



1 Introduction

The New Charter Academy is committed in promoting and achieving equality of opportunity both in the provision of services and as an employer. The Academy recognises, respects and will respond to the different needs of its employees, students and the community in which it serves by striving to secure equality of treatment and opportunity for everyone regardless of race, colour, ethnic or national origin, religion, sexual orientation, gender, gender reassignment, marital status, age or disability.

2 Objectives

The objectives of this policy are to:-

- Eliminate unlawful discrimination (direct and indirect);
- Promote equality of opportunity;
- Ensure that no Trustee, Governor, employee, job applicant, student or potential student receives less favourable treatment;
- Have regard to equal terms of employment for all regardless of age, disability, gender, sexual orientation, marital status, race, colour, religion, nationality and ethnic or national origin;
- Eradicate discrimination and harassment;
- Value, celebrate and learn from the cultural diversity of its employees and students through participation in cultural learning activities; and
- Embed the Equal Opportunities ethos in all the Academy's activities, policies and procedures.

3 The Governing Body

In the spirit of this Policy and in accordance with the Governor Recruitment Policy, the Academy aims to have a Governing Body which is representative of the community in which the Academy operates.

4 The Workforce

The Academy will strive to achieve an ability-based workforce which reflects the working population and the composition of the community in which it operates.

We are committed to creating a working environment that offers equal treatment and equal opportunities for all employees to enable them to progress to their true potential for the benefit of the Academy and themselves.

The Governing Body of the Academy has overall responsibility for achievement of the aims of this policy and ensuring compliance with the relevant legislation and codes of practice. However, all employees are required to follow and implement this policy and to undergo any training and development activities to ensure that they can carry out their duties and responsibilities in terms of promoting, developing, implementing and reviewing the policy arrangements in

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the course of their work. Failure to act within the spirit of the objectives of this policy may lead to disciplinary action possibly including dismissal.

5 Positive Action

The Academy will monitor the composition and skills of the workforce and where an imbalance exists, positive steps will be taken to encourage under-represented groups to apply for employment and training opportunities within the Academy.

Provided there is no conflict in service delivery, flexible working patterns and family friendly policies will be implemented and efforts will be made to identify and remove unnecessary and unjustifiable barriers to encourage all sections of the community to seek employment with the Academy.

Lawful exemptions will be used in order to recruit suitably qualified people to cater for the special needs of particular groups.

6 Vacancy Advertising

The Governing Body will ensure that appropriate arrangements are in place to determine which vacancies must be advertised both internally and externally simultaneously. It is anticipated that senior posts would always be advertised externally.

Steps will be taken to ensure that knowledge of vacancies is communicated to under-represented groups internally and, where appropriate externally.

All external vacancies will be advertised in job centres, careers offices, colleges as well as to minority press, media and organisations and shall include a short statement on equal opportunities.

7 Selection & Recruitment

Selection and recruitment procedures will be fair and transparent and shall ensure that no one is treated less favourably when applying for a job.

Job descriptions, person specifications and application forms will be kept under review to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.

A minimum of two people will be involved in the shortlisting, interview and selection process. All employees involved in the recruitment process will receive training on equal opportunities.

A record of all interviews and the reasons for selection and rejection of applicants will be recorded and kept for a minimum of 1 year.

8 Personnel Records

The processing of personnel records will be in accordance with the Data Protection Act 1998 and access shall be limited to authorised employees only. All employees will have the right to request access and/or amend their own information which we hold about them at anytime.

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9 Monitoring, Evaluation and Review

The Governing Body will review and assess the implementation and effectiveness of this policy at least every 2 years or earlier as required.

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