

ICT SCHOOLS TEAM

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Arbor - Teachers Pay Award Guidance 2025

Working in Partnership with













Arbor - Teachers Pay Award Guidance 2025

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Revision History

Version	Change Description	Date
Version 1	Buckinghamshire Council ICT Schools Team edit	Oct 2022
	Taken from Arbor dated	
Version 2	Buckinghamshire Council ICT Schools Team edit	August 2023
	Taken from Arbor dated	
Version 3	Buckinghamshire Council ICT Schools Team edit	Nov 2024
	Taken from Arbor dated	
Version 4	Buckinghamshire Council ICT Schools Team edit	Sept 2025
	Taken from Arbor dated	



Introduction Guidance

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: hrservicedesk@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..

Salary Increases

- The Teachers Pay Review e-form is mandatory.
- Once you have completed the e-form it must be emailed to the HR Service Desk: hrservicedesk@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.

Additional Payments

- The Buckinghamshire 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

Please ensure all **teaching staff** have their latest pay review date entered correctly.

2025 School Workforce Census Return - If a pay review date for teaching staff is not <u>at least</u> **01/09/2024,** the 2025 School Workforce Census Return will error.



Chapter 1 2025 Teacher Pay Awards Ranges and Allowances

Teacher Pay Award Table of Ranges:

The minimum and maximum figures are represented below. If your School still uses spine points; M1, M2, M3 etc, the please refer to **Pay Scale Points – Appendix A**

Salary

Date	Salary Range Code	Service Term Description	Rest of England (England & Wales)	London Fringe
01/09/2025	LDSR	Leadership Salary Range	,	Min. = £53,198 Max. = £145,218
01/09/2025	LPSR	Leading Practitioner Salary Range	·	Min. = £53,460 Max. = £80,528
01/09/2025	TMSR	Teachers Main Salary Range	,	Min. = £34,398 Max. = £46,839
01/09/2025	TUSR	Teachers Upper Salary Range	,	Min. = £48,913 Max. = £52,490
01/09/2025	UTSR	Unqualified Teacher Salary Range	,	Min. = £24,066 Max. = £36,718

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



Chapter 2 Updating Pay Scales

Introduction

There are two options to update Pay Scales with figures. Ranges or Spine Points.

Option 1 - If your school is using Ranges, using the minimum and maximum figures to determine Teachers pay, then to reflect the new 2025 figures, a new pay scale must be created, and an end date entered on 2024.



Option 2 - If your School is still using the pay scale / points method, then existing Pay Scales require the range or spine points to be updated with 25 – 26 figures. **Refer to Appendix A**



Option 1 - Setting up a new Pay Award for 25 - 26

School / All Staff / HR Admin / Pay scales and click +Add.



- 2. Complete the information for the pay scale name, effective date, end date, minimum salary and maximum salary.
- 3. Save the changes to return to the pay scale information.

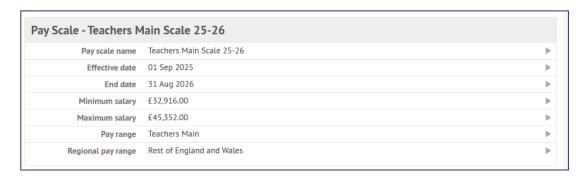
Pay Range and Regional Pay Range

 Click the field to add the Pay Range and Regional Pay Range. Please ensure that your pay information is either for Rest of England or London Fringe.









Repeat the above steps for:

LD - Leadership 25-26

TU - Teachers Upper 25-26

UQ - Unqualified Teachers 25-26

LP - Leading Practitioner 25-26 (if applicable)

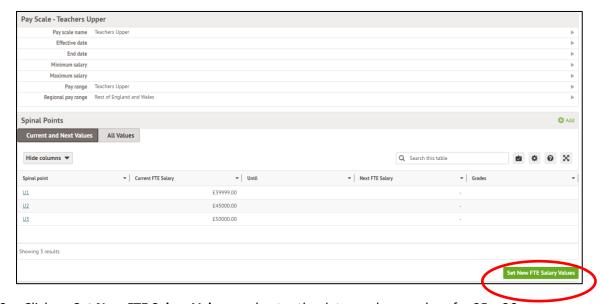
Note: The minimum and maximum amounts will vary depending on whether the pay range is for Rest of England or London Fringe.

Option 2 – Editing Existing Pay Scales

To keep a record of any salary changes for pay scale spinal points, you can define the effective dates for each salary. This enables you to set the next salary a staff member will move to, and the date this will happen.

When setting up your initial salaries you should have specified an end date. This will determine when the salaries switch over.

- 1. School / All Staff / HR Admin / Pay scales
- 2. Open existing Pay Scale

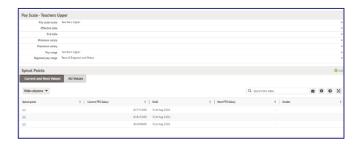


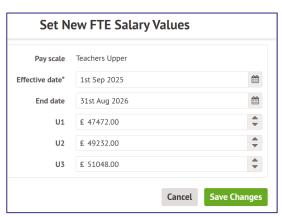
- 3. Click on **Set New FTE Salary Values** and enter the dates and new values for 25 26
- 4. Save and return to the Pay Scale dashboard.



This salary will also automatically be applied to the staff members assigned to each spinal point once the Effective date has passed.

To see or edit more information about the spinal point, or delete it, click the row in the table containing the spinal point. You can only delete a spinal point if there are no staff members assigned to it.





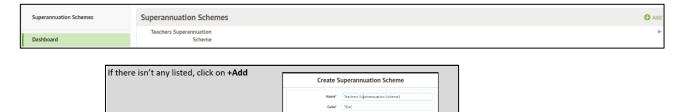
- 3. Click on the All Values Tab
- Add an End date to 1st Sept 2025 value by clicking on the Spinal point, if not already provided.

Repeat all the above steps for the remainder of the Pay Scales, See Appendix A



Teachers Superannuation Scheme

- 1. Select School / All Staff / HR Admin / Superannuation Schemes
- 2. Click on Teachers Superannuation Scheme

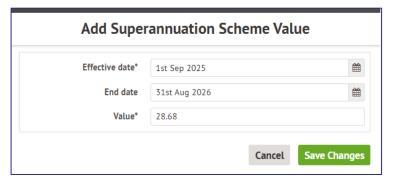




- 3. Click on More Information
- 4. Click on +Add and the 25 26 dates and 28.68 as the value.









Chapter 3 Updating Salary, Additional Payments & Allowances

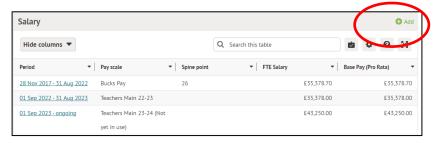
Introduction

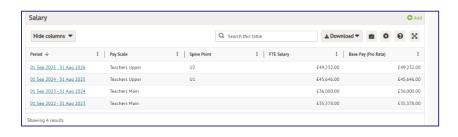
Following Governing Body approval, individual staff salary records must be updated to reflect any changes with effect from **1 September 2025**, where applicable. A new salary line will need to be entered for:

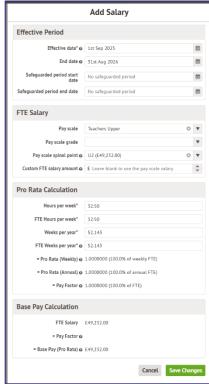
- Any teaching staff receiving a performance pay increase within the minimum and maximum ranges.
- Any teaching staff receiving an allowance or the allowance is being continued.

Updating Salary Records

- 1. Click on the Contract link on the left of a staff profile.
- 2. Click on +Add to create a new salary line from 1 September 2025 in the staff profile
- 3. Complete and submit the Teachers Pay Review e-form to HR
- 4. If you need to make additional changes to teacher salaries after the initial submission, you will be able to complete the e-form again.





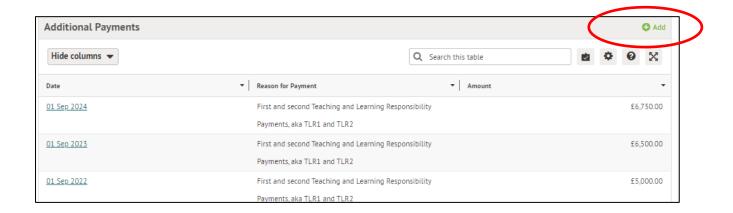


Updating Additional Payments

- Click on the Contract link on the left of a staff profile.
- Click on +Add to create a new line from 1 September 2025 in the staff profile.



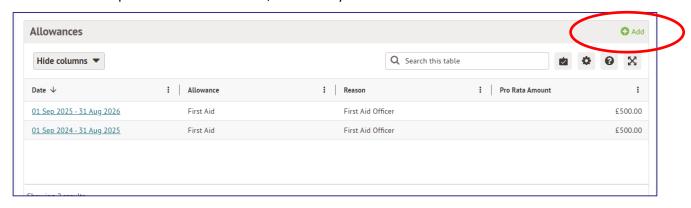
- HR will continue to pay the allowances TLR1, TLR2 and SEN until advised by a LVTC e-form.
- Other Allowances in SAP, will end on the date submitted by the School.
- **Please note** that there is no pay factor for Additional Payments, so you would need to calculate the actual amount (by multiplying the original amount by the pay factor) before adding this.



Updating Allowances

Allowances, in Arbor, as school specific payments, such as First Aid, Honorariums etc. These are recorded as Allowances in staff records.

- 1. Click on Add on the Allowance panel
- 2. Complete the details of the Allowance
- 3. Close the previous 2025 Allowance, if necessary





Chapter 4 Updating Pay Review Dates

Introduction

Pay Review dates are included in the School Workforce Census and for 2025, a pay review date for teaching staff must be on or after **01/09/2023**, otherwise the Census will error.

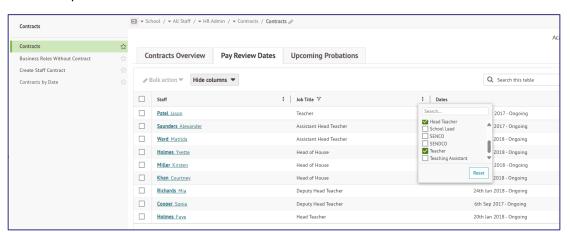
You can add pay review dates individually or in bulk. This information is required for the workforce census where a review has been undertaken.

Adding pay review dates in bulk

School > All Staff > HR Admin > Contracts

1. Click on the Pay Review Dates tab.

To update pay review dates for Teaching Staff, in bulk, first filter on the Job Title column to select those relevant for an update



- 2. Once filtered, click the box next to **Staff** to highlight all
- 3. Click the **Bulk action** button and update Last Pay Review Date.







Appendix A Pay Scale Points

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
Teachers Upper	Rest of England	London Fringe
U1 (Minimum) [<u>1]</u>	£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
		1



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	
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	
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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	

