



**Buckinghamshire
Council**

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Bromcom - 2025 Teachers Pay & Import File Guidance

Working in Partnership with



Private Funds Manager
From ISTEK UK LIMITED



Where appropriate for data entry purposes, the graphics used in this document match the training data recommended for use on the course. Where the graphic is an example of what might be expected when using certain areas of the software, the training data may not be an exact match.

Revision History

Version	Change Description	Date
Version 1	Buckinghamshire Council ICT Schools Team Bromcom Help Centre	March 2025
Version 2	Buckinghamshire Council ICT Schools Team Bromcom Help Centre	Sept 2025

This booklet is designed for use with Bromcom



Bromcom - 2025 Teachers Pay & Import File Guidance

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Introduction

The information has been produced from guidance published by both the DfE and Buckinghamshire Council HR Service Desk. Please refer to the links below for further information.



<https://www.gov.uk/government/publications/school-teachers-pay-and-conditions>

https://assets.publishing.service.gov.uk/media/66ab42d5ce1fd0da7b59313b/STRB_34th_Report_2025_Accessible.pdf

SchoolsWeb Bulletin Articles issued by the HR Service Desk

[Teachers 2025/26 pay award](#)

HR Service Desk: 01296 382233

Email: hrrservicedesk@buckinghamshire.gov.uk

Refer to: HR School Bulletins – re the 2025 Teachers Pay Reviews details and information regarding the special Teacher Pay E-form process.

The ICT Schools Team have created a Teacher Import File for Schools to import.

- Ensure you read these guidance notes before importing the file.
- Once imported, the pay import file will update:
 - Teachers Pay Structure from 1st September 2025
- Schools must:
 - Update Teachers Pay Scales and Points with effect from 01/09/2025

Chapter 1 Set up & Configuration

Introduction

This guide will show you how to Create Staff Pay Scales and how to Update and Edit them. These are updated in the Administration function and then can be updated in bulk or individually on staff records.

Permissions required to complete these functions are found Administration / Maintenance Module from Config / Setup / Roles and Permissions

You can use the **Import** function to create a new **Base Pay Structure** or update an existing one. If the **Name** of the **Base Pay Structure** in the **Import** file is the same as a **Base Pay Structure** that currently exists on your system, the **Import** will automatically update the current **Base Pay Structure** with that name. If there is no existing **Base Pay Structure** matching the name of the **Base Pay Structure** in the **Import** file, a new **Base Pay Structure** will be created.

Note: When using the Import function to update an existing Base Pay Structure the import will overwrite any data with the information contained in the Import file, including historical information.

Please set the permissions of this role

Module: Administration

Expand All Collapse All

Menu Name	Access	New	Edit	Delete	Save
Administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
User Defined Fields	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lookup Tables	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doctor Surgeries	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff Absence Codes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Support Comment Banks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
User Defined Flags	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Details For User Defined Flags	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Base Pay Structure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Superannuations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safeguarding Alert Configuration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
User Defined Panels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External Links	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Downloading from SchoolsWeb:

MIS / Bromcom / HR / Teachers Pay Import Files 2025

- **Bromcom 2025 Teachers Pay Award (LF) (London Fringe Schools)**
- **Bromcom 2025 Teachers Pay Award (ROE) (Rest of England Schools)**

This is a zipped folder and must be extracted and the 4 xml files contained within saved to a location to enable import.



IMPORTANT If the **Name** of the **Base Pay Structure** in the **Import** file is the same as a **Base Pay Structure** that currently exists on your system, the **Import** will automatically update the current **Base Pay Structure** with that name. If there is no existing **Base Pay Structure** matching the name of the **Base Pay Structure** in the **Import** file, a new **Base Pay Structure** will be created.

The Import file Pay Scale name format are per the table below. If they do not match, they can be edited.

Name	Description	Hours Per Week	Weeks Per Year	Category	Active
UT ROE	Unqualified Teachers ROE	32.500	52.143	Unqualified Teachers from Sep08	Yes
TUP ROE	Teachers Upper ROE	32.500	52.143	Teachers Upper	Yes
TMS ROE	Teachers Main Scale ROE	32.500	52.143	Teachers Main	Yes
LD ROE	Leadership ROE	32.500	52.140	Leadership	Yes

Name	Description	Hours Per Week	Weeks Per Year	Category	Active
UT LF	Unqualified Teacher LF	32.500	52.143	Unqualified Teachers from Sep08	Yes
TUP LF	Teachers Upper LF	32.500	52.143	Teachers Upper	Yes
TMS LF	Teachers Main Scale LF	32.500	52.143	Teachers Main	Yes
LD LF	Leadership LF	32.500	52.143	Leadership	Yes

Setting your Correct Regional Pay Spine

Please check that your Default Regional Pay Spine applied to Staff Pay is set as the correct default

Config / Administration / Administration Defaults

This may already be selected, but worth checking before importing.

The screenshot shows the 'Administration Defaults' configuration page. The left sidebar lists various categories: ADMISSIONS, COMMUNITY, MAINTENANCE, and SCHOOL. The 'SCHOOL' category is expanded, showing 'Administration Defaults' as the selected option. The main content area displays various settings. The 'Default Regional Pay Spine applied to Staff Pay' dropdown is highlighted with a red circle and is set to 'London Fringe'. Other visible settings include 'Lawful basis for data processing' (Consent), 'FSM Review cycle' (12 months), 'Max length for Staff Code' (3), 'Locality' (empty), 'Town' (Trainingbrook), 'Administrative Area' (Derbyshire), 'Language List Type' (Long List), and 'Contact selection auto complete detail' (First address line with postcode).

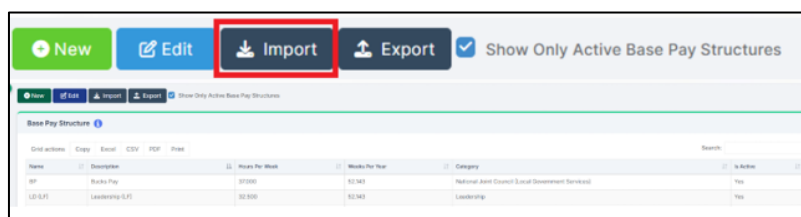
Chapter 2 Importing & updating Pay Scales

Introduction

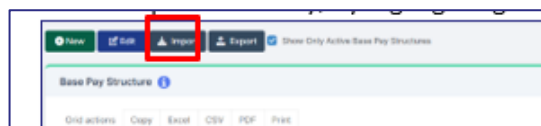
Once you have downloaded the relevant (zipped) Pay File for your School, and the contents have been saved & extracted to a convenient location; follow the guidance on importing and updating.

Import

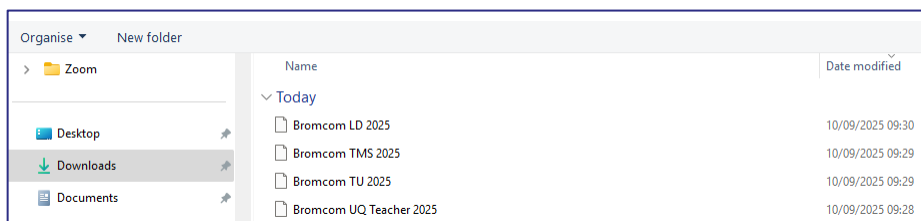
Config / Administration / Base Pay Structure



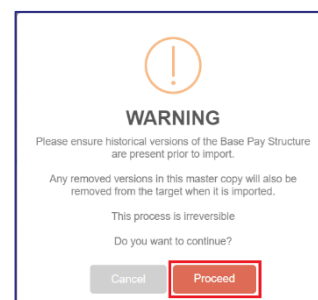
1. To **Import** a **Base Pay Structure**, click **Import** at the top of the screen.



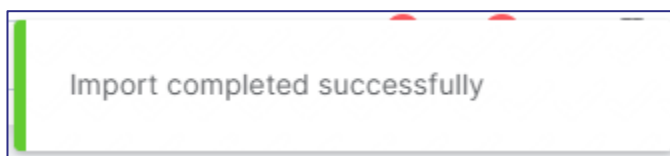
2. Navigate to the folder you saved the **Base Pay Structure** file, select it and click **Open**.



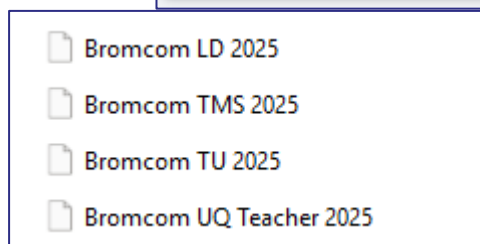
This will prompt the following **Warning**, Click **Proceed**.



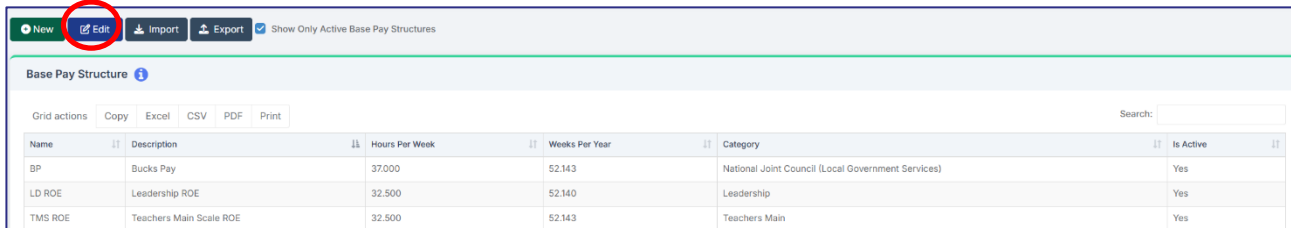
You will receive confirmation in the top right hand corner that the **Base Pay Structure** has imported successfully.



Repeat for all import files

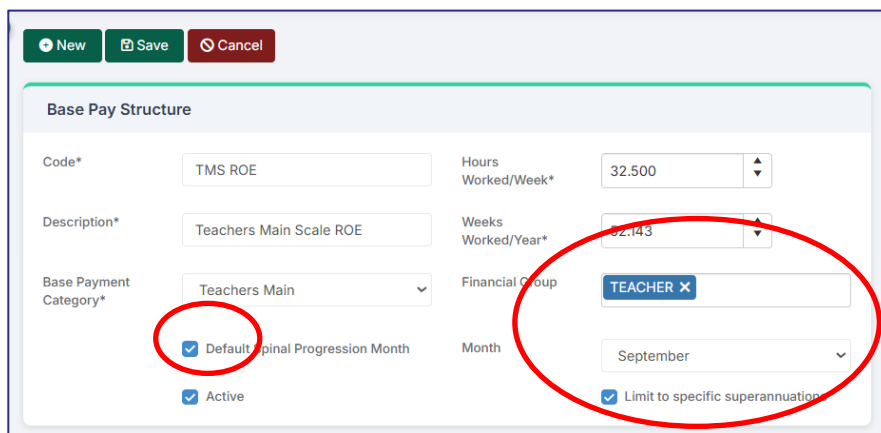


- After importing files, go to open each imported file (as above), by highlighting and clicking on Edit at the top.



Name	Description	Hours Per Week	Weeks Per Year	Category	Is Active
BP	Bucks Pay	37.000	52.143	National Joint Council (Local Government Services)	Yes
LD ROE	Leadership ROE	32.500	52.140	Leadership	Yes
TMS ROE	Teachers Main Scale ROE	32.500	52.143	Teachers Main	Yes

- Check the:
Spinal Progression is ticked
Increment Month is September
Financial Group is Teacher (if using Bromcom Finance)



Base Pay Structure

Code* TMS ROE Hours Worked/Week* 32.500

Description* Teachers Main Scale ROE Weeks Worked/Year* 52.143

Base Payment Category* Teachers Main Financial Group TEACHER

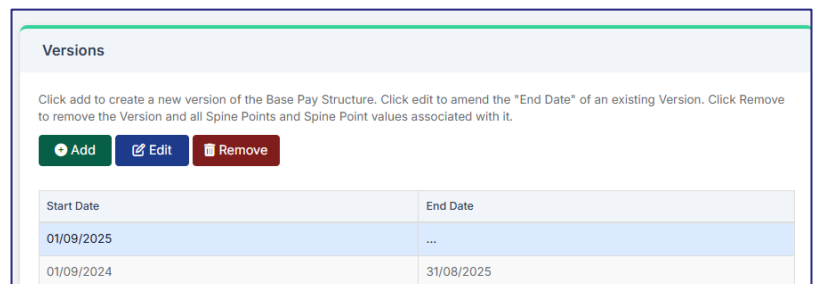
Month September

☒ Default Spinal Progression Month

☒ Active

☒ Limit to specific superannuation

- Scroll down to the **Version Panel** to check the date **01/09/2025** has been entered and **01/09/2024** has an end date of **31/08/2025**



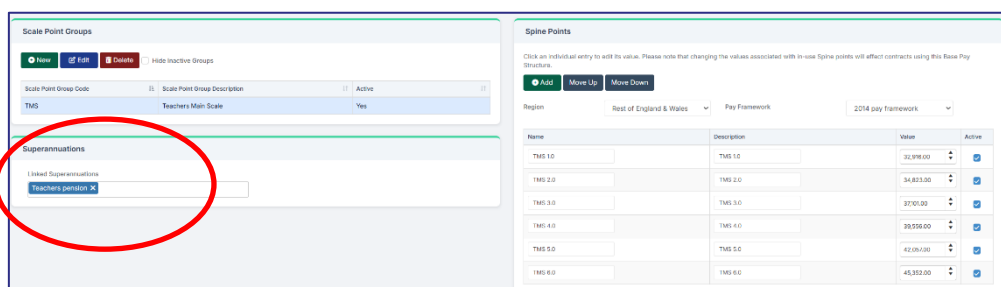
Versions

Click add to create a new version of the Base Pay Structure. Click edit to amend the "End Date" of an existing Version. Click Remove to remove the Version and all Spine Points and Spine Point values associated with it.

Add Edit Remove

Start Date	End Date
01/09/2025	...
01/09/2024	31/08/2025

- Highlight **01/09/2025** and scroll down to Spine Point Group and Spine Points panels
- Check either 'Region' as **Rest of England (ROE)** or **London Fringe (LF)** is selected to populate spine points
- Check that **Superannuations** has Teacher Pension selected.



Scale Point Groups

New Edit Delete Hide Inactive Groups

Scale Point Group Code TMS Scale Point Group Description Teachers Main Scale Active Yes

Superannuations Teachers pension

Spine Points





Click an individual entry to edit its value. Please note that changing the values associated with in-use spine points will affect contracts using this Base Pay Structure.

Add Move Up Move Down

Region Rest of England & Wales Pay Framework 2014 pay framework

Name	Description	Value	Active
TMS 1.0	TMS 1.0	32,976.00	<input checked="" type="checkbox"/>
TMS 2.0	TMS 2.0	34,823.00	<input checked="" type="checkbox"/>
TMS 3.0	TMS 3.0	37,001.00	<input checked="" type="checkbox"/>
TMS 4.0	TMS 4.0	39,556.00	<input checked="" type="checkbox"/>
TMS 5.0	TMS 5.0	42,091.00	<input checked="" type="checkbox"/>
TMS 6.0	TMS 6.0	45,352.00	<input checked="" type="checkbox"/>

If all correct, or if you made any changes, click on Save and repeat for other imported pay scales.

-  Bromcom LD 2025
-  Bromcom TMS 2025
-  Bromcom TU 2025
-  Bromcom UQ Teacher 2025

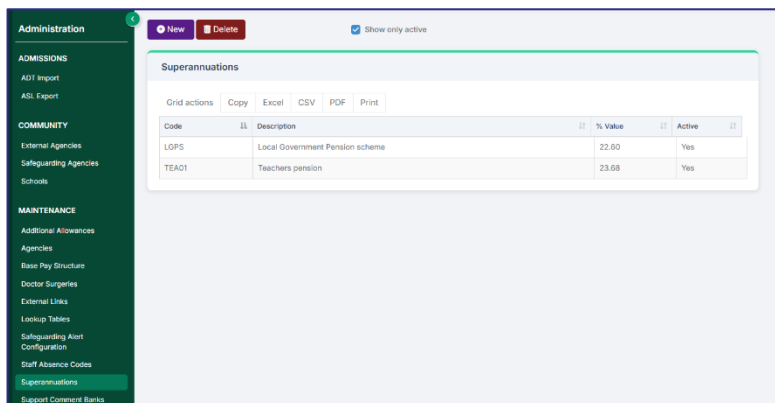
Update Superannuation Contributions

The employer contribution rate for the Teachers' Pension Scheme (TPS) in England and Wales increased to 28.68% from April 1, 2024, and the rate will remain at 28.68% in 2025.

To check the **Superannuation %**:

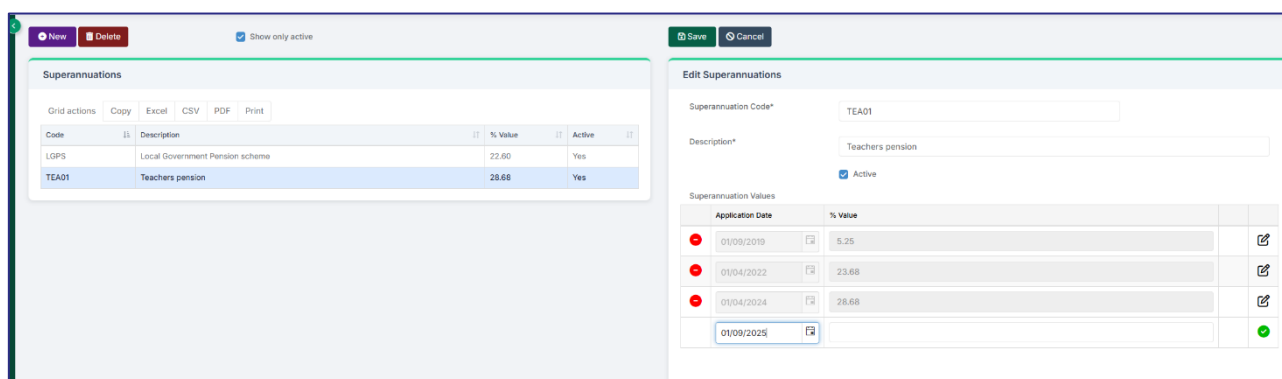
Config / Administration / Superannuation

- Click on **TEA01**
- A new line will automatically generate with a date of you 'today'. If the 2024 entry states 28.68, then you do not have to enter any new information.
- Cancel



Code	Description	% Value	Active
LGPS	Local Government Pension scheme	22.00	Yes
TEA01	Teachers pension	23.68	Yes

If there is not 2024 entry line, change the date on the new line as per the screen shot and click the **green** tick to the right, to save the new entry. Click Save at the top.



Application Date	% Value
01/09/2019	5.25
01/04/2022	23.68
01/04/2024	28.68
01/09/2025	

Chapter 3 Applying Annual Pay Increments and Allowances

It is possible to bulk uplift members of staff pay. The function allows you to view **active Staff Contracts** including **Spine Points** and **Spinal Increment Month**. You can increase the **Spine Point** for a member of **Staff** from this page. You can also filter by **Show staff with increment due in** and **Base Pay**.

From Buckinghamshire HR Bulletin - [Teachers 2025/26 pay award](#)

The process to apply the pay award on payroll remains the same as previous years:

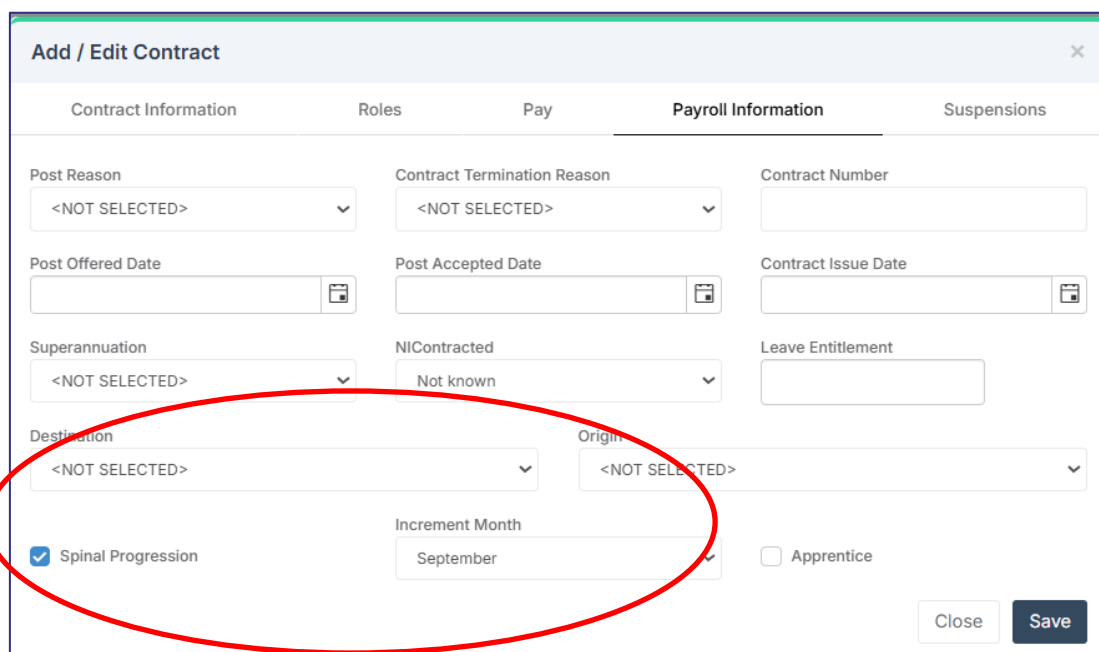
Those whose current salary or allowance falls below the new legal minimum for their pay range will receive an automatic uplift to the new legal minimum effective from the September 2025 payroll run.

Increases to minimum salaries and allowances **will be automatically applied to academy payrolls unless you advise otherwise by 10th September** (contact hrcustomerexperience@buckinghamshire.gov.uk)

Schools must manually update salaries and allowances for all other increases using the published payroll Teacher pay review forms available from 1 September.

The payroll deadline for Teacher Pay increases (only) is extended to 19 September. Increases can be submitted in future months and backdated if preferred.

Please note: it is only possible to bulk uplift if the Spinal Progression has been ticked and the Increment Month entered, on the contract Payroll Information for each member of staff.



The screenshot shows the 'Add / Edit Contract' form with the following fields and options:

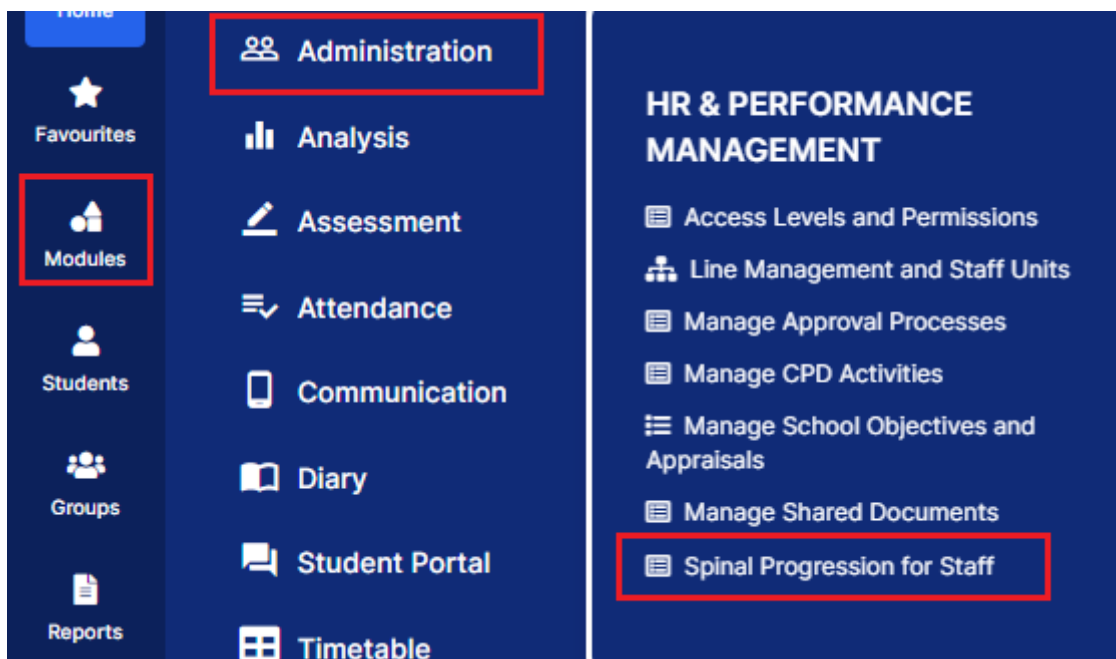
- Contract Information:** Post Reason (<NOT SELECTED>), Post Offered Date, Superannuation (<NOT SELECTED>), Destination (<NOT SELECTED>).
- Roles:** Contract Termination Reason (<NOT SELECTED>), Post Accepted Date, NIContracted (Not known).
- Pay:** Increment Month (September).
- Payroll Information:** Contract Number, Contract Issue Date, Leave Entitlement, Origin (<NOT SELECTED>), ☒ Spinal Progression, ☐ Apprentice.
- Suspensions:** (Empty section).

A red circle highlights the 'Spinal Progression' checkbox and the 'Increment Month' dropdown, indicating that these fields must be completed for bulk uplift.

Staff Spinal Progression

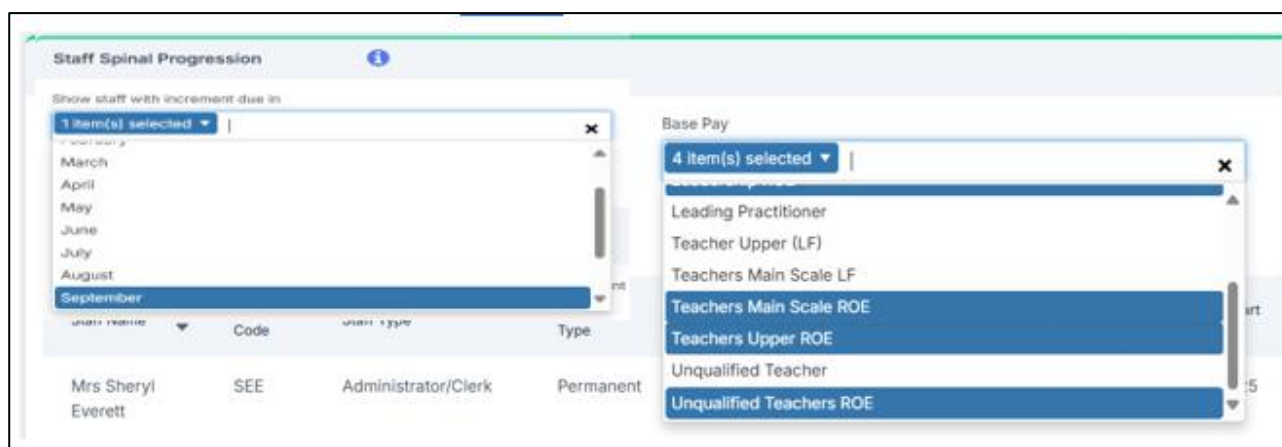
A user can **Manage Spine Points**, meaning you can increase the **Spine Point** for **Members of Staff** to come into effect on a specific date. Select a **Member(s) of Staff** followed by the blue button **Manage Spine Points**.

Modules / Administration / HR & Performance Management / Spinal Progression for Staff.



Manage Spine Points

1. Select the Increment Month as **September**
2. Select all or individual Base Pay; the relevant staff will appear in the list.



3. Highlight those whose pay will be incremented (hold down ctrl & select)
4. Then click on '**Manage Spine Points**' blue button on right.

If the start of the increment date is before the date of entry, you will receive a warning: *You are about to create a new pay s for these staff members with a date earlier than today's date. Are you sure you want to make this change?* This is an acceptable scenario

Manage Spine Points

Staff Name	Staff Code	Contract Start Date	Base Pay	Scale Point Group	Spine Point From	Spine Point To	Region	Status
Mrs Sheryl Everett	SEE	02/05/2025	Teachers Main Scale ROE	TMS	TMS 1.0	TMS 2.0	Rest of England & Wales	✓
Samantha Bracken	SB	12/01/2025	Teachers Main Scale ROE	TMS	TMS 2.0	TMS 3.0	Rest of England & Wales	✓

⚠ You are about to create a new pay s for these staff members with a date earlier than today's date. Are you sure you want to make this change?

Apply changes on a specific date*:

01/09/2025

Close

Increase Spine Point

Note:

If the **Staff Member** is at the top of the **Spine Point** for their **Base Pay**, you will need to move that **Staff Member** to the next group manually.

The specified start date must be within the start and end dates of the contract.

Manage Spine Points

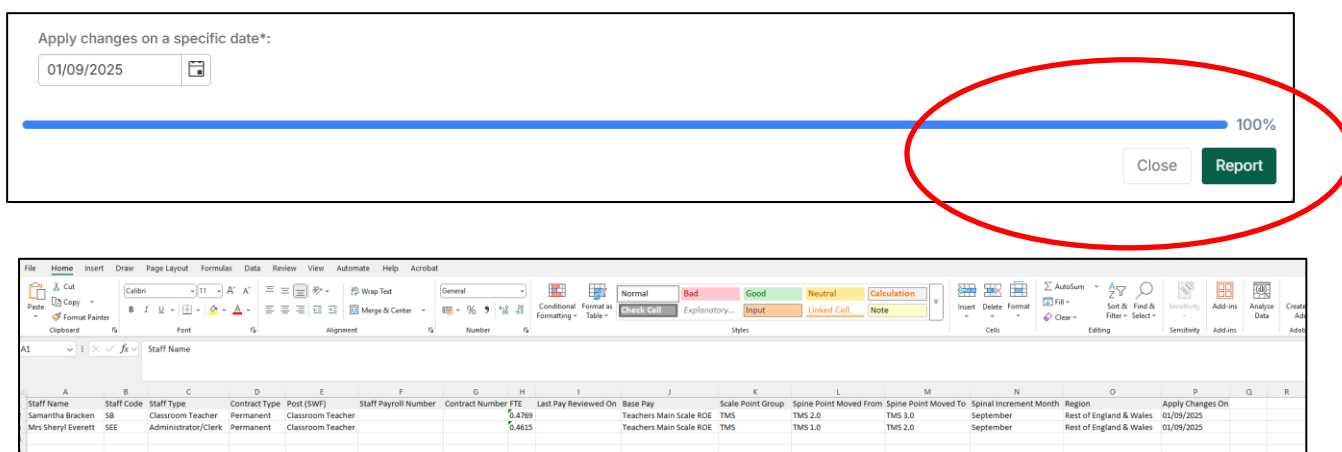
Staff Name	Staff Code	Contract Start Date	Base Pay	Scale Point Group	Spine Point From	Spine Point To	Region	Status
Miss Sarah Abram	t03	20/05/2009	Leadership ROE	ALL	L3	L4	Rest of England & Wales	⚠ No next spine point available. Miss Stephanie Barrett is already at the highest spine point in their Scale Point Group.
Miss Stephanie Barrett	SID	28/06/2005	DNU2	ALL	M6	N/A	Rest of England & Wales	⚠
Mr Cameron Craven	VM	24/04/2006	National Joint Council for Local Government Services	ALL	8	9	Rest of England & Wales	✓
Mr Chad Tailor	CT	01/09/2011	DNU2	ALL	M1	M2	Rest of England & Wales	✓
Mr David Bond	DBo	20/06/2018	Teachers Main Scale ROE	TMS	TMS 3.0	TMS 4.0	Rest of England & Wales	✓
Mr Doug Bradley	t04	04/08/2017	DNU2	ALL	M5	M6	Rest of England & Wales	✓
Mr Ian Carroll	ICC	03/08/2017	National Joint Council for Local Government Services	ALL	7	8	Rest of England & Wales	✓

⚠ 2 of the contracts have an issue, you can check them out on the "Status" column of the table. Click here to remove the invalid entries from the table and continue the progression process. The invalid items will not be able to increase.

5. Click on **Increase Spine Point** to the right

The increase will process and you will receive a successful notification at the top right of the Bromcom page.

The screen will change with a blue line & 100% notification. A report option will also appear. Click on this to open the report to print or save, if required.



On selecting **Increase Spine Point** the existing contract is preserved with **no end date**, and the existing pay record set to end on the day before the date specified by the user. A **new pay record** for the **new spine point** is created in the contract with a start date specified by the user.

Add / Edit Contract				
Contract Information	Roles	Pay	Payroll Information	Suspensions
Click to Add New Pay				
Teachers Main Scale ROE	01/09/2025	Sheryl Everett	Active	
Teachers Main Scale ROE	02/05/2025 - 31/08/2025	Sheryl Everett	Inactive	

Allowances

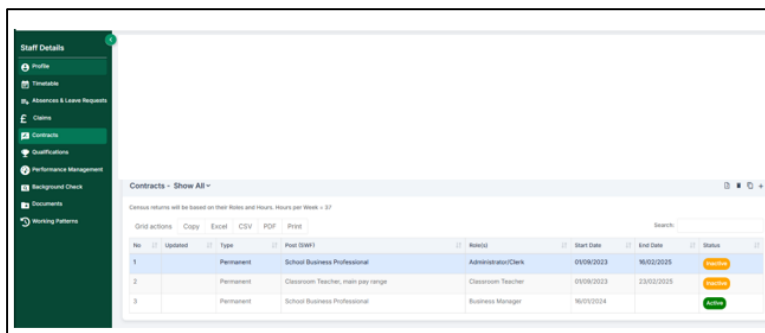
The following table provides the 2025 **minimum** and **maximum** figures for allowances and which Service Term is applicable:

Code	Allowance Description	Amounts
TLR1	Teaching and Learning Responsibility 1	Min. = £10,174 Max. = £17,216
TLR2	Teaching and Learning Responsibility 2	Min. = £3,527 Max. = £8,611
TLR3	Teaching and Learning Responsibility 3	Min. = £702 Max. = £3478
SPN1	Special Needs 1	Min. = £2,787 Max. = £5,497

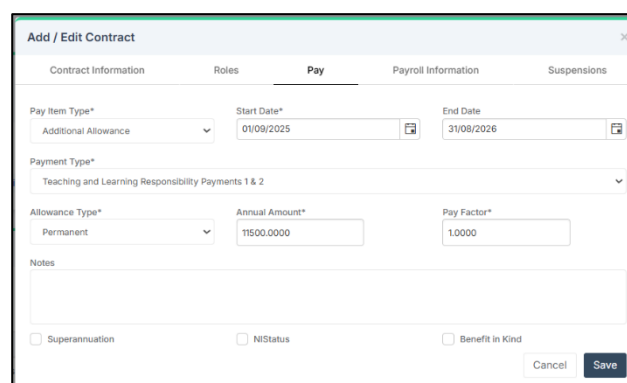
Please ensure staff who are entitled to an Allowance are updated with a new allowance and pay details. .

Add Allowance to Staff Record

1. Open a staff record **Staff / Name of Staff / View / Contracts** (on left of staff profile)
2. Double click on a **Contract** to see the **Add/Edit Contract** pop up.
3. From the **Pay** tab choose **Additional Allowance as the Pay Item Type**
4. Complete the * fields
5. Click on **Save**



No	Updated	Type	Post Start	Role	Start Date	End Date	Status
1		Permanent	School Business Professional	Administration/Clerk	01/08/2023	31/08/2025	Active
2		Permanent	Classroom Teacher, main pay range	Classroom Teacher	01/08/2023	31/08/2025	Active
3		Permanent	School Business Professional	Business Manager	16/01/2024		Active



Add / Edit Contract

Contract Information Roles Pay Payroll Information Suspensions

Pay Item Type* Additional Allowance Start Date* 01/09/2025 End Date 31/08/2026

Payment Type* Teaching and Learning Responsibility Payments 1 & 2

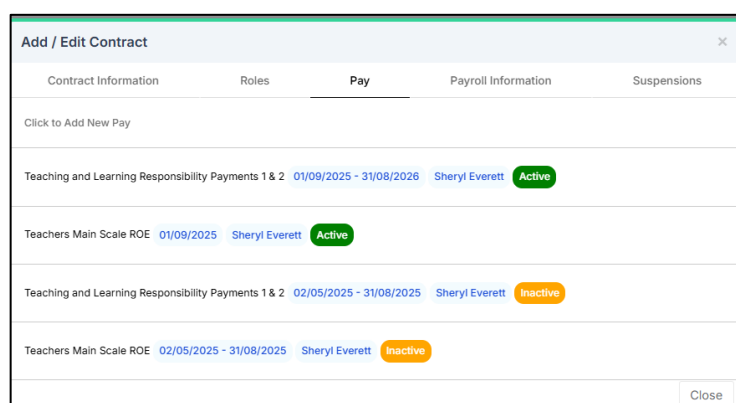
Allowance Type* Permanent Annual Amount* 11500.0000 Pay Factor* 1.0000

Notes

☐ Superannuation ☐ Nil Status ☐ Benefit in Kind

Cancel Save

Don't forget to end the previous allowance as of **31/08/2025**



Add / Edit Contract

Contract Information Roles Pay Payroll Information Suspensions

Click to Add New Pay

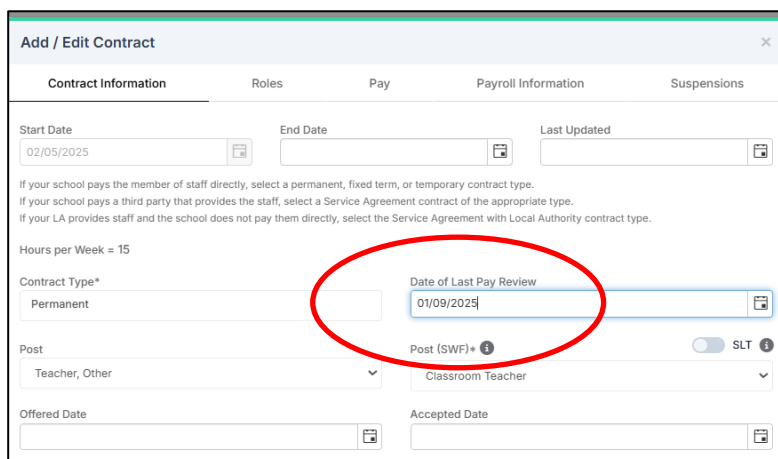
Teaching and Learning Responsibility Payments 1 & 2	01/09/2025 - 31/08/2026	Sheryl Everett	Active
Teachers Main Scale ROE	01/09/2025	Sheryl Everett	Active
Teaching and Learning Responsibility Payments 1 & 2	02/05/2025 - 31/08/2025	Sheryl Everett	Inactive
Teachers Main Scale ROE	02/05/2025 - 31/08/2025	Sheryl Everett	Inactive

Close

Update Pay Review Dates

This cannot be done in bulk.

The simplest method is to complete whilst updating or checking the new pay information or Allowances:



Add / Edit Contract

Contract Information Roles Pay Payroll Information Suspensions

Start Date 02/05/2025 End Date Last Updated

If your school pays the member of staff directly, select a permanent, fixed term, or temporary contract type.
If your school pays a third party that provides the staff, select a Service Agreement contract of the appropriate type.
If your LA provides staff and the school does not pay them directly, select the Service Agreement with Local Authority contract type.

Hours per Week = 15

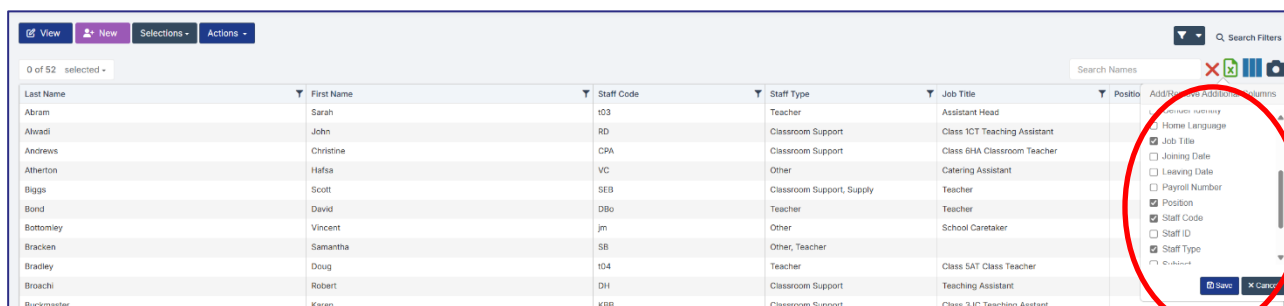
Contract Type* Permanent Date of Last Pay Review 01/09/2025

Post Teacher, Other Classroom Teacher Post (SWF)* SLT

Offered Date Accepted Date

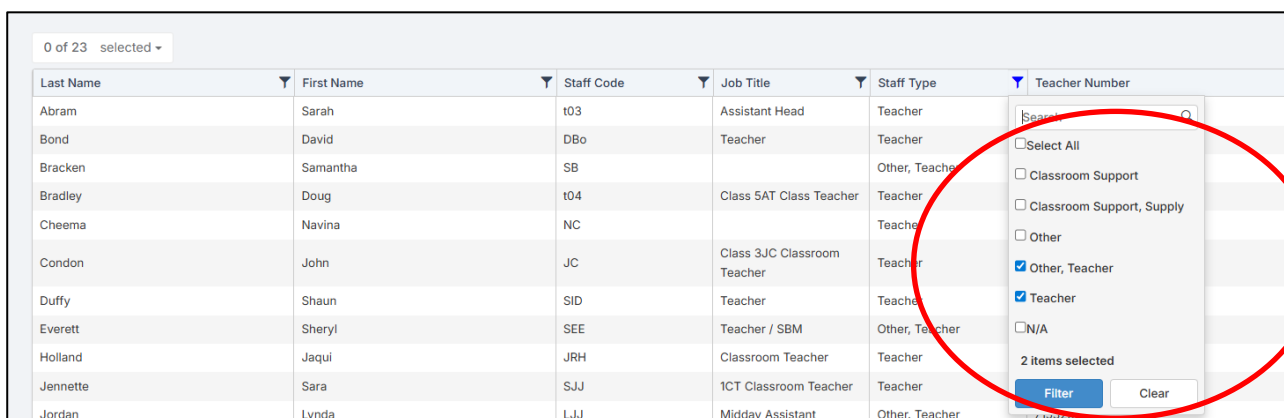
If doing at a later date:

1. Click on Staff icon on left to view all current Staff.
2. Add Additional columns (on the right), to view **Job Title** or **Staff Type**



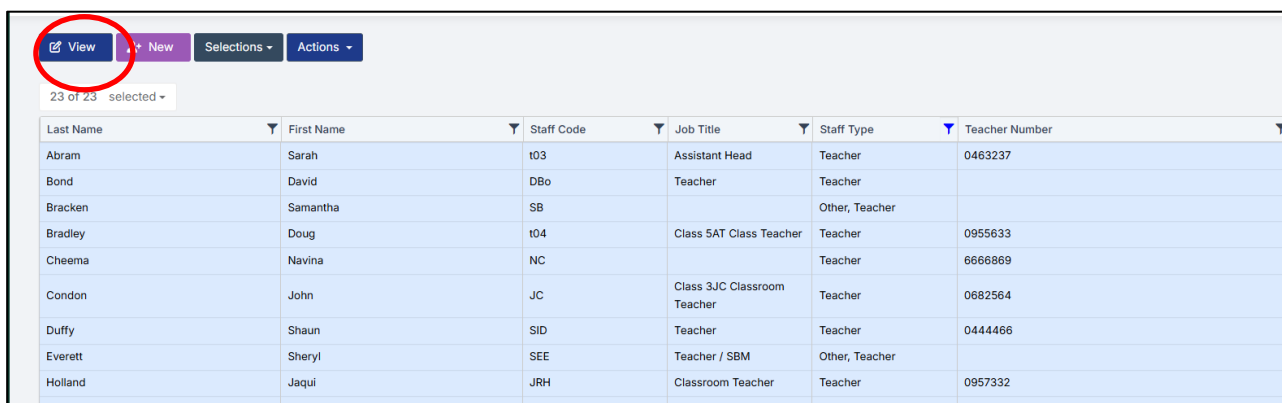
Last Name	First Name	Staff Code	Staff Type	Job Title	Position
Abram	Sarah	t03	Teacher	Assistant Head	
Aleadi	John	RD	Classroom Support	Class 1CT Teaching Assistant	
Andrews	Christine	CRA	Classroom Support	Class 6HA Classroom Teacher	
Atherton	Hafsa	VC	Other	Catering Assistant	
Biggs	Scott	SEB	Classroom Support, Supply	Teacher	
Bond	David	DBo	Teacher	Teacher	
Bottomley	Vincent	jm	Other	School Caretaker	
Bracken	Samantha	SB	Other, Teacher		
Bradley	Doug	t04	Teacher	Class SAT Class Teacher	
Broochi	Robert	DH	Classroom Support	Teaching Assistant	
Buckmaster	Karen	KBB	Classroom Support	Class 3JC Teaching Assistant	

3. Filter on either Job Title or Staff Type to select relevant Roles



Last Name	First Name	Staff Code	Job Title	Staff Type	Teacher Number
Abram	Sarah	t03	Assistant Head	Teacher	
Bond	David	DBo	Teacher	Teacher	
Bracken	Samantha	SB	Other, Teacher	Other, Teacher	
Bradley	Doug	t04	Class SAT Class Teacher	Teacher	
Cheema	Navina	NC		Teacher	
Condon	John	JC	Class 3JC Classroom Teacher	Teacher	
Duffy	Shaun	SID	Teacher	Teacher	
Everett	Sheryl	SEE	Teacher / SBM	Other, Teacher	
Holland	Jaqui	JRH	Classroom Teacher	Teacher	
Jennette	Sara	SJJ	1CT Classroom Teacher	Teacher	
Jordan	Lynda	LJJ	Midday Assistant	Other, Teacher	

4. Once you have all the relevant staff listed, click on the **Selections** button at the top and **Select All** to highlight
5. Click on **View** button at the top to open the first record, the Next and Previous buttons at the top will move you onto the next staff record, when ready



Last Name	First Name	Staff Code	Job Title	Staff Type	Teacher Number
Abram	Sarah	t03	Assistant Head	Teacher	0463237
Bond	David	DBo	Teacher	Teacher	
Bracken	Samantha	SB		Other, Teacher	
Bradley	Doug	t04	Class SAT Class Teacher	Teacher	0955633
Cheema	Navina	NC		Teacher	6666869
Condon	John	JC	Class 3JC Classroom Teacher	Teacher	0682564
Duffy	Shaun	SID	Teacher	Teacher	0444466
Everett	Sheryl	SEE	Teacher / SBM	Other, Teacher	
Holland	Jaqui	JRH	Classroom Teacher	Teacher	0957332
Jennette	Sara	SJJ	1CT Classroom Teacher	Teacher	0943307

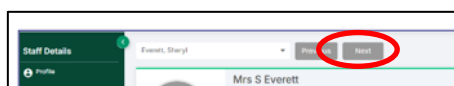
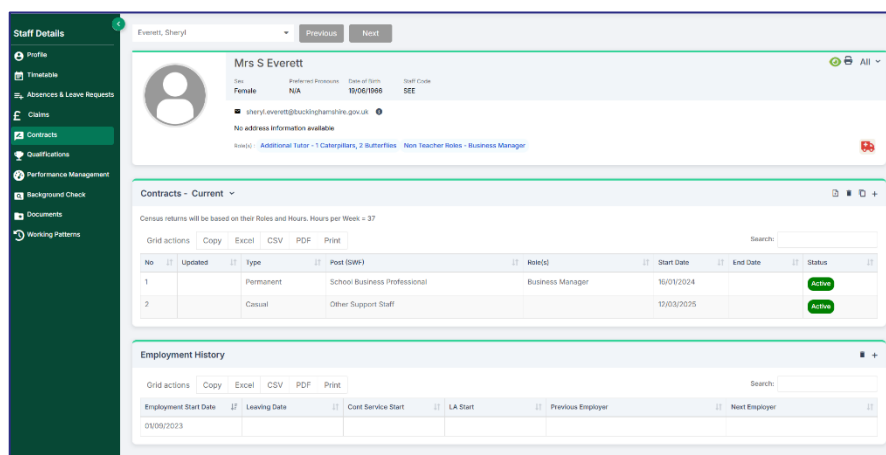
Update Pay Review Dates

1. Select the **Contracts** tab
2. Double click on the **Contract(s)** that are active.

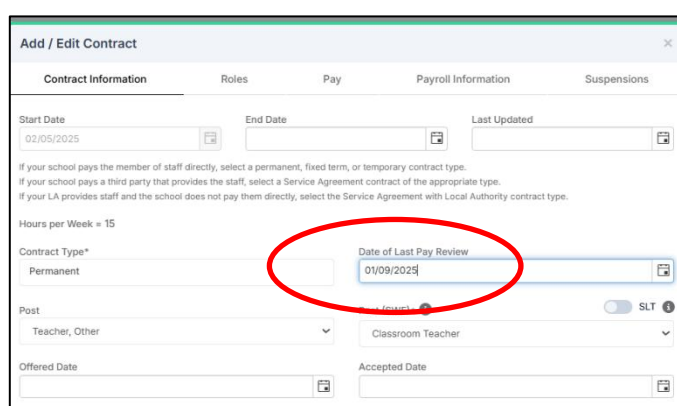
This will open the **Contract Information**, where you can enter the **Date of Last Pay Review**.

3. Save at the bottom.

Repeat for each staff member by using the **Next button at the top** for the next staff record.

No	Updated	Type	Post (SW)	Role(s)	Start Date	End Date	Status
1		Permanent	School Business Professional	Business Manager	16/01/2024		Active
2		Casual	Other Support Staff		10/03/2025		Active



Add / Edit Contract

Contract Information Roles Pay Payroll Information Suspensions

Start Date: 02/05/2025 End Date: Last Updated:

If your school pays the member of staff directly, select a permanent, fixed term, or temporary contract type.
If your school pays a third party that provides the staff, select a Service Agreement contract of the appropriate type.
If your LA provides staff and the school does not pay them directly, select the Service Agreement with Local Authority contract type.

Hours per Week = 15

Contract Type*: Permanent

Date of Last Pay Review: 01/09/2025

Post: Teacher, Other Classroom Teacher

Offered Date: Accepted Date:



Appendix A Teachers Pay from 1st September 2025

Teachers Main	Rest of England	London Fringe
M1 (Minimum)	£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 (Maximum)	£45,352	£46,839
Teachers Upper	Rest of England	London Fringe
U1 (Minimum)	£47,472	£48,913
U2	£49,232	£50,668
U3 (Maximum)	£51,048	£52,490
Unqualified Teachers	Rest of England	London Fringe
1 (Minimum)	£22,601	£24,066
2	£25,193	£26,656
3	£27,785	£29,248
4	£30,071	£31,532
5	£32,667	£34,126
6 (Maximum)	£35,259	£36,718
Lead Practitioners	Rest of England	London Fringe
1 (Minimum)	£52,026	£53,460
2	£53,332	£54,766
3	£54,663	£56,096
4	£56,022	£57,464
5	£57,418	£58,860
6	£58,857	£60,299
7	£60,443	£61,885
8	£61,836	£63,272
9	£63,381	£64,820
10	£65,010	£66,444
11	£66,695	£68,131
12	£68,233	£69,674
13	£69,937	£71,380
14	£71,682	£73,120
15	£73,465	£74,898
16	£75,419	£76,858
17	£77,150	£78,598
18 (Maximum)	£79,092	£80,528
Leadership	Rest of England	London Fringe
L1 (Minimum)	£51,773	£53,198
L2	£53,069	£54,496
L3	£54,394	£55,822



L4	£55,747	£57,183
L5	£57,137	£58,573
L6	£58,569	£60,001
L7	£60,145	£61,582
L8	£61,534	£62,962
L9	£63,070	£64,500
L10	£64,691	£66,120
L11	£66,368	£67,796
L12	£67,898	£69,332
L13	£69,596	£71,030
L14	£71,330	£72,763
L15	£73,105	£74,532
L16	£75,049	£76,481
L17	£76,772	£78,215
L18	£78,702	£80,134
L19	£80,655	£82,084
L20	£82,654	£84,092
L21	£84,699	£86,138
L22	£86,803	£88,237
L23	£88,951	£90,381
L24	£91,158	£92,595
L25	£93,424	£94,854
L26	£95,735	£97,170
L27	£98,106	£99,537
L28	£100,540	£101,967
L29	£103,030	£104,462
L30	£105,595	£107,018
L31	£108,202	£109,637
L32	£110,892	£112,328
L33	£113,646	£115,083
L34	£116,456	£117,891
L35	£119,350	£120,786
L36	£122,306	£123,737
L37	£125,345	£126,780
L38	£128,447	£129,880
L39	£131,578	£133,006
L40	£134,860	£136,299
L41	£138,230	£139,662
L42	£141,693	£143,128
L43 (Maximum)	£143,796	£145,218



Allowances

The following table provides the 2025 **minimum** and **maximum** figures for allowances and which Service Term is applicable:

Code	Allowance Description	Amounts
TLR1	Teaching and Learning Responsibility 1	Min. = £10,174 Max. = £17,216
TLR2	Teaching and Learning Responsibility 2	Min. = £3,527 Max. = £8,611
TLR3	Teaching and Learning Responsibility 3	Min. = £702 Max. = £3,478
SPN1	Special Needs 1	Min. = £2,787 Max. = £5,497

