

Staff Pay Policy

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Approved by: Board of Directors

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Staff Pay Policy

The Directors of Heathcote School aim to provide for both pupils and staff, an environment in which all individuals are valued and which demonstrates the importance of fairness and consistency. The Directors will therefore seek to ensure that all teaching and support staff are valued and receive proper recognition for their work and contribution to school life.

The aims of the pay policy

1. To contribute to an improvement in the quality of education provided for all pupils within the school through support of the school's strategic plan
2. To provide a staffing structure that relates to the school's strategic plan
3. To seek to ensure that pay awards, to all staff, relate to their duties and reflect their roles in implementing the aims of the school's strategic plan
4. To demonstrate to all staff that the Directors are fair and responsible employers who have due regard for equal opportunities

Pay rises will be considered each year by the Board of Directors when finalising the budget for the next academic year – usually in March. Many factors will be taken into consideration and the Directors will seek advice from the Management Board with regards to incremental rises or to reflect a change in duties, economic factors will also be considered, however **any** rises must be in line with the school's budget so as not to prove detrimental to the business.

Equal Opportunities

The Directors seek to provide equal opportunities for all staff, but particularly in matters relating to gender, race, disablement and marital status. There will also be no discrimination on the grounds of sexual orientation, age or religious and political persuasion. However, ALL staff will be expected to abide by the school's policies on sex education, religious education and the act of worship, and ensure their teaching does not in any way indoctrinate pupils.

Unpaid leave

All holidays should be taken outside of term times. Discretion may be used in exceptional circumstances but any time taken during term times will be unpaid.

Compassionate leave, sick leave and leave of absence rules of pay are set out in the staff handbook.