



# Godalming College

---

## **STAFFING AND REMUNERATION POLICY**

*This policy is applicable to all staff designated*

*Senior Post Holders*

**December 2015**

Approved by the Corporation Dec 2015

The Corporation of Godalming College aims to provide quality education in an environment which offers appropriate guidance and support to enable the best possible achievements for its students. To this end, the Members of the Corporation attach great importance to recruiting, retaining and motivating a high calibre of senior post holders. It would wish to ensure that their services are valued and properly rewarded within available resources.

## **Principles**

The policy shall be applied so that it is -

### Strategic and Flexible

in promoting the overall vision, mission and values of the College and in matching and meeting identified priorities and development needs taking into account changing circumstances particularly with relation to funding and student numbers.

### Open and Transparent

insofar as it has been subject to consultation with relevant staff and is as easy as possible to understand and that they be informed of vacant posts, possible enhancements or allowances.

### Effective and Efficient

in creating and sustaining the most suitable human resources for the College deployed on a cost-effective and rational basis

### Equitable and Fair

in setting objective criteria and establishing appropriate principles and formulae to govern salary differentials and the award of incremental points on the spines and ranges of agreed pay scales

### Developmental

in that professional review and development are the entitlement of every member of staff, teaching and support.

### Legal

in that it observes national and agreed conditions of service such as defined in law.

[There are agreed Employment Procedures for Senior Post Holders covering grievance, redundancy, disciplinary and appeals, misconduct, gross misconduct, capability and ill health retirement]

## **Responsibilities**

- The Corporation is responsible for the appointment, remuneration and appraisal of all senior post holders. It is also responsible in consultation with the principal for determining the structure, designations, job descriptions and numbers in the senior management team of the College.
- The Corporation exercises its responsibilities for senior post holders through the Chairs' Forum acting on behalf of and making recommendations to the full Corporation.
- Other than with respect to the principal him/herself the Chairs' Forum will consult with and work closely with the principal in relation to all staffing and remuneration matters concerning senior post holders.

### **Appointments**

When a vacancy or expected vacancy in a senior post occurs, the Corporation shall through the Chairs' Forum

- Carry out a critical review of the needs of the College in relation to the vacancy with respect to the institutional and administrative needs of the College, the strategic and policy context, affordability, recommendations of the principal
- Determine whether to employ a professional agency to manage the appointments procedure
- With or without professional support to agree a plan setting out the details of the overall appointments procedure in terms of schedule, panels, candidate tasks
- Prepare the job and person specification and finalise the level of pay and remuneration for the post holder on the basis of the evaluation of the post assuming that the decision is made to fill the vacancy
- Advertise the post nationally in an appropriate range of media
- Long-list, short-list and then interview the candidates in accordance with the appointments plan
- The final panel of interviewers representing the Chairs' Forum, where they consider it appropriate to do so will recommend to the Corporation for appointment one of the applicants interviewed by them
- If the Chairs' Forum is unable to agree on a person to recommend to the Corporation, or if the Corporation do not approve their recommendation, the Corporation may require the committee to repeat the steps specified above with or without first re-advertising the vacancy.
- If the Corporation approve the Chairs' Forum recommendations then that person shall be appointed.

### **Remuneration**

The Chairs' Forum is responsible for making recommendations to the full Corporation determining the levels of pay and pay scale(s) of the senior post holders. This will be determined on the basis of the following factors:-

- Attracting suitable candidates to the job in the case of a new appointment
- Level of responsibility of post holder
- Affordability taking into account the overall financial circumstances of the College
- Comparability with levels of senior post holder pay in other similar institutions in terms of type, size, location

- Rewarding senior post holders for high levels of performance and hard-work
- Supporting the professional development of senior post holders

It is for the Chairs' Forum to establish a salary scale for senior post holders including incremental increases over time if it chooses to do so in accordance with the principles above. The current salary scale for senior post holders other than the principal are as follows:-

Point	Salary
0	48957
1	51555
2	52993
3	54394
4	55836

At the time of writing these points exclude the additional amounts of £3,000 which were added to the pay of the three existing senior post holders, other than the principal, in 2011-12. Current practice is that a new appointee at Assistant Principal level will start at Point 1 on the above scale and move up an increment every two years subject to satisfactory professional review. However, it is at the discretion of the Chairs' Forum to allocate incremental points as it sees fit.

### **Professional Review and Appraisal**

The procedures for the professional review and appraisal of senior post holders are set by the Chairs' Forum acting on behalf of the Corporation. These procedures may vary from time to time. The aim of professional review of senior post holders is to:

- Evaluate the performance of the senior post holder
- Appreciate achievement and accomplishments
- Support professional development in the role
- Provide the basis for rewarding staff through movement up the pay scale

The current procedure for the professional review of senior post holders other than the principal is as follows:-

- Annual professional review interview with principal and one governor
- Every two years, coinciding initially with incremental promotion points, a 360 degree review organised by the principal with the outcomes feeding into the meeting between the senior post holder and the principal and governor
- The principal is responsible for writing up the professional review report which is approved by the Chairs' Forum in its Autumn meeting and the outcome of this reported through to full Corporation.

The above procedure is similar for the principal but for the biennial 360 degree review an external consultant is used to conduct interviews and produce a written report - reporting back to the Chair of Corporation who in turn reports through to Chairs' Forum and Full Corporation.