

Equal Opportunities (including Race Equality) Staff Policy

Aims

The Governing Body of the Academy aims to support the creation of an environment that will:

- eliminate unlawful, direct and indirect discrimination and promote equality of opportunity
- ensure that no employee or job applicant receives less favourable treatment on grounds of ethnic origin, colour, disability creed, marital status, nationality, race, age, religion, culture, gender, gender recognition or sexual orientation
- have regard to equal terms for men and women in employment in accordance with the EC Equal Terms Directive, 2002 and Gender Equality Duty 2007 (see Gender Equality Policy and Action Plan)
- have regard to Sex Discrimination (Gender Reassignment) regulations which prevent discrimination against transsexual people in employment and vocational training
- have regard to the 2006 Age Discrimination legislation
- eradicate racial, religious or sexual harassment or discrimination; and discrimination on the basis of disability and sexual orientation
- value, celebrate and learn from the cultural diversity of its staff

Procedures

The Workforce

The Academy will ensure that no employee receives less favourable treatment and that appropriate support is provided so that all employees attain their full potential to the benefit of the Academy and themselves.

All employees are afforded the opportunity to undertake training appropriate to their present posts and future aspirations.

The Academy wishes to achieve an ability-based workforce which is in line with the working population mix in the communities that we serve.

The Academy operates an equal opportunities practice in the recruitment, selection and promotion of staff at all levels. Selection criteria and procedures are monitored and reviewed to ensure that individuals are recruited and selected on the basis of their relevant merits and abilities in ways that can be shown as non-discriminatory.

The cooperation of all employees is essential for the success of this policy. However, the Governing Body and Senior Management Team (SMT) have lead responsibility for achieving the aims of this policy and for ensuring compliance with the relevant Acts of Parliament and Codes of Practice. Behaviour or action against the spirit or the letter of the aims on which this policy is based will be considered a serious disciplinary matter and may lead to dismissal.

Positive Action

Under represented groups should be encouraged to apply for training and employment opportunities within the Academy. Recruitment to all jobs should be strictly on merit.

Wherever necessary, use should be made of lawful exemption to recruit suitably qualified people to cater for the special needs of particular groups.

Efforts should be made to identify and remove unnecessary and unjustifiable barriers and to provide appropriate facilities and conditions of service to meet the needs of under represented groups.

Vacancy Advertising

The Governing Body and SMT put in place arrangements to determine which vacancies must be advertised both internally and externally simultaneously. It is anticipated that senior posts would always be advertised externally (see Staff Recruitment & Appointment Policy).

All vacancy advertisements should include a short statement on equal opportunities.

Selection & Recruitment

Selection criteria, including job descriptions and post holder specifications, should be kept under review to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.

Wherever possible, more than one person should be involved in the short listing and the selection interview. All staff involved in the recruitment process should receive training in equal opportunities.

The possible involvement of women, minorities and disabled persons in the short listing and interviewing process should always be considered.

Reasons for selection and rejection of applicants for vacancies must be recorded.

Personnel Records

Employees are able to check and correct their own records of personal details. Otherwise, access to personal records is restricted in accordance with the provisions of the Data Protection Act.

Monitoring, Evaluation and Review

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and published throughout the Academy.

Responsibility for review: Deputy Principal

Date of Next Review: August 2009