal and Capability policy.

Following an individual leader's annual appraisal and subject to them having completed a year of service [as defined in STPCD as 26 weeks within the academic year] they should expect to receive a pay progression to the next point within the relevant ranges set out in 4.1-4.3.

10. EXECUTIVE PAY

10.1 Overview & Scope

The GLC Board of Directors is responsible for determining the salary ranges, pay progression, and total benefit packages for all executive posts across the Trust, including the CEO and central executive leaders.

The Board is committed to ensuring that executive pay is transparent, proportionate, defensible, and reflective of the complex responsibilities of trust leadership while delivering value for money in the use of public funds.

10.2 Principles Governing Executive Pay Decisions

In discharging its responsibilities, the Board will apply the following core principles to all executive pay decisions:

- **Process:** The framework and procedures for setting executive pay are agreed by the Board in advance, formally documented, and reviewed annually;
- **Independence & Objectivity:** Decisions regarding executive pay are subject to independent and objective scrutiny by the Board or designated sub-committees. Any individual whose pay is under review is excluded from discussions and decision-making to avoid conflicts of interest;
- **Proportionality & Public Sector Benchmarking:** Executive compensation must be defensible relative to the broader public sector market and benchmarked against comparable academy trusts. Executive pay increases will not automatically track or outpace general workforce pay awards without explicit, documented rationale;
- **Evidence-Based Decision-Making:** Pay decisions must reflect clear performance considerations, including the degree of challenge in the role, trust performance outcomes, pupil achievement, financial stability, and progress against strategic objectives.

10.3 Setting & Reviewing Executive Remuneration

Base Salary & Ranges: Executive salary ranges are established on appointment based on role complexity, trust size, local market conditions, and benchmark data.

Annual Performance Review: Executive salaries and progression are subject to an annual performance management review conducted by a designated sub-committee of the GLC Board.

Benefits & Discretionary Payments: Any additional benefits [including off-payroll arrangements, retention payments, or severance agreements] must strictly comply with Academy Trust Handbook requirements and receive prior approval from the Board and, where required, the DfE/ESFA.

10.4 Governance, Reporting & Transparency

To maintain full compliance with statutory reporting standards under the Academy Trust Handbook:

- **Statutory Disclosures:** The Trust will publish on its website and in its annual financial statements the number of employees whose total benefits exceed **£100,000**, presented in **£10,000 bandings**. Total benefits include base salary, taxable benefits, and termination payments, excluding the Trust's employer pension contributions.
- **Trustee Disclosures:** Where an executive officer serves as a Trustee/Director, their full remuneration and benefits will be disclosed in **£5,000 bandings** in the Trust's annual accounts.
- **Rationale Recording:** The Board will formally document the evidence, benchmarking data, and rationale behind all executive pay setting and review decisions in confidential board minutes.

11. ADDITIONAL PAYMENTS TO TEACHERS

11.1 Where it is agreed that teachers will undertake CPD activities at the weekend or during school closure periods, they will be paid in-line with the current GLC Extended Provision Pay Policy.

11.2 Activities related to the provision of initial teacher training [ITT]

The GLC does not make payments for ITT activities.

11.3 Participation in out of school learning activities

Where a teacher at the school undertakes class, small group or 1:1 tuition outside of directed time, they will be considered for an out of school learning allowance as outlined in the GLC Extended Provision Policy.

11.4 Provision of services to another school(s)

The CEO may authorise teachers, including Leadership Group, to undertake additional responsibilities and activities relating to the raising of standards in one or more other school. Where such an agreement is authorised, the Chief Accounting Officer will determine, what, if any, payment should be paid to the teacher and/or to other staff, in recognition of the associated additional responsibility and how much shall be retained by the school to cover associated costs such as administration or supply cover.

Any payment to the Head of School will be made under 10.1 of this Policy. Payments to other staff may include acting arrangements, temporary TLR3s or such other payment as the Head of School considers appropriate under Paragraph 26.1 of TPCD.

All such payments are temporary with no entitlement to safeguarding when they cease.

11.5 Recruitment and Retention Payments and Incentive

The Head of School in consultation with the Chief Accounting Officer may authorise, on a case by case basis, a payment or incentive to secure the recruitment, and/or to retain the services, of a member of staff. In authorising such a payment, the following factors will be considered:

- That there is evidence that there is difficulty in appointing to a particular post or in recruiting a member of staff with the required skills, qualifications and/or experience;
- That there is a need to retain the skills, qualifications or experience of an individual;
- Whether the salary available in the context of the staffing structure is insufficient to secure an appointment given the circumstances of the school;
- Available financial resources;
- Market forces.

Any such payment or incentive will be subject to review and there will be no entitlement to a payment beyond the review date.

Any such payment will be confirmed in writing, including details of:

- Whether it is for the purpose of recruitment or retention;
- The nature of the payment or incentive;
- If a financial payment paid, whether this will be paid monthly as part of salary or as a lump sum to be paid at an agreed time;
- The basis for any uplifts where applicable;
- The date which the payment/incentive will be reviewed;

11.6 Acting Arrangements

Where a teacher is assigned and carries out the duties of a Head of School, Deputy Head of School or Assistant Head of School, but has not been appointed in an acting capacity the Chief Accounting Officer, within four weeks, determine whether or not an allowance should be paid in accordance with the provisions of the School Teachers' Pay & Conditions Document.

12. PART TIME TEACHERS

Teachers who work less than a full day or week are deemed to be part-time. The proportion of full-time will be calculated in accordance with the Teachers Pay & Conditions Document as follows:

$$\frac{\text{Teacher's timetabled teaching time}}{\text{School's timetabled teaching time}} = \text{part-time percentage}$$

Part-time teachers will be expected to work a corresponding proportion of directed time and will receive a corresponding proportion of a full-time salary.

For part-time leaders, the proportion of full-time will be calculated following the same principle of determining their specific working days or part-days as a proportion of those worked by full-time leaders.

The GLC is committed to supporting flexible working arrangements across all academies to encourage staff retention, promote diversity, and enable a healthy work-life balance.

Requests for flexible working [including part-time hours, job-shares, staggered start/finish times, or compressed hours] will be considered sympathetically and in accordance with the GLC Flexible Working Policy and statutory rights.

Employees working on a flexible or part-time basis will enjoy equal access to pay progression, allowances [including TLRs], training, and career development opportunities, assessed fairly against agreed objectives.

13. SHORT NOTICE TEACHERS

Teachers who are engaged directly and work on a day-to-day basis or other short notice basis will have their pay determined in line with the statutory pay arrangements in the same way as other teachers.

14. SUPPORT STAFF PAY

Support staff will be paid in accordance with the GLC annually agreed pay scales and the published conditions of service. The relevant conditions will be as outlined in the employee's contract of employment. The current Support Staff Payscale can be found under Appendix E. Cost of living increases will be approved by the Finance Committee and backdated to the start of the academic year i.e September if agreed after September.

14.1 Starting salary

The salaries of new staff will be set within the range for the post in accordance with this pay policy. In determining the starting salaries for individual staff, account will be taken of:

- The skills, experience and relevant qualifications of the individual;
- Market conditions.

14.2 Pay Progression

The pay for support staff will be determined annually at the start of the academic year. To be eligible for an increment rise a member of staff must have been employed for a minimum of 26 weeks. Additionally, a member of staff will receive an incremental rise if they are not at the top point of their pay scale, unless they are subject to the capability procedure.

14.3 Part-time staff

Support staff who work less than a full day, week and/or year are deemed to be part-time. The proportion of full-time will be calculated as follows:

Hours per week x weeks per year

37 x 52

14.4 Casual Workers

Casual support staff who are engaged directly and work on a day-to-day basis or other short notice basis will have their pay determined in line with the relevant grade of the work undertaken.

Pay will be calculated on an hourly basis for hours worked as follows:

FTE salary

37 x 52

Holiday pay of 12.07% is also payable on casual hours.

15. SALARY SACRIFICE SCHEMES

The GLC operates a Salary Sacrifice Scheme in relation to:

- Child Care Vouchers [not now open to new applicants]
- Cycle to Work Scheme

Staff choosing to participate in a Scheme[s] will have their gross pay reduced according to the terms of the Scheme[s] for the duration of their participation.

16. PENSIONS

16.1 All regular salary payments and additional allowances and payments to staff within this policy, with the exception of some recruitment and retention benefits, are pensionable.

Note: Full-time teachers cannot be members of the Teachers' Pension Scheme for a second job [e.g. 1:1 tuition at another school]. They can however join the Local Government Pension Scheme for this secondary employment.

16.2 The GLC will not promote staff through the grading systems or use other pay flexibilities to assist in securing an employee's improved pension entitlement on retirement. The Board recognises that, where this to be done, the DfE and/or pension regulator, where appropriate, may use their powers to substitute a notional salary for calculation of pension.

17. SALARY SAFEGUARDING/PROTECTION

The GLC Board will ensure appropriate salary protection/safeguarding for teachers in accordance with the School Teachers' Pay and Conditions Document and for support staff in accordance with the schools' Redundancy and Re-organisation Procedure.

Employees in receipt of safeguarding will be expected to undertake commensurate work.

We will abide by the STPCD and safeguard teacher salaries if the post is revised or removed as a result of:

- Closure of the school or education establishment
- Organisational restructuring

Circumstances where higher pay is safeguarded include a removed or reduced:

- Teaching and learning responsibility [TLR] payment: TLR1 or TLR2
- Special educational needs [SEN] allowance
- Unqualified teacher's allowance
- Leadership pay range or leading practitioner pay range

We will follow the STPCD when applying and managing salary safeguarding.

18. STAFFING BUDGET

The amount of money allocated to implementing the Pay Policy will be determined at the beginning of each financial year through the budget allocation process of each GLC academy.

19. EQUALITIES

The GLC recognises the principle of equal pay for work of equal value in the implementation of this policy. The GLC will take into account the salaries payable in comparable establishments, where possible, in setting pay levels.

All pay related decisions will be taken in accordance with relevant equalities legislation, Employment Relations Acts and Part-time Workers and Fixed-term Employees Regulations. Appropriate consideration will be given where staff have been absent for long periods e.g. due to sickness or maternity leave such that pay decisions are consistent with those that would have been made had they not been absent.

In accordance with the Academies Financial Handbook, the Trust will publish the number of employees whose benefits exceed £100k, in £10k bandings, as an extract from the disclosure in its financial statements for the previous year ended 31 August. Benefits for this purpose include salary, other taxable benefits and termination payments, but not the trust's own pension costs. In the case of employees who are trustees, their salary and other benefits will also be disclosed in £5k bandings in the trust's financial statements.

20. OVER/UNDER PAYMENTS

The GLC shall be entitled to deduct from your salary any money which you may owe to the school at any time.

Support staff working less than 52 weeks have their annual salary spread evenly over 12 months, whereas their working hours are spread unevenly across the year due to school closure periods. When they leave employment, a calculation will be made to assess any over- or under-payment arising from this arrangement, and any over or underpayment will be adjusted in their final pay. Employees will be notified in advance of any adjustment.

Should an overpayment or underpayment occur in other circumstances the employee will be notified in writing of the full amount of the overpayment and agreement will be sought about a reasonable repayment schedule. In the absence of such an agreement the school will determine a recovery schedule, usually through deductions not exceeding 5% of the monthly gross pay except where the employee is leaving, where the balance owing may be deducted from final salary in the absence of an alternate agreement.

Employees are expected to draw to the attention of the academy's finance team any overpayment or underpayment as soon as possible.

Recovery of overpayments/refund of underpayments will be pursued in the case of former employees.

21. Extended Provision and Lettings Payment Policy

Purpose	The GLC believes that the availability of high quality and broad ranging Extended Provision [EP] plays a significant role in raising standards, expectations and aspirations throughout the wider community. The GLC is committed to the delivery of an annual programme of activity to enrich the lives of all our young people. The purpose of this policy is to establish guidelines for
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	remunerating GLC staff and external providers for EP activities as well as the remuneration rates for lettings staff who facilitate activities via external providers												
Policy	The GLC acknowledges that there are circumstances when an additional payment is appropriate to a member of staff who provide services for students and/ or the wider community which is beyond that expected from a regular contract. There is also a need to establish a payment structure for external providers EP payments will be considered for a range of services linked to the current GLC Development Plan and individual academy plans which will take place beyond the normal academy day i.e. after 4pm Monday to Friday; at weekends and during holidays. Payments will not be made for a range of activities that would be a part of the normal running of each GLC academy such as production rehearsals; sports fixtures; theatre trips; trips abroad etc												
Guidelines	1. All EP payments must be approved by the respective budget holder [usually the HoS] prior to the activity being planned or delivered. 1. All payments will be administered through the GLC Finance Office following the completion of a claim sheet. 2. All payments will be made within 30 days of the delivery of the activity.												
Payments	The following is a guide to the payment structure: <table border="1"> <thead> <tr> <th></th><th>Payment per hour</th></tr> </thead> <tbody> <tr> <td>Student Provider</td><td>£10</td></tr> <tr> <td>Former Student Provider</td><td>£15</td></tr> <tr> <td>Support Club leader</td><td>£15</td></tr> <tr> <td>Unqualified Provider</td><td>£25</td></tr> <tr> <td>Qualified Teacher</td><td>£50</td></tr> </tbody> </table> Pay includes all planning and preparation time.		Payment per hour	Student Provider	£10	Former Student Provider	£15	Support Club leader	£15	Unqualified Provider	£25	Qualified Teacher	£50
	Payment per hour												
Student Provider	£10												
Former Student Provider	£15												
Support Club leader	£15												
Unqualified Provider	£25												
Qualified Teacher	£50												

22. Non teaching staff overtime payments

Non-teaching staff are entitled to claim additional pay for hours [sanctioned by their Head of School] that are beyond their contract [for example, they may attend training outside of their usual working hours for which they will submit a claim]. Subject to a fully completed extra hour claim form, the additional hours will be paid at their standard hourly rate. The exception to this is site staff who will receive time-and-a-half payments for additional work Monday-Saturday and a flat rate of £25 per hour for Sunday working.

Staff must complete an extra-hours form and should claim for each hour worked. Staff should claim per half hour.

23. GLC Lettings beyond the school day

Lettings provides a vital opportunity for the community to gain access to a wide range of locally-based activities from zumba to football; adult literacy to EAL Saturday school.

The site staff provision for lettings that take place beyond the school day will generally be undertaken by GLC site staff. However, accommodation will be made to create a pool of trained GLC colleagues who may wish to work some additional hours or who may wish to support an activity whilst taking site staff responsibilities.

The allocation of staff will be coordinated through the lettings manager, the SSM and the site lead for the particular GLC school.

The GLC has set an hourly rate for lettings for the current academy years as follows:

	Payment per hour
Site / hospitality staff	£25 On Sunday and time and a half Saturday
Lettings Reception	£13.28

24. MONITORING

The GLC Board will monitor the outcome and impact of this policy annually assess its effect and continue compliance with equalities legislation. The effect of the policy will be assessed particularly with reference to trends in progression across specific groups of teachers and the correlation between this and performance management reviews and outcomes for pupils.

The pay of individual staff will remain confidential – shared only with those responsible for making pay decisions and managing administrative matters.

25. APPEALS PROCEDURE

25.1 Pay recommendations will be contained within Performance Management Review Statements and these will be discussed with employees at the review meeting. Where an employee has concerns about the pay recommendation which cannot be resolved at the review meeting, they should include these on the review statement for consideration by those responsible for making pay decisions.

25.2 An employee may make a formal appeal against any decision on pay, which must be submitted in writing within 10 working days of receipt of written notification of that decision.

The grounds of appeals are that the decision maker[s]:

- Incorrectly applied the provisions of the Teachers' Pay & Conditions Document / national / local terms and conditions;
- Failed to have proper regard for statutory guidance;
- Failed to take proper account of relevant evidence and/or took account irrelevant or inaccurate evidence;
- Were biased;
- Otherwise unlawfully discriminated against the employee.

25.3 Appeals will be heard by the Pay Appeals Committee.

The Appeals will be heard at a meeting, normally within 20 working days of receipt of the written appeal. The employee will be entitled to attend the appeal meeting, to make representations and to be accompanied by a work colleague or a member of a recognised Trade Union.

The procedure for the conduct of the appeal meeting is at Appendix A.

Any written submissions relevant to the appeal must be circulated to all parties at least 3 working days prior to the meeting.

The decision of the appeal committee will be notified in writing within 5 working days and, where the appeal is rejected, this will include a note of the evidence considered and the reasons for the decision.

The decision of the GLC's Pay Appeals Committee is final and there is no recourse to the staff grievance procedure.

The Head of School and Chief Accounting Officer shall be entitled to attend, for the purposes of providing information and advice [except in the case of his/her own salary], all proceedings of the Pay Appeals Committee.

The role of the Pay Appeal Committee is not to make judgement about the effectiveness of individual staff. It is to satisfy themselves that any recommendation/decision has been made on the basis of evidence and has been made taking proper account of equal opportunities and that correct procedures have been followed.

25.4 DATA PROTECTION

A written record of all meetings conducted under this pay policy, including pay appeals, will be made, either by the person holding the meeting or by an alternative person arranged by the school to take notes.

The school processes any personal data collected as part of the operation of the pay policy/pay appeals procedure in accordance with its data protection policy. The pay of individual staff will remain confidential.

Any data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of making decisions on pay, handling pay appeals or administering any pay decisions. All data collected will be held in accordance with the school's retention schedule. Inappropriate access or disclosure of employee data including individual staff salaries constitutes a data breach and should be reported in accordance with the school's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the school's disciplinary procedure.

APPENDIX A: PAY APPEALS COMMITTEE

Delegation of Function

The GLC Board shall establish a Pay Appeals Committee to deal with all appeals against pay decisions.

Clerking

The meeting of the Staff Pay Appeals Committee should be minuted.

Membership

The Pay Appeals Committee shall consist of at least three named members from the GLC Board or GLC Governors, none of whom shall be GLC employees.

The Head of School and Chief Accounting Officer may attend all proceedings of the Pay Appeals Committee for the purpose of providing information and advice [except where the appeal is in respect of their own salary, where they will attend for the purposes of making their case].

Quorum

Three Director/ Governors

Meetings

The Pay Appeals Committee shall agree a Chair for each meeting.

Decisions

Any decisions made by a simple majority.

The Pay Appeal Committee's decision will be final, notwithstanding the employee's right in law.

APPENDIX B: PAY APPEALS MEETING PROCEDURE

The meeting should be attended by the employee, their colleague or representative if required, a representative of the Pay Committee and the Pay Appeals Committee. The Headteacher should attend to provide information and advice [except where they are the appellant].

1. Introductions and opening remarks
2. Member of staff and/or representative to present case
3. School representative to ask questions
4. Pay appeals Committee to ask questions
5. School to respond

This may include calling on the Performance Management Reviewer and/headteacher where they are not presenting the case to add any relevant information / answer question [where applicable]

6. Member of staff and/or representative to ask questions
7. Pay Appeals Committee to ask questions
8. Employee or representative to make closing statement
9. School to make closing statement
10. Both parties withdraw to allow Pay Appeals Committee to consider their decision
11. Either both parties are invited back to hear the decision or the decision will be communicated in writing within 48 hours.

APPENDIX C: Staffing Structure

Teachers' Pay 26/27

	TEACHERS' PAY 2025/26					
				SEPT 2025£		SEPT 2026£
MAIN PAY SCALE (Table 73)						
1				35,081		36,309
2				36,396		37,670
3				38,736		40,092
4				41,082		42,519
5				43,545		45,069
6				46,852		48,492
UPPER PAY SCALE (Table 74)						
1				48,925		50,637
2				50,681		52,455
3				52,503		54,340
TLR PAYMENTS (Allowance)						
TLR 2A				3,526		3,650
TLR 2B				5,868		6,074
TLR 2C				8,605		8,906
TLR 1A				12,253		12,682
TLR 1B				16,536		17,114
LEADERSHIP SPINE (Table 75)						
L1				53,210		55,072
L2				54,506		56,413
L3				55,832		57,786
L4				57,193		59,195

L5				58,581		60,632
L6				60,013		62,113
L7				61,593		63,748
L8				62,970		65,174
L9				64,512		66,769
L10				66,130		68,444
L11				67,807		70,180
L12				69,342		71,769
L13				71,041		73,528
L14				72,772		75,319
L15				74,541		77,150
L16				76,491		79,168
L17				78,224		80,962
L18				80,143		82,948
L19				82,094		84,968
L20				84,101		87,044
L21				86,150		89,165
L22				88,246		91,335
L23				90,386		93,550
L24				92,604		95,845
L25				94,861		98,182
L26				97,181		100,582
L27				99,546		103,030
L28				101,978		105,547
L29				104,475		108,131
L30				107,029		110,775
L31				109,649		113,487

L32				112,338		116,270
L33				115,094		119,123
L34				117,902		122,029
L35				120,798		125,026
L36				123,747		128,078
L37				126,789		131,226
L38				129,889		134,435
L39				133,016		137,671
L40				136,308		141,078
L41				139,674		144,563
L42				143,140		148,150
L43				145,230		150,313
ADVANCED SKILLS TEACHERS (Table 76)						
AST1				53,471		55,343
AST2				54,774		56,691
AST3				56,104		58,068
AST4				57,472		59,484
AST5				58,869		60,929
AST6				60,306		62,417
AST7				61,895		64,062
AST8				63,278		65,492
AST9				64,828		67,097
AST10				66,456		68,782
AST11				68,135		70,520
AST12				69,682		72,121
AST13				71,389		73,888
AST14				73,127		75,686

AST15				74,907		77,528
AST16				76,867		79,558
AST17				78,607		81,359
AST18				80,537		83,355
UNQUALIFIED TEACHERS (Table 77)						
1				24,078		24,921
2				26,668		27,601
3				29,261		30,285
4				31,546		32,651
5				34,138		35,333
6				36,729		38,014

SUPPORT STAFF PAY SCALES

 GLC All Different. All Equal. All Improving Upon Our Best.		2025/26 RATES			2026/27 RATES	
POINT		Annual Amount	Hourly Rate		Annual Amount	Hourly Rate
10		£ 24,733	£12.86		£ 25,549	£ 13.28
11		£ 24,835	£12.91		£ 25,655	£ 13.33
12		£ 24,947	£12.97		£ 25,770	£ 13.39
13		£ 25,544	£13.28		£ 26,387	£ 13.71
14		£ 26,154	£13.59		£ 27,018	£ 14.04
15		£ 26,778	£13.92		£ 27,662	£ 14.38
16		£ 27,419	£14.25		£ 28,324	£ 14.72
17		£ 28,083	£14.60		£ 29,009	£ 15.08
18		£ 28,766	£14.95		£ 29,715	£ 15.44
19		£ 29,470	£15.32		£ 30,442	£ 15.82
20		£ 30,190	£15.69		£ 31,187	£ 16.21
21		£ 30,943	£16.08		£ 31,964	£ 16.61
22		£ 31,698	£16.47		£ 32,744	£ 17.02
23		£ 32,490	£16.89		£ 33,562	£ 17.44
24		£ 33,309	£17.31		£ 34,408	£ 17.88
25		£ 34,149	£17.75		£ 35,276	£ 18.33
26		£ 35,008	£18.20		£ 36,163	£ 18.80
27		£ 35,907	£18.66		£ 37,092	£ 19.28
28		£ 36,823	£19.14		£ 38,039	£ 19.77
29		£ 37,761	£19.63		£ 39,007	£ 20.27
30		£ 38,736	£20.13		£ 40,014	£ 20.80
31		£ 39,754	£20.66		£ 41,066	£ 21.34
32		£ 40,787	£21.20		£ 42,133	£ 21.90
33		£ 41,854	£21.75		£ 43,236	£ 22.47

34		£ 42,945	£22.32		£ 44,362	£ 23.06
35		£ 44,082	£22.91		£ 45,537	£ 23.67
36		£ 45,247	£23.52		£ 46,740	£ 24.29
37		£ 46,439	£24.14		£ 47,971	£ 24.93
38		£ 47,680	£24.78		£ 49,254	£ 25.60
39		£ 48,953	£25.44		£ 50,568	£ 26.28
40		£ 50,268	£26.13		£ 51,927	£ 26.99
41		£ 51,616	£26.83		£ 53,319	£ 27.71
42		£ 52,994	£27.54		£ 54,743	£ 28.45
43		£ 54,417	£28.28		£ 56,213	£ 29.22
44		£ 55,979	£29.10		£ 57,826	£ 30.06
45		£ 57,590	£29.93		£ 59,490	£ 30.92
46		£ 59,235	£30.79		£ 61,190	£ 31.80
47		£ 60,931	£31.67		£ 62,942	£ 32.71
48		£ 62,675	£32.58		£ 64,743	£ 33.65
49		£ 64,485	£33.52		£ 66,613	£ 34.62
50		£ 66,340	£34.48		£ 68,529	£ 35.62
51		£ 68,251	£35.47		£ 70,504	£ 36.64
52		£ 70,231	£36.50		£ 72,548	£ 37.71
53		£ 72,265	£37.56		£ 74,649	£ 38.80
54		£ 74,361	£38.65		£ 76,815	£ 39.92
55		£ 76,414	£39.72		£ 78,936	£ 41.03
56		£ 78,537	£40.82		£ 81,129	£ 42.17
57		£ 80,716	£41.95		£ 83,380	£ 43.34
58		£ 82,949	£43.11		£ 85,686	£ 44.54
59		£ 85,296	£44.33		£ 88,111	£ 45.80
60		£ 87,627	£45.54		£ 90,518	£ 47.05