

Rationale

Colyton Grammar School is an equal opportunities employer, fully committed to equal opportunity policies and meeting its legal obligations in this area. Applicants are positively welcomed from suitably qualified candidates, irrespective of age, disability, gender/gender reassignment, marriage/civil partnership, pregnancy/maternity race, religion/belief, sex or sexual orientation and the same inclusive approach applies to internal promotion, performance management and professional development.

In order to ensure the effective operation of the equal opportunity policy (and for no other purpose) a record is kept of all employees' and job applicants' gender, disability, age, ethnicity, sexual orientation and religion.

Access to this information is restricted to those for whom access is necessary as part of their responsibilities. This information is not used as part of the selection process, and is not available to those involved in the selection process. Such records will be analysed regularly, and appropriate follow-up action taken.

Aims

1. To ensure that the school has access to the widest labour market and secures the best employees for its needs.
2. To ensure that no applicant or employee receives less favourable treatment, and that, wherever possible, they are given the help they need to attain their full potential to the benefit of the school and themselves.
3. To achieve an ability-based workforce within the constraints of the relevant labour market.

Key Features

1. Applicants for jobs are required to complete a separate Monitoring Diversity form when submitting a job application.
2. Staff, trustees and others involved in the selection process must not have access to this information until after an appointment has been made and confirmed, and then only if this is relevant to their other responsibilities.
3. Information on staff is collected at the start of employment and employees are responsible for recording this information correctly. This information is used to inform Monitoring Diversity reviews in relation to internal promotions, Continuing Professional Development (CPD) and Performance Management
4. Monitoring Diversity data will be analysed on at least an annual basis, and a report produced for the Staffing Committee.

Equality Impact Assessment

This policy is specifically designed to ensure that key aspects of the school's responsibilities as an Equal Opportunities employer are actively reviewed, in order to inform appropriate action. Monitoring diversity data in relation to recruitment and selection, employment, performance management and CPD is essential to this process.

Consultation

This policy will be consulted on with the Senior Leadership Team and all teaching and support staff.

Review

The policy will be reviewed on a three yearly basis, or more frequently as required.