

# Belfast Model School for Girls

*Achievement for All*



## Equal Opportunities Policy for Staff

**Agreed by Board of Governors: Jan 2007**

**To be reviewed: Jan 2010**

### **Rationale**

The school is committed to securing fair and equal consideration for applications for teaching and non-teaching posts in the school and fair and equal treatment of staff already employed. We affirm that the Board of Governors and school management will rigorously pursue the objectives and principles set out in the policy and are committed to promoting equality of opportunity and fair participation within our school. The Board of Governors and all staff should be aware of the forms which unlawful discrimination can take place, guard against them and avoid any action which might influence others to discriminate unlawfully.

### **Purposes**

All eligible staff will have equal opportunity for advancement in the school, irrespective of gender, marital status, disability, religion or race. Selection for employment and advancement will be on the basis of ability, qualifications and aptitude to carry out the duties of the post. There will be no unlawful discrimination, direct or indirect, against any member of staff in recruitment, training, promotion or in any other way.

### **Guidelines**

#### **Recruitment and Promotion**

As an equal opportunity employer the Board of Governors will endeavour to reach the widest possible labour market. Public advertisements and internal trawls will not indicate, or appear to indicate, an intention to discriminate in selection for recruitment, promotion or transfer. Nothing will be stated which may be interpreted as reflecting any form of discrimination. Public advertisements will not be confined unjustifiably to geographical areas or media publications which would exclude, or disproportionately reduce, the number of applicants from a particular group. A statement promoting the equal opportunities policy will be included in all advertisements for staff.

Eligibility criteria used for recruitment and promotion must be related to job requirements, and will be non-discriminatory. They will be stated in public advertisements and internal trawls and will be reviewed to ensure they do not have a disproportionate impact on particular groups or individuals.

When constituting selection panels the Board of Governors will endeavour to ensure male and female representation. Selection panels' decisions and reasons for such decisions will be recorded and all documentation including panel members' notes must be retained for a period of the last three years. Governors will be offered the opportunity of attending BELB training in equal opportunities, recruitment and selection.

#### **Career Development**

The Board of Governors will ensure that all staff will be provided with equal access to career development information and selection for training and development will be carried out in a fair and equitable manner using objective criteria.

The Board of Governors is responsible for the promotion and implementation of the policy at school level. The principal and senior management team are responsible for ensuring that all school staff are aware of the schools' policy on equal opportunity. All teachers and support staff have a responsibility to accept personal involvement in the application of the Equal Opportunity Unit. A copy of this policy will be issued to all school staff.

### **Monitoring**

The composition of teachers, support staff, applicants for employment and appointees will be monitored on the basis of gender, marital status, disability and race to measure the effectiveness of this policy to provide an objective view on the existence and progress of equality of opportunity.

### **Complaints of Unlawful Discrimination**

Any member of the school staff who considers that they have been unlawfully discriminated against in appointment, promotion or training may in first instance raise the matter with the principal, chairperson of the Board of Governors and/or the BELB Equal Opportunities Officer. Any member of staff who makes a complaint in respect of unfair and/or unlawful discrimination will not be subject to any form of victimisation. Acts of discrimination, victimisation or harassment perpetrated by a member of staff will result in disciplinary action.

It should be noted that complaints can be brought against individual members of staff as well as against the Board of Governors of a school

***These policy Guidelines are translated into action through other policies and procedures, for example:***

*Complaints Procedure*

*Staff Development Policy*

*Salary Policy*

*Dress Code (Staff)*

*Job share Policy*

*Code of Conduct (Staff and pupils)*