



PAY POLICY



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Contents

1. Pay principles.....	3
2. Equal Opportunities	3
3. National Terms and Conditions and Trade Union Consultation	3
4. Commitment to the real living wage	4
5. Associate Staff ASMR (Associate Staff Management Responsibility Payment)	4
6. Determining Pay on Appointment.....	4
6.1 Teachers.....	4
6.2 Headteacher/Principal/Head of School/Exec. Head	4
6.3 Deputy Headteacher/Assistant Headteacher	5
6.4 Associate Staff	5
6.5 Central Staff.....	5
6.6 Setting Executive Pay	5
7. Annual Pay Review.....	6
8. Incremental Progression for New Starters.....	6
8.1 Associate Staff	6
8.2 Central Staff.....	6
9. Pay Progression and Appraisal	7
9.1 Teachers Main Scale.....	7
9.2 Applications for the Upper Pay Range.....	7
9.3 Progression within the Upper Pay Range.....	8
10. Job re-evaluation.....	8
11. Reviews and Appeals.....	8
12. Equalisation	9
13. Pay related Awards, Allowances and Specifics.....	10
Appendix 1: Threshold Assessment Application Form	12
Appendix 2: Pay Scales.....	14
Appendix 3: Pay Range Frameworks	14





1. Pay principles

Bradford Diocesan Academies Trust (BDAT) aspires to be an employer of choice who will always strive to pay its workforce fairly, equitably, and competitively. The Trustees seek to ensure that all teaching and associate staff are valued and receive proper recognition for their work and contribution to academy life.

2. Equal Opportunities

BDAT seeks to provide equal employment opportunities for all staff and will comply with all relevant employment and equalities legislation and regulations at all times. All public authorities – including academies – must comply with the new Public Sector Equality Duty (PSED) introduced by the Equality Act 2014 (section 149 of Equality Act 2010). To discharge this duty BDAT will:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act.
- Advance equality of opportunity between people who share a relevant protected characteristic and people who do not share it (applies to age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation).
- Foster good relations between people who share a relevant protected characteristic and people who do not share it. BDAT will continually monitor the implementation of this policy to ensure that it complies with the aforementioned legislation to ensure that all staff are treated equally and fairly, minimising the risk of any direct or indirect discrimination practices.

3. National Terms and Conditions and Trade Union Consultation

The Trustees consult trade unions on their Pay Policy and the Board of Trustees review it each year or when other changes occur to the document to ensure that it reflects the latest legal position. For teachers, the Pay Policy, wherever possible and affordable, will comply with the current STPCD or National Joint Council for Local Government (NJC) and the accompanying statutory guidance, except as where specifically stated in contracts. The Pay Policy should be used in conjunction with statutory policy but in the event of any inadvertent contradictions the contract will take precedent. Each member of staff and each governor will be given access to a copy of the final Pay Policy and the policy will be displayed on the BDAT website policy page





4. Commitment to the real living wage

BDAT is an accredited Real Living Wage employer.

The Real Living Wage is a UK wage rate that is voluntarily paid by UK businesses who believe their staff deserve a wage which meets every day needs.

BDAT's Real Living Wage commitment means everyone working at BDAT receives a minimum hourly wage of £12.60, which is higher than the government minimum for over 21s, which currently stands at £12.21 per hour (September 2025).

BDAT is committed to pay the Real Living Wage to all staff and third party contractors, demonstrating ethical leadership and responsible employment practices.

5. Associate Staff ASMR (Associate Staff Management Responsibility Payment)

Along with the Teacher and Learning Responsibility Allowances, BDAT as an "Employer of Choice" will pay additional project based responsibilities for other staff members taking on significant additional work.

BDAT may award a fixed-term ASMR to an associate staff member for clearly time-limited school improvement projects, or one-off externally driven responsibilities. The annual value of an individual ASMR will mirror the value set out in the STCPD for a TLR 3. The duration of the fixed-term must be established at the outset and payment should be made on a monthly basis for the duration of the fixed-term.

6. Determining Pay on Appointment

6.1 Teachers

The Local Governing Body will determine the pay range for any vacancy, including additional pay elements (e.g., recruitment or retention payments). The Local Governing Body will match the scale point of the employee or pay the point above as long as it is in the advertised pay range.

6.2 Headteacher/Principal/Head of School/Exec. Head

The Trust Board will determine the pay range for any Headteacher vacancy utilising the BDAT framework for determining Headteacher pay. **Appendix 3: Pay Range Framework**

The pay framework is underpinned by the STPCD, however the framework allows for a consistent approach when determining pay for Headteachers/Exec Headteachers.

The Trust Board makes final HR decision on the appointment of a Headteacher/Principal/Head of School/Executive Head Teacher. The CEO, Chair of Local Governing Body, any Executive Principal and Education Director may be included as a member of the selection panel and decision panel.





6.3 Deputy Headteacher/Assistant Headteacher

The Local Governing Body will determine the pay range for any vacancy, including additional pay elements (e.g., recruitment and retention payments). They will also consider the leadership pay structure for the academy. The determined pay range will be stated in the advert for any post.

The maximum of the Deputy or Assistant Headteacher's pay range will not exceed the maximum of the Headteacher range. The pay range for a Deputy or Assistant Headteacher should only overlap the Headteacher's pay range in exceptional circumstances.

6.4 Associate Staff

The Local Governing Body will determine the pay range for any vacancy. This is determined through similar or comparative roles within the academy or alternatively through benchmarking. This exercise is performed prior to advertising the vacancy.

On appointment it will determine the starting salary within that range to be offered to the successful candidate. The Local Governing Body, when making this determination, shall ensure that the support staff member will be within the salary range offered.

The LGB will determine the pay range for Academy Business Leaders utilising the BDAT framework for determining Academy Business Leader Pay. **Appendix 3: Pay Range Framework**

6.5 Central Staff

The Remuneration Committee will determine the pay range for any vacancy with any additional payments (e.g. recruitment and retention payments) for the BDAT central team. This is determined through similar or comparative roles within the academy or alternatively through benchmarking. This exercise is performed prior to advertising the vacancy.

The Remuneration Committee will determine the pay range for Executive Business Leaders utilising the BDAT framework for determining Academy Business Leader Pay. **Appendix 3: Pay Range Framework**

On appointment it will determine the starting salary within that range to be offered to the successful candidate. The Remuneration Committee, when making this determination, shall ensure that the staff member will be within the salary range offered.

6.6 Setting Executive Pay

The Remuneration Committee ensures its decisions about levels of executive pay follow a robust evidence-based process and are a reasonable and defensible reflection of the individual's role and responsibilities. No individual will be involved in deciding their remuneration.

The Remuneration Committee will review all recommendations for pay increments and ensure there is an evidence-based process for the recommendations. All Executive salaries are benchmarked nationally against similar roles.



The board discharges its responsibilities effectively, ensuring its approach to, and levels of, pay and benefits are transparent, proportionate and defensible.

The process for determining executive pay includes:

- independent scrutiny by the board
- robust decision-making that demonstrates justifiable pay
- proportionality – that pay and benefits represent good value for money and are defensible relative to the public sector market
- documented decision-making with rationale and approval by the board
- a basic presumption that executive pay and benefits should not increase at a faster rate than that of teachers, in individual years and over the longer term

7. Annual Pay Review

BDAT is committed to ensuring all staff receive the recommended pay review based on national agreements at the earliest possible opportunity following approval by the appropriate Pay Review Bodies (STRB for teachers and LGA and joint unions for other staff) and ratification by the BDAT Board.

For teaching staff, all pay awards will be backdated to September 1st.

For other staff, all pay award will be backdated to April 1st.

The Trust reserves the right to review this agreement based on affordability,

All staff will be provided with a written statement of their salary at the earliest opportunity and no later than one month after the agreed pay review.

8. Incremental Progression for New Starters

8.1 Associate Staff

Incremental progression will take place on 1 April each year, except where a member of staff starts between 1 October and 31 March in which case incremental progression will occur at the 6 month anniversary of the start date and then on 1 April in subsequent years

8.2 Central Staff

Starters, or changes to spinal column, between 1st September and 1st March receive an increment point as normal the following 1st September

Starters, or changes to spinal column, between 2nd March and 31st August are not entitled to an increment the following 1st September. They have to wait six months from the start date or change. Then, the following 1st September they will join the normal increment process.

9. Pay Progression and Appraisal

(These assessments should be carried out in accordance with the agreed performance management and appraisal process).

All employee salaries will be reviewed annually in the Autumn term as part of the Trust Appraisal Process. It is anticipated that all staff will automatically progress within their determined pay band unless they are in a formal capability/disciplinary process or failing probation (by which point the staff member will have been clearly made aware that they are not on track to fulfil their role or meeting their objectives).

For teaching staff all incremental rises will be from 01st September

For other staff all incremental rises will be from 01st April

9.1 Teachers Main Scale

Eligible main pay range teachers will be automatically considered for progression and no formal application is necessary

9.2 Applications for the Upper Pay Range

Any teacher may apply to be paid on the Upper Pay Range and any such application will be assessed in line 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.

Teachers will normally be considered for progression to the Upper Pay Range having reached the maximum point on the Main Pay Range.

All applications should include two years of evidence, the results of reviews or appraisals, including any recommendation on pay. In the event that this information is not available, a statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria can be provided by the applicant instead.

Applications to be paid on the Upper Pay Range may be made once a year and must be made in writing, to the Head Teacher/Principal/Head of School, no later than 31 October in any year.

Applications will be successful where the Headteacher is satisfied:

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

To support Headteachers in making a judgement and teachers forming an application, BDAT will apply the following definitions:

- **Highly Competent** means:

The teacher's performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the teachers' standards in the particular role they are fulfilling and the context in which they are working.

- **Substantial** means:

The teacher's achievements and contribution to the school are significant, not just in raising standards of teaching and learning in their own classroom, or with their own groups of children, but also in making a significant wider contribution to school or Trust wide improvement, which impacts on pupil progress and the effectiveness of staff and colleagues.

- **Sustained** means:

In relation to a UPS application only, the teacher must have had at least two consecutive completed appraisal reports and have made good progress towards their objectives during both years within this period.

9.3 Progression within the Upper Pay Range

Once a teacher has moved onto the upper pay range, they will progress every 2 years until they reach the top of the pay range.

10. Job re-evaluation

Any member of staff may request a job-re-evaluation at any time should they believe the responsibilities of their role has significantly changed. A line manager can also commence a job re-evaluation on behalf of their employee. Advice should be sought from HR when considering a job re-evaluation.

For Headteachers and Central team employees any job re-evaluation and associated pay awards will be presented by the CEO, approved by the FARC with appeals to the full Trust Board.

For all other staff, any job re-evaluation and associated pay awards will be presented by the Headteacher, approved by the Local Governing Body with appeals to the FARC.

Where members of staff would like to step down responsibilities this may be classed as a resignation and will only be approved at the discretion of the Headteacher/CEO and if there is a role available.

All job-re-evaluations must be considered in terms of affordability and updated within the school/Trust budget.

11. Reviews and Appeals

Any member of staff seeking a reconsideration of a pay decision should first seek to resolve the matter informally through discussion with the decision-maker within 10 working days of notification of the decision. Where this is not possible, or the matter is still unresolved, staff may follow the formal grievance process by setting out their concerns in writing to the decision-maker within 10 working days of the notification of the decision or the outcome of the informal discussion. The committee or person who made the decision should arrange a hearing within 10 working days to consider the staff member's grievances. He or she should be informed in writing of the decision and the right to appeal.

The final appeal will be heard by the academy's Appeals committee. Hearings will follow the standard grievance procedure.



12. Equalisation

This is determined when an employee leaves the organisation. The term time factor spreads the annual salary across the 12-month period allowing the employee to have 12 equal monthly salary payments. This calculation is based on the term time working and non-term time. During the year there will be periods where this favours the employee and others that favour the employer, however if the employee leaves this determines whether the equalisation is in favour of the employee or employer on the termination date.

On the first year of an employee's role, their equalising pay will be based on their start date as it currently is, however upon completion of the first year, BDAT will use the start of the academic year (1st Sept) for all future calculations. Example:

- Employee began their role on 16th Dec 2024 and leaves on 31st August 2025. EQ start date for calculation purposes would therefore be 16th December 2024.
- Employee began their role on 10th October 2023 and leaves on 31st August 2025. EQ start date for calculation purposes should be 1st Sept 2024, therefore no calculation needed as full year completed.





13. Pay related Awards, Allowances and Specifics

Role	Accelerated Pay Awards for Exceptional Performance	
Exec/Headteacher	Yes	Where a member of staff has been deemed to perform exceptionally then the Head teacher/CEO may recommend them for a two point pay award within their determined pay scale. This must be approved by the LGB (or FARC for Headteachers and central employees) and must be affordable within the school/Trust budget.
Leadership	Yes	
Teacher	Yes	
Associate Staff	Yes	Where a member of staff has been deemed to perform exceptionally and is at the top of their pay band, then the Head Teacher/CEO may recommend them for an additional one off bonus payment equivalent to one additional point for one year only. This must be approved by the LGB (or FARC for Headteachers and central employees) and must be affordable within the school/Trust budget
Central Team	Yes	

Role	Associate Staff ASMR (Associate Staff Management Responsibility Payment)	
Exec/Headteacher	n/a	BDAT may award a fixed-term ASMR to an associate staff member for clearly time-limited school improvement projects, or one-off externally driven responsibilities. The annual value of an individual ASMR will mirror the value set out in the STCPD for a TLR 3. The duration of the fixed-term must be established at the outset and payment should be made on a monthly basis for the duration of the fixed-term
Leadership	n/a	
Teacher	n/a	
Associate Staff	Yes	
Central Team	Yes	

Role	Teaching and Learning Responsibility Payments	
Exec/Headteacher	n/a	The Governing Body will award TLRs as indicated in the school staffing structure and in accordance with the relevant paragraphs of the STPCD. The Local Governing Body will consult staff and the relevant Trade Unions on any proposed changes to the TLR structure. Where the Local Governing Body wish to award a TLR for a specific project where it is not attached to a post in the structure and where it is for a fixed term period only, a TLR 3 will be awarded. The value of any such TLR 3 as per the relevant paragraphs of the STPCD.
Leadership	n/a	
Teacher	Yes	
Associate Staff	n/a	
Central Team	n/a	

Role	Other Discretionary Payments	
Exec/Headteacher	Yes	The Trust has the discretion to make payments to all staff for out of school hours learning activities, voluntary school based initial teacher training activities (which are not seen as part of the ordinary running of the school) and voluntary CPD outside of the school day. Where such payments are of a permanent nature, they will be incorporated into basic pay for new appointments. Existing arrangements will continue until such time as significant changes are made to the roles. Only Leading Practitioners and members of the leadership team can be required to deliver initial teacher training activities.
Leadership	Yes	
Teacher	Yes	
Associate Staff	Yes	
Central Team	Yes	





Role	Recruitment and Retention Payments	
Exec/Headteacher	Yes	The Trust may make such payments to an employee as it considers necessary as an incentive for the recruitment of new staff and the retention of existing staff. All recruitment and retention payments must be affordable, budgeted and agreed in advance with the BDAT FARC. Where the school is making one or more such payments, they must be clear about how long this will last for and review this on a regular basis.
Leadership	Yes	
Teacher	Yes	
Associate Staff	Yes	
Central Team	Yes	

Role	Acting up Allowances	
Exec/Headteacher	n/a	Where a member of school or Trust leadership is required to act up as Headteacher, Deputy Headteacher or Assistant Headteacher, ABL or Trust Executive Leader for a period of more than four working weeks, they will be paid at an agreed point to reflect the increased responsibility.
Leadership	Yes	
Teacher	Yes	
Associate Staff	Yes	
Central Team	Yes	

Role	Sickness and Maternity	
Exec/Headteacher	Yes	Long term absence (including, but not limited to, Maternity Leave and long-term sick leave due to disability) are still eligible to be considered for pay progression
Leadership	Yes	
Teacher	Yes	
Associate Staff	Yes	
Central Team	Yes	

Role	Special Needs Allowance	
Exec/Headteacher	n/a	The Governing Body will award an SEN allowance in accordance with the range specified in the STPCD. Where a SEN allowance is to be paid, the Governing Body will determine the spot value of the allowance in accordance with the STPCD.
Leadership	n/a	
Teacher	Yes	
Associate Staff	n/a	
Central Team	n/a	





Appendix 1: Threshold Assessment Application Form

THRESHOLD ASSESSMENT APPLICATION FORM

(For teachers eligible to progress to point 1 of the Upper Pay Scale from 1 September in any year)

Name	
Teacher Reference Number	

I certify that I was on point M6 of the Main Pay Scale for teachers on or before 1 September ____ and am eligible to apply for movement to point 1 of the Upper Pay Scale with effect from 1 September _____. To move up to and through the Upper Pay Scale two consecutive successful rounds of performance management are required.

The STPCD states that an application from a qualified teacher to UPS 1 will be successful where the relevant body is satisfied:

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

I understand that the decision on my progression will be based on my performance within the four Threshold Standards taking into account my most recent Performance Management Review statement and that my achievements and contribution to the school are substantial and sustained.

I have provided a summary of the evidence from my teaching practice below that I believe demonstrates how I have met the threshold standards. (Where evidence is available from Performance Management Review statement the information should be used to complete the relevant section in the application form).

Teacher signature	
Date	

I have provided a summary of the evidence from my teaching practice that demonstrates how I believe I have met the threshold standards.

**TO BE RETURNED TO THE SCHOOL PRINCIPAL/HEADTEACHER NO LATER THAN 31 OCTOBER.
APPLICATIONS RETURNED AFTER THIS DATE WILL NOT BE CONSIDERED.**





1. Core values, understanding of the curriculum and professional knowledge.		
Principal/Headteacher decision	Met	Not met
2. Teaching and assessment of learning.		
Principal/Headteacher decision	Met	Not met
3. Contribution to raising standards through pupil achievement.		
Principal/Headteacher decision	Met	Not met
4. Effective professional development.		
Principal/Headteacher decision	Met	Not met

Outcome	Progress to UPS	Do not progress to UPS
Principal/Headteacher signature		
Date		





Appendix 2: Pay Scales

- [Central Team Pay Scale](#)
- [NJC Pay Scale](#)
- [Real Living Wage](#)
- [Teachers Pay Scale](#)

Appendix 3: Pay Range Frameworks

- [Headteacher Pay Range Framework](#)
- [Academy Business Leader Pay Range Frame](#)

