



THE PETERSFIELD SCHOOL EQUAL OPPORTUNITIES (EMPLOYMENT) POLICY

1. Introduction

The Governing Body of TPS recognises its responsibilities in the employment of staff in the school. In accordance with those responsibilities, it wishes to ensure the fair and equal treatment of all its staff and all those who are applicants to work in the school. This policy sets out the principles under which the Governing Body of the school will operate to meet these aims.

The policy is available to all staff in the school and to any prospective applicant. The Governing Body welcomes any comments or contributions to the policy document.

2. Statement of Intent

The Governing Body of the school is committed to equality of opportunity for all, both in the appointment, development, training and promotion of staff, and in all dealings with pupils and parents of the school. This policy focuses specifically on the employment of staff in the school. The Governing Body and managers of the school will operate at all times within the requirements of anti-discrimination legislation and will promote positive equality of opportunity in its staffing decisions. All decisions, including advertising of vacancies, shortlisting, selection, induction, appraisal, training, development, promotion and pay will be based on an objective and fair assessment of need. The only personal characteristics which will be taken into account will be those which are necessary for the requirements and proper performance of the work involved.

All staff will have a right, through the agreed procedures, to challenge any decision or action which they believe to be in breach of these principles. Any member of staff who deliberately and knowingly contravenes the policy will be liable to formal disciplinary action.

3. Advertising of vacancies

All vacancies will be advertised openly and will be available for members of staff in the school to apply. In most cases vacancies will be advertised externally unless there are exceptional reasons why this should not occur, for example in situations of potential redundancy.

4. Selection for appointment or promotion

All decisions relating to appointments or promotions will be conducted in accordance with the following principles:

- i. a detailed job description will be drawn up which accurately describes the duties of the post
- ii. an objective and sufficiently detailed person specification will be defined from this job description
- iii. from these documents a list of objectively assessed selection criteria will be drawn up

- iv. job descriptions, person specifications and selection criteria will be available to all candidates
- v. selection decisions will be made against the agreed criteria and no other criteria will be used
- vi. a written record of the selection decision relating to the agreed criteria will be retained
- vii. reasonable adjustments will be made to the recruitment and selection process to ensure that people with disabilities will be enabled to compete for appointments in the school

Specific Issues

i. Gender

The Governing Body is opposed to any direct or indirect discrimination based on gender, including gender change, or marital status. This will include any unequal treatment based on pregnancy. There may be situations in the school which require special consideration and where a genuine occupational qualification may apply to justify the employment of someone of a particular sex. However, these situations will be unusual and exceptional, and will be discussed with the staff in advance.

We are further opposed to any act of victimisation or sexual harassment against any member of staff on the grounds of their gender or change of gender. Such action will be investigated in accordance with the school's procedure and may lead to formal disciplinary action.

ii. Race

The Governing Body is opposed to any direct or indirect discrimination based on race, colour, ethnic or national origin. There may be situations in the school which require special consideration and where a genuine occupational qualification may apply to justify the employment of someone of one particular race or ethnic origin. However, these situations will be unusual and exceptional, and will be discussed with the staff in advance.

We are further opposed to any act of victimisation or harassment against any member of staff on the grounds of their race, colour, ethnic or national origins. Such action will be investigated in accordance with the school's procedure and may lead to formal disciplinary action.

iii. Disability

The Governing Body is opposed to any discrimination against people with disabilities based on assumptions of their ability or otherwise to carry out the duties of a post in the school. All candidates with disabilities who meet the basic essential criteria for a post will be interviewed. Provision will be made for adjustments to the working conditions or environment where this is practicable.

iv. Other factors

Although there is no statutory requirement not to discriminate against many other minority groups in society, the Governing Body wishes to state that it will not in any way discriminate against members of staff or applicants for posts on the following grounds:

- age
- sexual orientation
- political affiliation
- religion (non-denominational schools only.)

The Governing Body also recognises its statutory obligation not to discriminate on the grounds of trade union membership or non-membership.

v. *Positive action*

The Governing Body recognises that the avoidance of discrimination is not sufficient to ensure that equality of opportunity exists in the school. It will therefore give full consideration to measures of positive action which may assist in achieving the aims of this policy.

vi. *Dignity at work*

The Governing Body is committed to the principles of dignity at work for all its staff in the school. This includes the right to be treated with respect by all managers and colleagues. Any person who fails to act in accordance with this principle may be the subject of formal disciplinary action.

5. Monitoring the Policy

The Governing Body will regularly monitor the effectiveness of this policy by the following methods:

- i. Staff and governors will be invited to give feedback from time to time, and to make suggestions for improvements
- ii. The incidence of complaints under the harassment procedures and any other aspect of this policy will also be monitored, and figures published on a regular basis
- iii. The policy will be reviewed by the Governing Body every three years.

6. Non-employment aspects of equal opportunities

This policy relates only to the employment aspects of the activities of the school. The principles outlined here by the Governing Body of fair and equal treatment apply equally to our approach to pupils and parents of the school and to our dealings with members of the local community and all outside agencies. The school's policy on equal opportunities in the curriculum and the treatment of pupils is set out in a separate policy document.

Sponsored by	PC; Manco	Date created	Sept 2005
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