

## **Pay and Policy Compliance**

### **January 2026 Noticeboard**

Happy New Year and welcome back. We hope all schools enjoyed a restful festive break and are ready for an exciting term ahead.

In the January 2026 edition of our Pay and Policy Compliance update, we're sharing essential information and reminders to help you stay informed and compliant. This edition covers the following key topics:

- Teachers start dates – Spring Term
- Early Payroll Deadlines/Pay dates – January 2026
- Teachers Pay Policy 2025 update
- Schools Assurance Data returns – January 2026
- Changes in your HR/Payroll provider
- Teacher Salary Assessments and Qualified Teacher Status

### **Reminder: Teachers' Start Dates – Spring Term**

For newly appointed teachers commencing employment at a Birmingham City Council school at the beginning of the spring term in January of the New Year, the start date should be the 1<sup>st</sup> of January as per Teachers terms and conditions.

#### **For example:**

The beginning of term January 2026 is 5<sup>th</sup> January 2026, however the contractual start date should be 1<sup>st</sup> January 2026 to align with terms and conditions.

### **Reminder: Early Payroll Deadlines/Pay Dates – January 2026**

Please note that deadline dates and pay dates for January are normally earlier than usual. Therefore, do liaise with your HR and Payroll providers to ensure relevant deadlines are met and pay dates are communicated to your staff.

### **Teachers Pay Policy 2025 update**

The 2025 Birmingham City Council Teachers Pay Policy is still under review. We apologise for this delay and hope that this will be concluded in the near future. We will share the final version of the 2025 document once it has been ratified. As advised previously the document will be uploaded to the Working for Schools webpage, and Head Teachers will be notified of this action directly via email.

## **Schools Assurance Data returns - January 2026**

If your school is included in the assurance schedule for January, please note that assurance data collection is scheduled for 27th January 2026.

To ensure accuracy, all payroll submissions must have been processed by your payroll provider before generating and submitting your reports. This will help us capture the most up to date workforce data and ensure any recent changes are reflected in the current payroll month. Thank you for your cooperation.

## **Schools changing their HR/Payroll Provider**

Please can we request that schools notify the Pay and Policy Compliance team of any changes to their HR/Payroll provider. This helps to maintain accurate record keeping and ensure that all parties remain fully informed which supports our shared commitment to compliance.

Please inform the team by way of email to the following email address:  
[pay.compliance@birmingham.gov.uk](mailto:pay.compliance@birmingham.gov.uk)

## **Teacher Salary Assessments**

Birmingham City Council's (BCC) School Pay Policy, recognises pay portability for all teaching appointments. Therefore, any teacher commencing employment or transferring to a BCC school must undergo a salary assessment.

This process ensures that previous teaching experience and any other relevant employment are appropriately considered when determining the starting salary. This principle also applies to Early Career Teachers (ECTs) and unqualified teachers.

A copy of the assessment should be retained on the teacher's personal file. This requirement ensures transparency by providing a clear record of the rationale behind the salary determination, should it be subject to review or audit.

Schools must also verify that teachers hold **Qualified Teacher Status (QTS)** by checking online via the Department for Education (DfE) portal:  
<https://services.signin.education.gov.uk>.

Please note that copies of certificates are not acceptable for this purpose. For detailed guidance, please refer to the resources available on the *Working for Schools* website:  
[\*\*Salary Assessments- Guidance Notes | Birmingham City Council\*\*](#)

Template examples and a blank salary assessment form are also provided on the site. We strongly recommend using these forms in all cases to ensure consistency and compliance.