

GRIMOLDBY PRIMARY SCHOOL

SCHOOL PAY POLICY

This document applies to all staff employed at the school.

Equal Opportunities

The school will not discriminate on grounds of sex, sexuality, race, religion or disability and will develop a detailed policy to promote equality in all aspects of school life. All decisions on advertising of posts, appointing, promoting and paying staff, training and staff development will have regard to relevant legislation.

Provision of Information on vacant post/ upgrading

Information regarding all vacancies, including new posts of responsibilities and/or upgradings will be made available to staff. Advertisements will specify the pay or the pay range available.

Delegation of power of appointment

After consultation with the Chairman the headteacher shall have responsibility for making any necessary immediate temporary appointment.

All posts that are of a fixed term nature and all part time posts will be decided by the Chairman, Vice-Chairman and Headteacher and approved by the Governing Body.

Full-time teaching posts which are either permanent or temporary will be appointed by the F&GP committee and will be approved by the Governing Body.

Provision and means of revising job descriptions

Each member of staff will be provided with a job description identifying key areas of responsibility. These job descriptions will be reviewed annually in consultation with the individual employee concerned in order to make reasonable changes. A job description may make clear need to achieve short and long term goals consistent with the school development plan. Job descriptions will show who is responsible for what and who is responsible to whom; job descriptions will also make clear what responsibilities are common to all posts.

Use of discretions

Appropriate criteria for the use of pay discretions will be part of the school pay policy; discretionary awards of additional pay will only be made against criteria.

Current pay flexibilities are laid out in the current school teachers Pay and Conditions document and refer to the recruitment performance and responsibilities of staff.

The payment of incentive allowances will be based on the teacher undertaking responsibilities beyond those common to the majority of teachers and be of a temporary nature lasting only for the length of time the responsibility is needed. These responsibilities will be mutually agreed in the job description.

All pay discretions and discretionary awards in incremental posts (apart from incentive).

Reviewed November 2008

Next Review November 2009