



**Buckinghamshire
Council**

ICT SCHOOLS TEAM

MIS, Financial Systems and Technical Support

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SIMS 2025 Teachers Pay Related Guidance

Working in Partnership with



Private Funds Manager
From ISTEK UK LIMITED





SIMS 2025 Teachers Pay Related Guidance

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Introduction

The ICT Schools Team have created a 2025 Teachers Pay Related File for **Buckinghamshire Schools** to import to update **Teachers and Leadership salary ranges** and some **allowances** in SIMS.

The Pay Related File is for schools who have converted to **Salary Ranges ONLY**.

For schools using **Pay Scales**, refer to **Chapter 2: Updating Service Terms Manually**.

“Exception Log” Error Message when Importing Pay File

If you experience “exception message” errors when importing the Teacher Pay import file, eg. if some or all of the Service Terms do not import, these will have to be **updated manually**.

Errors will be due to historic changes in SIMS which cannot be amended or deleted.

Refer to **Chapter 2: Updating Service Terms Manually in SIMS** for instructions.

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

<https://schoolsweb.buckinghamshire.gov.uk/>

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.



SIMS to SAP Schools & Non SIMS to SAP Schools

Salary Increases

- The Teachers Pay Review e-form **is mandatory** for both SIMS to SAP and non SIMS to SAP Schools.
- Teachers **salary changes** sent via SIMS to SAP will be ignored.
- Contract changes to hours and allowances can still be completed via SIMS to SAP in the usual way.
- The completed e-form must be emailed to the HR Service Desk:
hrservedesk@Buckinghamshire.gov.uk to confirm you have completed this.
- If you need to make additional changes to teacher salaries after the initial submission, you will be able to complete the e-form again.

Allowances

SIMS to SAP Schools:

- As you are aware, the SAP system no longer hold end dates for TLR1, TLR2 and SEN allowances; the payments will continue each year, at the same rate, until HR are advised otherwise.
- Other Allowances in SAP, will end on the date submitted by the School.
- ALL allowances should still have an end data in SIMS, as per the guidance in the SIMS to SAP manual.
- Enter a new line in SIMS, effective 1st September and ensure the end date and FTE amount is also entered. This applies to all allowance descriptions, including TLR1, TLR2 and SEN.
- To end a TLR1, TLR2 or SEN allowance, you must email the HR Service Desk to advise them.

Non SIMS to SAP Schools:

- As you are aware, the SAP system no longer hold end dates for TLR1, TLR2 and SEN allowances; the payments will continue each year, at the same rate, until HR are advised otherwise.
- Other Allowances in SAP, will end on the date submitted by the School.
- All allowances will need to be reviewed and new rates submitted via LVTC, effective 1st September 2025, if applicable.

Latest Pay Review Date

Ensure all **teaching staff** have their latest pay review date entered correctly. See **Latest Pay Review Date, page 10**.

The **2025 School Workforce Census Return** will require a pay review for each contract. This must be completed individually on each contract which was/is open between 01/09/2024 and School Workforce Census 6th November 2025.

Service Term Weeks/Year	52.1430
Weeks/Year	52.1430
Pro Rata	1.0000
Pro Rata	1.0000
Latest Pay Review Date	01/09/2025
Reason for Leaving	

Chapter 1 Downloading Pay Related Files and Importing into SIMS

Introduction

Please find instructions below for downloading and importing the 2025 Teachers Pay Award files into SIMS. Ensure you have read these guidance notes prior to importing the file.

Important Note:

The Pay Related File is for Salary Ranges **ONLY** and should not be used if your school is using Scales.

Downloading the Pay Files from SchoolsWeb

<https://schoolsweb.buckinghamshire.gov.uk/ict-zone/schools-mis-team/sims-downloads/>

SIMS | SIMS Downloads | Personnel | SIMS Teachers Pay Award 2025

Note: There are **two** files available:

- **SIMS Teachers Import File Sept 2025 – LF** (London Fringe Schools)
- **SIMS Teachers Import File Sept 2025 – RoE** (Rest of England Schools)

1. **Select** the correct Import File for your School (LF or ROE)
2. Download and save the (zipped) file to a convenient location
3. Unzip the file and the **Guidance Notes** and **BOTH .xml** files to the **SAME** location

NOTE: The **two** Pay Import Files must be saved in the same location for successful import into SIMS:

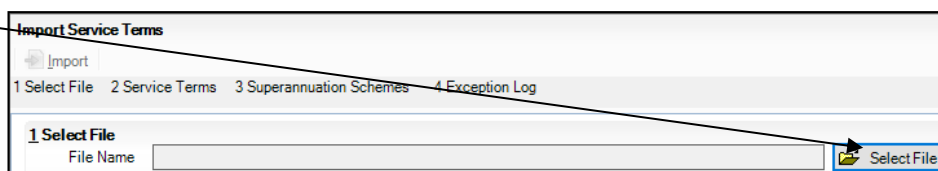
- one ending in **.xml**
- one ending in **.xml.signature**

It is necessary to update the **SIMS Personnel** module with the 2025 Teachers Pay Award.

Importing the Teachers Pay Import File into SIMS

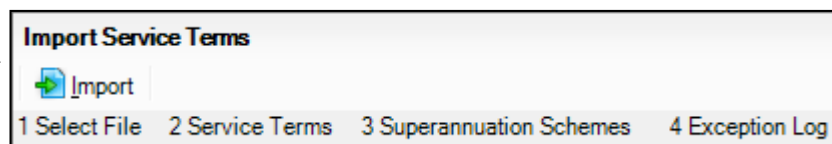
1. **Tools | Staff | Pay Related Import**

2. Click **Select File**



3. Browse to the location and highlight the **SIMS Teachers Pay Related.xml** file.
4. Click **Open**.
5. If you are unable to 'see' this file, it usually means that only one of the two .xml files were saved. Repeat steps 1–3.
6. The **.xml** will be displayed in the File Name box

7. Click **Import**



 **Service Terms imported successfully.** will be displayed above  in the bottom left-hand corner of the screen task bar.

8. Close screen.

“Exception Log” Error Message on Import

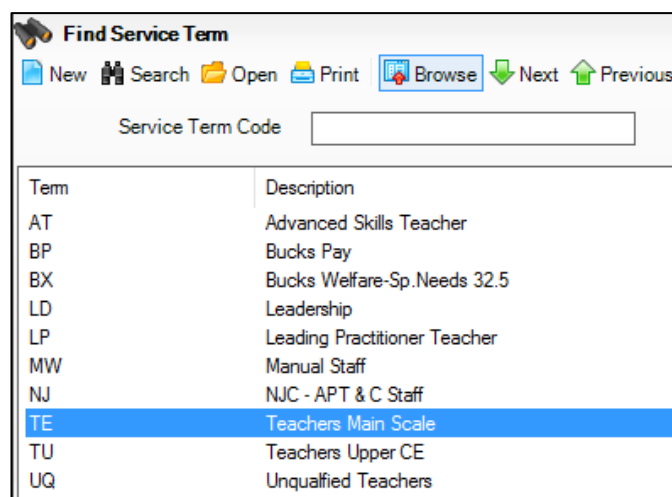
In previous years, if you have experienced “exception message” errors when importing the Teacher Pay import file, eg. if some or all of the Service Terms do not import, you will have to update them manually.

Please refer to **Chapter 2: Updating Service Terms Manually in SIMS** for instructions.

Checking Teachers Service Term Tables

To check the new Pay Rates in the **Teachers** Service Terms:

1. **Tools | Staff | Pay Related**
2. Click **Search**
3. Highlight & Open one of the Terms eg.
TE – Teachers Main Scale to display the following screen.



4. Ensure the **Salary Range** is showing as **01/09/2025**.

5. Close the screen.

6. Repeat the above steps to check:

LD – Leadership

TU – Teachers Upper CE

UQ – Unqualified Teachers

LP – Leading Practitioner

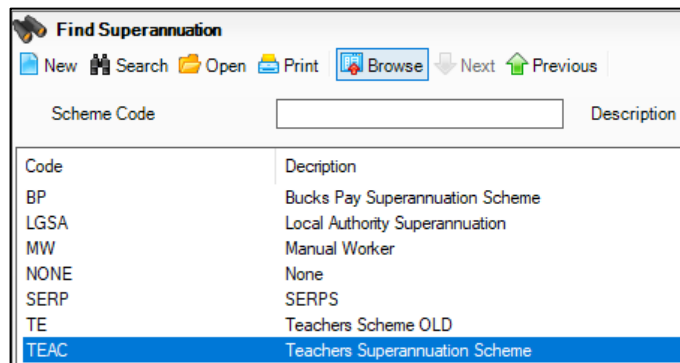
3 Pay Awards by Salary Range				
Types	Code	Description	Hidden	Pay Scale
	LDSR	Leadership Salary Range		Leadership
Salary Range	Award Date	Minimum Amount	Maximum Amount	
	01/09/2025	51773	143798	
	01/09/2024	49781	138265	
	01/09/2023	47185	131056	
	01/09/2022	44305	123057	

Note: The minimum and maximum amounts vary depending on whether the pay range is for Rest of England or London Fringe.

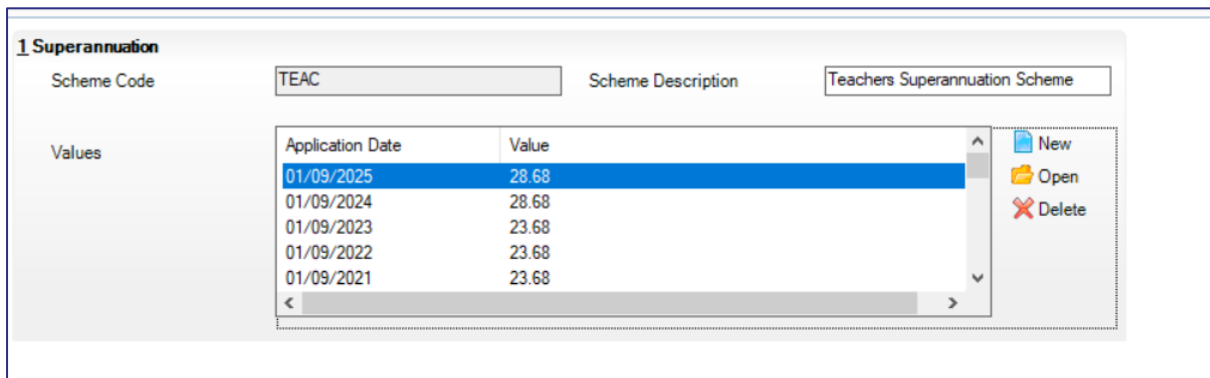
If any details are missing, refer to **Chapter 2 Updating Service Terms Manually**

Checking Teachers Superannuation Scheme Contributions

1. **Tools | Staff | Superannuation**
2. Click **Search**
3. Select **Teachers Superannuation Scheme** and double click or select **Open**.

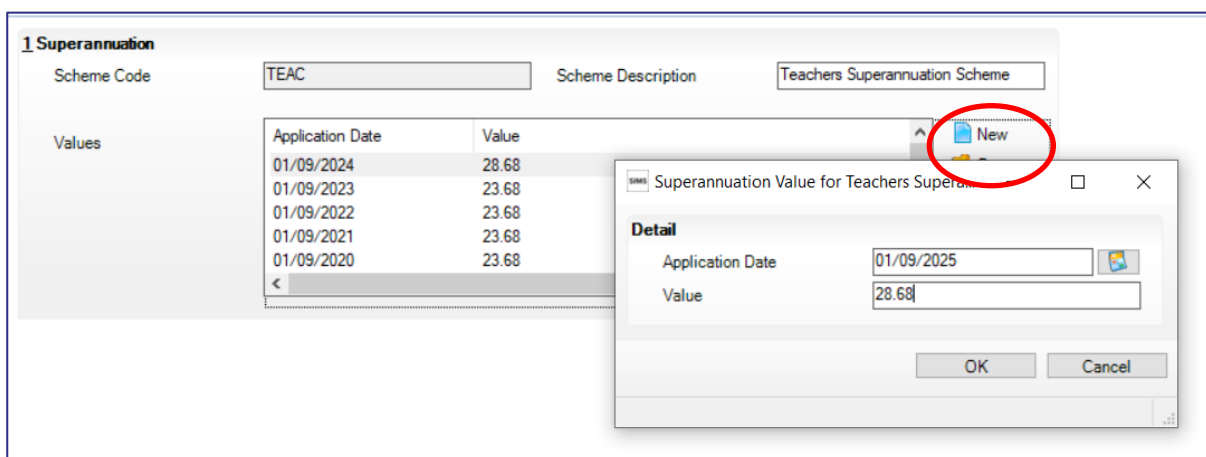


4. Check the **Application Date** is **01/09/2025**
5. Check the **Value** is **28.68**



If the details are missing:

6. Select **New**
7. Enter **Application Date** of **01/09/2025**
8. Enter **Value** of **28.68**
9. Select **OK** and **Save**.

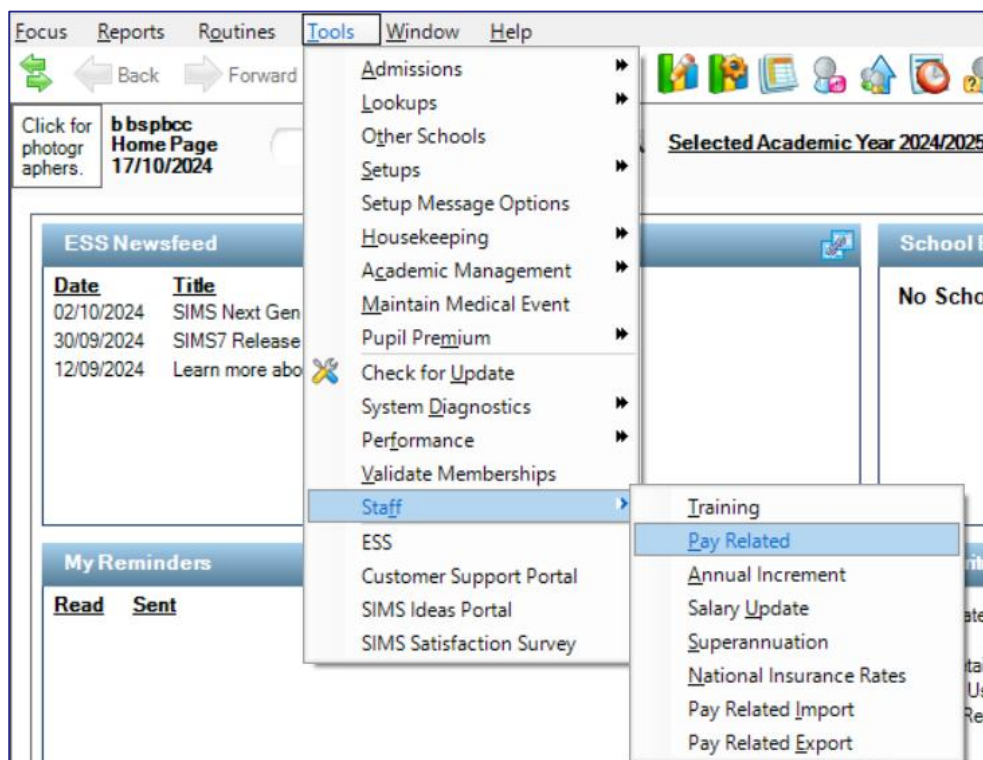


Chapter 2 Updating Service Terms Manually

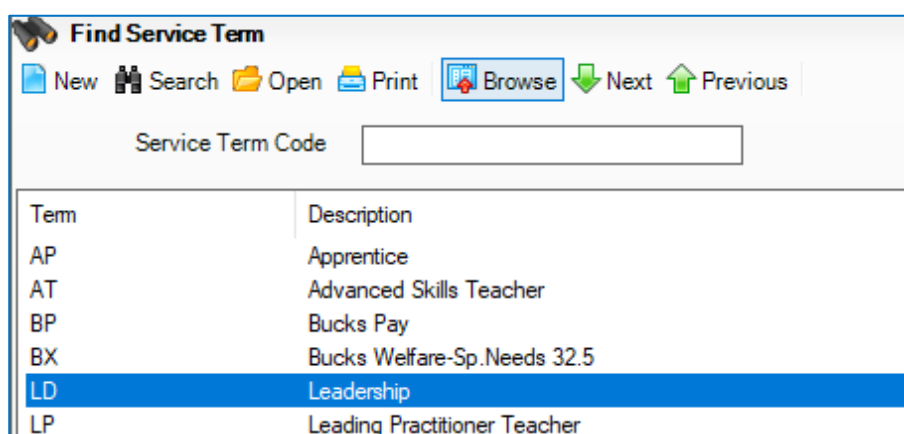
Introduction

If you are unable to import the pay related file into SIMS for some, or all of the service terms, these will need to be entered manually.

Tools | Staff | Pay Related



1. Highlight to select the relevant Service Term eg. **LD - Leadership**. Double-click or select **Open**.



2. Go to **Panel 3: Pay Awards by Salary Range**.
3. In the **Salary Range** panel, select **New**.
4. Enter the relevant **Minimum Amount** and **Maximum Amount**.
Refer to **Chapter 4** for the relevant Teachers Pay Ranges and Allowances.
5. Enter **Award Date** of **01/09/2025**.

Service Term Details for Leadership

Save Undo Print

1 Service Term 2 Pay Awards 3 Pay Awards by Salary Range 4 Allowances 5 Posts 6 Superannuation 7 Financial Sub-groups

1 Service Term

Code: LD Salaried: ☒ Pay Pattern: Hours Worked/Week: 32.5000

Description: Leadership Term Type: Only Possible: ☐ Weeks: Teacher: Hidden:

Award by Salary Range: ☒ Effective 1st: September 2023

2 Pay Awards

3 Pay Awards by Salary Range

Types

Code	Description
LDSR	Leadership Salary Range

Salary Range

Award Date	Minimum Amount	Maximum Amount
01/09/2024	49781	138265
01/09/2023	47185	131056
01/09/2022	44305	123057
01/09/2021	42195	117197

Add New Salary Range for Leadership Salary Range

Detail

Minimum Amount: 51773

Maximum Amount: 143796

Award Date: 01/09/2025

OK Cancel

Delete

New Open Delete

3 Pay Awards by Salary Range

Types

Code	Description	Hidden	Pay Scale
LDSR	Leadership Salary Range		Leadership

Salary Range

Award Date	Minimum Amount	Maximum Amount
01/09/2025	51773	143796
01/09/2024	49781	138265
01/09/2023	47185	131056
01/09/2022	44305	123057

New Open Delete

6. **Repeat** for any Service Terms not imported.
7. Ensure all **Allowances** are also updated.

Chapter 3 Updating Teacher's Salary Records & Allowances

Introduction

Having either imported the Pay Related file into SIMS or manually updated the service terms, and following Governing Body approval, individual staff salary records must be updated to reflect any changes with effect from **1 September 2025**, where applicable. A new salary line will need to be entered for:

- Any teaching staff receiving a performance pay increase - within the minimum and maximum ranges.

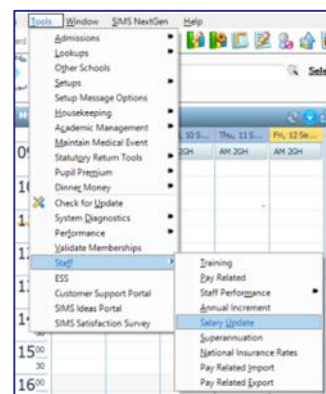
Updating Salary Records via Bulk Update Routine

This can be achieved by either using the 'bulk update' facility or by accessing individual records and creating a new salary record for 1 September 2025.

Bulk Salary Update Route

The **bulk salary update route** allows either a **percentage increase** or a **fixed amount** to be applied to one or more staff records at the same time.

- Tools | Staff | Salary Update** and select the appropriate **Service Term** using the drop down menu.
- Select the appropriate Award Date **month** and **year** using the drop down menu - **September 2025**.
- Click **Search**.
- A list of staff will be displayed who have a staff record with the Service Term selected eg. **TE - Teachers Main Scale**
- You now have the option to increase a salary by either a set **amount** or by a **percentage**.



Apply Salary Update to Staff

Save Select All Clear All Export to Excel

1 Salary Update

1 Salary Update

Service Term: Teachers Main Scale Award Date 1st: September 2025 Search

Global Update to Notes

Increase By: ☐ Amount ☐ Percentage Effective Date: 01/09/2025 Refresh Apply

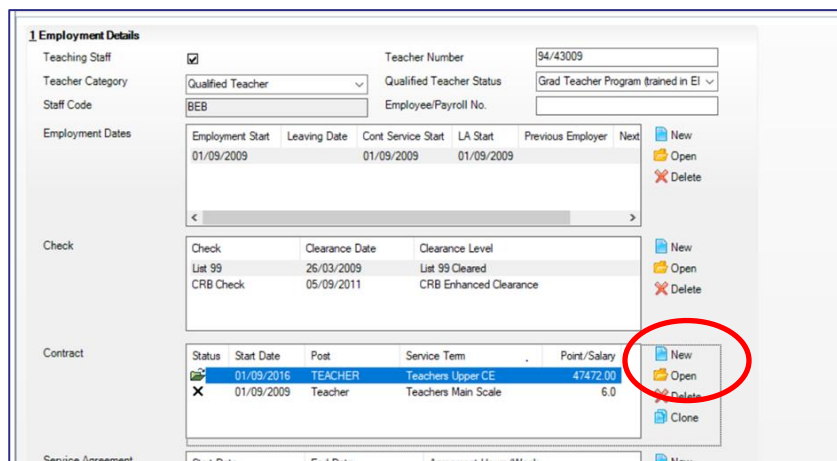
Staff Name	Range Type	Start Date	Annual Salary	Value of change	New Annual Salary	New Actual Salary	Notes
☐ Boswell, Jennifer	TMSR	01/09/2023	38810.00	0.00	0.00	0.00	
☐ Brown, Chamaine	TMSR	01/09/2023	38810.00	0.00	0.00	0.00	
☐ Dar, Yasser	TMSR	01/09/2023	35990.00	0.00	0.00	0.00	
☐ Fortune, Shirley	TMSR	01/09/2023	38810.00	0.00	0.00	0.00	
☐ Hedley, Alison	TMSR	01/09/2023	31750.00	0.00	0.00	0.00	
☐ Hills, Victoria	TMSR	01/09/2023	38810.00	0.00	0.00	0.00	
☐ Holyoake, Gerald	TMSR	01/09/2023	38810.00	0.00	0.00	0.00	
☐ Kent, Amelia	TMSR	01/09/2023	38810.00	0.00	0.00	0.00	
☐ Lawson, Lisa	TMSR	01/09/2023	38810.00	0.00	0.00	0.00	
☐ Lester, Sabina	TMSR	01/09/2023	38810.00	0.00	0.00	0.00	
☐ Orton, Tanya	TMSR	01/09/2023	38810.00	0.00	0.00	0.00	
☐ Pemin, Richard	TMSR	01/09/2023	38810.00	0.00	0.00	0.00	
☐ Stevens, Emma	TMSR	01/09/2023	38810.00	0.00	0.00	0.00	
☐ Tumball, Davina	TMSR	01/09/2023	38810.00	0.00	0.00	0.00	

Range Types

Range Type	Range Description	Minimum Amount	Maximum Amount
TMSR	Teachers Main Salary Range	32916.00	45352.00

Updating Salary Records via a Personnel Record

1. Locate the staff and open their record
2. Click on Employment Tab and open the 'open' contract.
3. Click on New and create a new salary line from 1 September 2025
4. Enter the Full Time Equivalent (FTE) amount for all staff, irrespective of their working hours



1 Employment Details

Teaching Staff: ☒ Teacher Number: 94/43009

Teacher Category: Qualified Teacher Qualified Teacher Status: Grad Teacher Program (trained in EI)

Staff Code: BEB Employee/Payroll No.

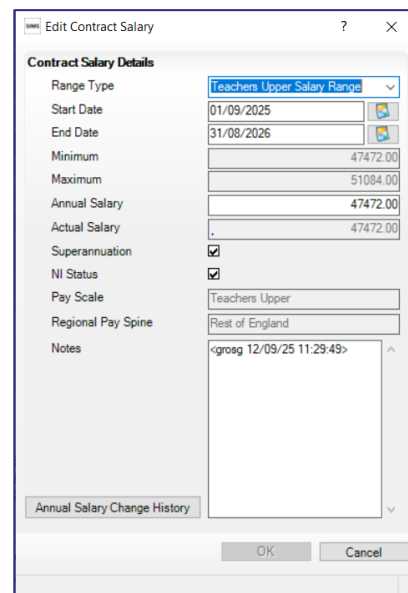
Employment Dates: Employment Start: 01/09/2009 Leaving Date: 01/09/2009 Cont Service Start: 01/09/2009 LA Start: 01/09/2009 Previous Employer: Next: New Open Delete

Check: Check: Clearance Date: Clearance Level: List 99: 26/03/2009 List 99 Cleared CRB Check: 05/09/2011 CRB Enhanced Clearance New Open Delete

Contract: Status: Start Date: Post: Service Term: Point/Salary: New Open Delete Clone

Status	Start Date	Post	Service Term	Point/Salary
X	01/09/2016	TEACHER	Teachers Upper CE	47472.00
	01/09/2009	Teacher	Teachers Main Scale	6.0

Service Agreement: Start Date: End Date: Agreement Hours/Week: New



Edit Contract Salary

Contract Salary Details

Range Type: Teachers Upper Salary Range

Start Date: 01/09/2025

End Date: 31/08/2026

Minimum: 47472.00

Maximum: 51084.00

Annual Salary: 47472.00

Actual Salary: 47472.00

Superannuation: ☒

NI Status: ☒

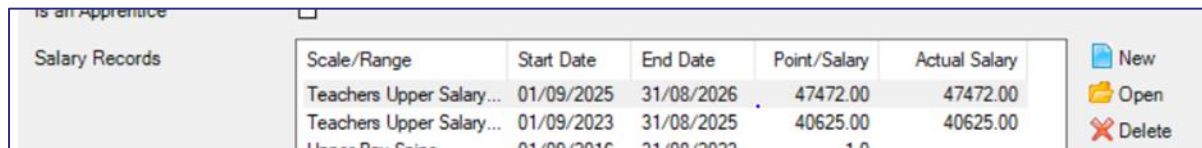
Pay Scale: Teachers Upper

Regional Pay Spine: Rest of England

Notes: <gross 12/09/25 11:29:49>

Annual Salary Change History

OK Cancel



Salary Records

Scale/Range	Start Date	End Date	Point/Salary	Actual Salary
Teachers Upper Salary...	01/09/2025	31/08/2026	47472.00	47472.00
Teachers Upper Salary...	01/09/2023	31/08/2025	40625.00	40625.00
Upper Pay Spine	01/09/2016	31/08/2023	1.0	

New Open Delete

Updating Allowances

Allowances are updated individually, in each staff members contract.

Non SIMS to SAP Schools

- HR will continue to pay the allowances TLR1, TLR2 and SEN until advised by a LVTC.
- Once LVTCs have been submitted and processed in SAP, and SIMS updated, check all allowance information held in SIMS against the next available PN41.
- Any discrepancies identified should be referred back to HR.

SIMS to SAP Schools

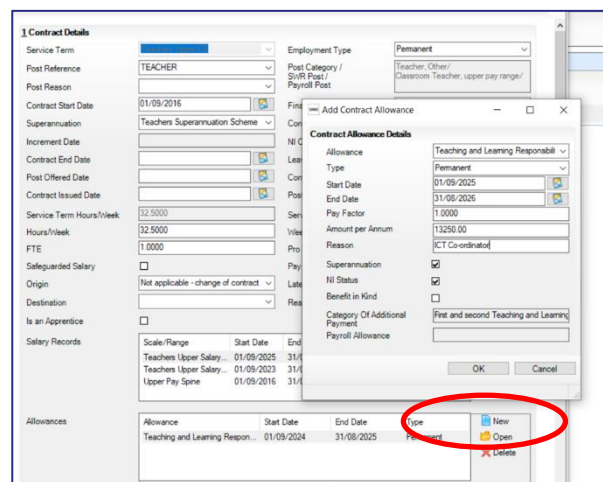
- Only use the allowance types specified in **Appendix A**.
- Create a new allowance in the staff record, do not just extend the previous one.
- Ensure an **end date** is specified **for every allowance**, usually 31.8.2025. If the payments are for a shorter period, those dates must be specified.
- Enter the Full Time Equivalent amount (FTE), irrespective of the teachers working hours.
- Once SIMS has been updated and the changes processed in SAP, check all allowance information held in SIMS against the next available **PN41**.
- Any discrepancies identified should be referred back to HR.

- Do not use Spot allowances.
- The new amount will be extracted and passed to HR.

Updating Allowances in Contracts

1. Locate the staff and open their record
2. Click on Employment Tab and open the 'open' contract.
3. Click on new on the Allowance panel and create a new line from 1 September 2025

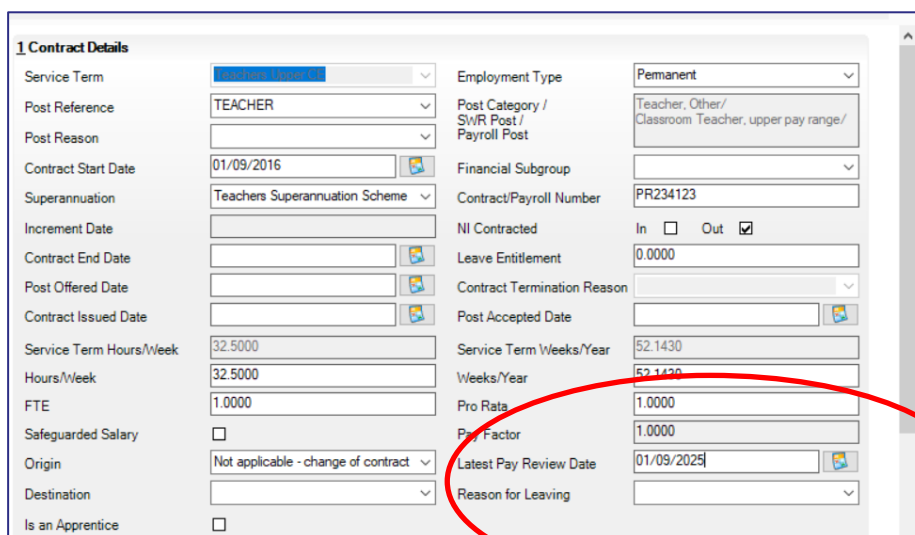
Allowances	Allowance	Start Date	End Date	Type	
	Teaching and Learning Respon...	01/09/2025	31/08/2026	Permanent	New
	Teaching and Learning Respon...	01/09/2024	31/08/2025	Permanent	Open
					Delete



Latest Pay Review Date

This must be completed individually on each contract open between 01/09/2024 and School Workforce Census 6th November 2025.

1. Locate the staff and open their record
2. Click on Employment Tab and open the 'open' contract.
3. Enter 01/09/2025 as the pay review date.





Appendix A 2025 Teachers Pay Award Table of Ranges and Allowances

Pay Award Table of Ranges:

Date	Salary Range Code	Service Term Description	Rest of England (England & Wales)	London Fringe
01/09/2025	LDSR	Leadership Salary Range	Min. = £51,773 Max. = £143,796	Min. = £53,198 Max. = £145,218
01/09/2025	LPSR	Leading Practitioner Salary Range	Min. = £52,026 Max. = £79,092	Min. = £53,460 Max. = £80,528
01/09/2025	TMSR	Teachers Main Salary Range	Min. = £32,916 Max. = £45,352	Min. = £34,398 Max. = £46,839
01/09/2025	TUSR	Teachers Upper Salary Range	Min. = £47,472 Max. = £51,048	Min. = £48,913 Max. = £52,490
01/09/2025	UTSR	Unqualified Teacher Salary Range	Min. = £22,601 Max. = £35,259	Min. = £24,066 Max. = £36,718

Teachers Main	Rest of England	London Fringe
M1 (Minimum) [1]	£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
U1 (Minimum) [1]	£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



Appendix B SIMS to SAP Schools

Acceptable Allowance Descriptions

Code	Allowance Description	Category in SIMS	Applicable Service Terms *
TLR1	Teaching and Learning Responsibility 1	First & second Teaching and Learning Responsibility Payments aka. TLR1 and TLR2	Teachers Teachers Upper Leading Practitioner
TLR2	Teaching and Learning Responsibility 2	First & second Teaching and Learning Responsibility Payments aka. TLR1 and TLR2	Teachers Teachers Upper Leading Practitioner
TLR3	Teaching and Learning Responsibility 3	First & second Teaching and Learning Responsibility 3 Payments	Teachers Teachers Upper Leading Practitioner
SPN1	Special Needs 1	SEN Allowance	Teachers Teachers Upper Leading Practitioner
Other Acceptable Allowances			
REC1	Recruitment	Recruitment and Retention	Teachers Teachers Upper Leading Practitioner
RET1	Retention	Recruitment and Retention	Teachers Teachers Upper Leading Practitioner
SAF1	Safeguarding	Other	Teachers Teachers Upper Leading Practitioner
FAA1	First Aid (Teachers)	Other	Teachers Teachers Upper Leading Practitioner
HDA	Heads' Discretionary Allowance	Management Allowance	Leading Practitioner
UQA	Unqualified Teacher Allowance	Unqualified Teachers	Unqualified Teacher

* In the SIMS Service Terms, under **Tab 4 Allowances**, the value under Annual Amount in the Allowance Award panel will show **£0.00** for **1 September 2025**.

This is to allow schools to input any value (within the specified minimum and maximum figures) when creating an allowance for an individual member of staff.

