



# Carlton VC Church of England Primary School *Teachers Pay Policy 2025*

'I am the vine, you are the branches; those that abide in me and I in them will bear much fruit' (John 15:5)

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Staff  
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Date: October 2025

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Date: 1/10/25

Sourced from: BBC HR BSIC/25/08

Last reviewed on: September 2025

Next review: September 2026

## INTRODUCTION

The School Teachers' Pay and Conditions Document (STPCD) requires maintained schools and local authorities to have an annually reviewed pay policy that outlines how teachers' pay is determined and includes an appeals procedure. Where a Governing Body has chosen to retain some or all elements of performance related pay, progression may only be withheld due to poor performance. Where performance related pay has not been retained, pay progression may only be withheld if a teacher is subject to capability proceedings.

The main changes to the [STPCD 2025](#) and its accompanying guidance include provisions for the September 2025 pay award, a change to the calculation for TLRs 1 and 2 and additional information relating to flexible working.

In carrying out their delegated responsibilities, the school's Staffing Committee on Pay should give due consideration to the pay policy adopted by the school and the budget approved by the Governing Body. Additionally, the Governing Body should seek guidance from the school's HR provider where necessary.

## PAY POLICY FOR TEACHING STAFF

The following recommendations set out in the STPCD 2025 have been incorporated into the **Bedford Borough Model School Pay Policy for Teaching Staff 2025**. These apply to Bedford Borough maintained schools and Bedford Borough academies that buy into the pooled trade union facility time.

A 4% increase will be applied to all teachers' and leaders' pay ranges, advisory points and allowances from 1st September 2025. In addition from 1st September 2025, Governing Bodies may determine the value of TLR1 and TLR2 payments based on the proportion of full-time equivalent responsibility, rather than applying the pro-rata principle for part-time teachers. This change allows greater flexibility in determining TLR values.

From 1st September 2026, any existing or new TLR1 and TLR2 payments must be based on the proportion of TLR responsibilities carried out. While there is no obligation to adopt this duties-based calculation from 1st September 2025, schools are encouraged to prepare during the 2025/26 academic year. This is particularly relevant for part-time teachers currently receiving a TLR1 or TLR2, and for full-time teachers who may only be undertaking a proportion of the duties associated with the full TLR.

Consultation took place with Bedford Borough teachers' trade unions and professional associations. The Bedford Borough Model School Pay Policy for Teaching Staff 2025 was presented to and agreed by the Council's Joint Consultative and Negotiating Committee (JCNC) on Friday, 12 September 2025. This policy can be found within Chapter 3, Section 1 of the Schools Personnel Handbook, which will be updated accordingly.

## CONSULTATION AT SCHOOL / ACADEMY LEVEL

If a Governing Body wishes to amend any aspect of this Model Pay Policy, it must ensure that the Staffing Committee on Pay, in liaison with the Headteacher, consults with staff and the recognised trade unions and professional associations.

Any Bedford Borough academy that does not buy into the pooled trade union facility time, or any non-Bedford Borough school or academy adopting this Model Pay Policy, should ensure that the Staffing Committee on Pay, in liaison with the Headteacher, consults with staff and the recognised trade unions/ professional associations.

## SEPTEMBER 2025 PAY AWARD

As outlined in Schools Information Circular BBSIC 25/07, schools are reminded that for those using the Bedford Borough Payroll service, the 4% pay award will be automatically applied to teaching staff salaries in September 2025. Minimum values for TLR1, TLR2, TLR3 and SEN allowances will also be automatically uplifted.

For schools using the Bedford Borough Payroll service, requests to change any other allowance values should be made by completing the Teachers Allowance Change Form (Appendix 1) and submitting it to

[HRTransactions@bedford.gov.uk](mailto:HRTransactions@bedford.gov.uk). If submitted by the 8th of the month, the team will aim to process changes—including any backpay—within the same month. For example, forms received by 8 October will be processed for inclusion in the October payroll.