



Diversity and Equality Statement (Staff)

1.0 INTRODUCTION

The Academy wishes to promote a community which embraces the diversity of the whole community, where unjustifiable discrimination or prejudice does not exist and where all individuals are treated with courtesy, dignity and fairness in all ways including the provision of services and employment.

The Academy seeks a workforce which reflects the diversity of the community it serves. It understands and values the added contribution that people can make when the employer recognises individual differences in sex, marital status, race, disability, religion or beliefs, sexual orientation and age as well as other personal factors.

It recognises and understands the importance of delivering the maximum benefits to the community through the recruitment, development and retention of a diverse and highly effective workforce. The Academy is determined to eliminate unfair discrimination in all its forms and to establish and implement equal opportunities through its employment policies and practices.

The Academy is committed to ensuring that equality issues are fully considered as an integral part of the policy development and decision-making processes within the Academy.

The Academy seeks to develop employment policies, procedures and practices which ensure fair and consistent treatment in the areas of recruitment and selection, pay, promotion, training, capability and discipline, sickness and disability, grievance handling and the application of all terms and conditions of employment.

These policies, procedures and practices will be the subject of consultations with relevant parties and will be kept under review and amended as necessary in the light of experience and developing best practice.

2.0 RESPONSIBILITY FOR POLICY

The Principal Director of Operations and the HR Manager are responsible for developing and reviewing this policy in conjunction with the Executive Director and other senior staff, providing advice and training, issuing of guidelines to assist implementation of the policy, ensuring effective monitoring systems and procedures are in place and producing an Annual Report.

The HR Manager is responsible for ensuring that the policy is implemented and maintained throughout the Academy, for collecting and providing statistical information and for the identification of specific action plans and measures to improve overall performance and compliance with the policy objectives.

3.0 PUBLICISING THE POLICY

We will issue a copy of the policy to every employee and to all job applicants.

All appropriate training, induction and management development courses will make reference to the policy and its provisions.

4.0 RECRUITMENT AND SELECTION PROCEDURES

4.1 Advertising

Normally we will concurrently advertise all vacancies internally and externally. Exceptions include situations involving reorganisations or where there is a threat of redundancy or where the Executive Director has agreed an exemption in accordance with the appointments policy and scheme of delegation implementing the staffing regulations under sections 35 and 36 of the Education Act 2002 and subsequent amendments.

When posts are advertised externally we will take care to ensure that the methods used do not unreasonably or unfairly restrict the pool of likely applicants and encouragement will be given to attract applicants to fulfil our wish for a diverse workforce.

All internal advertisements and vacancy bulletins will indicate that all candidates will receive fair and equal treatment.

All job applicants are required to complete a standard application form. C.V's will not be accepted.

All posts are advertised on the Academy's website and facilities to enable online job applications are available to all candidates.

4.2 Job Requirements

For each vacant post we will issue a pack of information, which as a minimum will contain a job description, a person specification, a copy of this policy, a copy of the advertisement and an application form.

Every effort will be made in the preparation of job descriptions and person specifications to ensure that they only include requirements relevant to the effective performance of the duties of the post.

Similarly, recruitment literature, including advertisements, will only include those essential and desirable requirements that are necessary and justifiable for the effective performance of the job. The job criteria given in person specifications will only refer to specific qualifications where they are directly relevant to the job. In such cases we will also indicate whether equivalent or alternative qualifications are acceptable.

4.3 **Shortlisting**

To produce a shortlist we will consider all applicants together by applying the selection criteria consistently to all candidates by reference to the person specification.

Shortlisting and interviewing panels will comprise of at least two (ideally three) members of senior staff or governors including a sex and race mix where practicable.

4.4 **Guaranteed Interview Scheme**

All applicants who have a disability will be offered an interview if they meet the minimum essential criteria as outlined in the person specification.

4.5 **Interview**

The purpose of an interview is to assess each candidate's capabilities in relation to the requirements of the job. Therefore, interviewers will seek to phrase questions so as to enable an objective assessment of the criteria as identified in the person specification to be made.

Interview panels will not ask unnecessary or inappropriate questions about an applicant's personal circumstances. Where there are special requirements attached to a job e.g. unsocial hours, interviewers may ask every candidate whether they understand and are able to fulfil all the obligations of the post.

4.6 **Selection Tests**

The Academy will use both validated selection tests from reputable suppliers, carried out by trained testers and where it deems it appropriate its own tests including lesson observation to determine the suitability of candidates.

4.7 **Appointment**

We will make appointments only on the basis of the best match between the individual, identified through the stages of the selection procedure (application form, interview, selection tests etc.) and the post, identified by reference to the job description and person specification, without regard to any other non-material factors, e.g. sex, marital status, race, disability, religion or belief, sexual orientation or age except where there is a Genuine Occupational Requirement (GOR).

The overriding principle is that the most suitable person for the job is appointed.

4.8 **Criminal Records**

We shall take no account of spent criminal offences, except for those occupations where there are exemptions under the Rehabilitation of Offenders Act 1974 or where the Academy has a duty under other legislation to protect vulnerable sectors of the community.

All successful candidates will require enhanced clearance through the disclosure procedure administered by the Criminal Records Bureau and will be subject to a qualifications check.

4.9 Recruitment Complaints

A Recruitment Complaints Procedure exists for use by internal and external job applicants who believe that they have been unfairly treated during the recruitment and selection process.

Applicants who believe they have been unfairly treated will be provided with a copy of the Complaints Procedure, which states that in the first instance the matter should be taken up with Chair of the Appointments Panel. All complaints will be carefully considered and responses provided within the timescales set out in the procedure.

5.0 TRAINING

The needs of the Academy and the needs of individual employees in carrying out their present duties, in preparing for changes in these duties and for career development, will form the only basis for selection for training. Availability of funds will limit the level of training activities and Principal Directors will establish priorities accordingly.

Any restrictions on access to training will not directly or indirectly discriminate on the grounds of sex, marital status, race, disability, sexual orientation, religion or beliefs, age or any other factor which cannot be objectively justified.

As a minimum all staff involved in recruitment and selection should be familiar with the Diversity and Equality Statement and will wherever possible and practicable have received appropriate training.

All employees will receive training in order to increase their awareness of equality and diversity issues.

Self-development courses are provided for female employees and for other groups as and when a need is identified.

6.0 CONDITIONS OF SERVICE AND EMPLOYMENT PROCEDURES

The Academy will apply all conditions of service and employment procedures fairly with due regard to race, disability, sexual orientation, religion or belief, age and sex.

The Academy is committed to the principle of equal pay and flexible working.

7.0 MONITORING THE POLICY

The Academy has established procedures for monitoring recruitment and selection, promotion, training, the management of capability, discipline, absence, grievances and reasons for leaving the Academy's employment. This will be undertaken by the HR Manager.

8.0 HARASSMENT AND DISCRIMINATION

To make the best use of the talents of our employees and to protect their well being, the Academy strives to provide a working environment where staff are treated with dignity, courtesy and respect. Every employee is under a duty to behave appropriately at all times and we actively seek to prevent harassment, discrimination, bullying and all other forms of unwarranted or improper behaviour in the workplace.

Employees who believe they have been subject to unwelcome and objectionable behaviour at work are able to use the Dignity at Work Policy and as necessary, the Grievance Procedure, which contains provisions specifically designed for that purpose. Complaints will be dealt with the utmost sensitivity and confidentiality.

Any employee who commits an act of discrimination or personal harassment will be liable to disciplinary action, and ultimately the possibility of dismissal.