

PAY POLICY

Introduction

The Governing Body of Haven High Technology College aims to provide an environment in which all individuals are valued and demonstrates the importance of a caring and secure college community. The Governing Body will seek to ensure that teaching and associate staff are valued and receive proper recognition for their work and contribution to college life.

Aims of the Pay Policy:

- to maintain and improve the quality of education provided for all students in the college by having a Whole College Pay Policy which supports the College's Development Plan
- to have a staffing structure related to the College's Development Plan
- to show all staff that the Governing Body is managing its Pay Policy in a fair and reasonable way.

Consultation:

The Governing Body's Personnel Committee consulted fully with staff and representatives of professional associations and unions where appropriate, when drafting the initial Policy. Every member of the staff has access to the Policy through the college website.

Equal Opportunities:

The Governing Body seeks to provide equal opportunities for all staff, in particular matters relating to gender, sexuality, race, disablement and age.

Vacant Posts:

Full information relating to vacant posts, allocation of TLRs, temporary and acting posts will be made available to all staff.

Job Descriptions:

Job descriptions will be provided for all staff, who will be consulted over their content. This will take place when they are first drawn up and at the time of the Annual Review. Contracts of Employment and letters of appointment will be provided by HR at HBS.

Job Relativity:

The Governing Body will ensure that there is proper pay relativity between jobs within the college.

Records:

Staff may have access to their pay record at any time. Records will be confidential.

Grievance:

If a member of staff has a grievance relating to his/her pay, he/she should follow the agreed grievance procedure of the governing body.

Support for Staff:

In addition to pay related support, the Governing Body will endeavour to ensure that teaching staff have sufficient non-contact time.

Parity with Other Schools:

The Governing Body will be sensitive to the effects of its Pay Policy in comparison with those of comparable local schools.

Associate Staff:

The Governing Body will follow the nationally agreed guidance on matters relating to the pay and conditions of administrative, professional technical and clerical staff (APT&C staff) as contained in the “Purple” book. The Governing Body will seek advice from the LA in these matters. A GLEA pay structure for all associate staff came into operation in April 2007.

Teaching Staff:

The Governing Body will adhere to the requirements of the prevailing School Teachers’ Pay and Conditions Document and will seek advice from the LA where appropriate.

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