



## Equal Opportunities Policy

The School is an equal opportunity employer and is committed to ensuring that, within the framework of the law, the School is free from unlawful or unfair discrimination on the grounds of gender, colour, ethnic origin, nationality, age, marital status, socio-economic background, disability, religious or political beliefs, family circumstances, sexual orientation or other irrelevant distinction. The School's Equal Opportunities Policy should be read, understood and adhered to by all staff.

The School aims to ensure that all staff can achieve their full potential and that all employment decisions are taken without reference to irrelevant or discriminatory criteria. The School has adopted the following steps as a means of achieving these aims:

- Recruitment and employment decisions will be made on the basis of fair and objective criteria. Selection procedures will be reviewed from time to time to ensure that they are appropriate for achieving the School's objectives and for avoiding unlawful discrimination.
- The requirements of job applicants and existing members of staff who have, or have had, a disability will be reviewed to ensure that where ever possible reasonable adjustments are made to allow them to enter into, or remain in, School employment. Promotion opportunities, benefits and facilities of employment will not be unreasonably limited and every reasonable effort will be made to ensure that disabled staff can participate fully.
- Person and job specifications shall be limited to those requirements which are necessary for the effective performance of the job. Interviews will be conducted on an objective basis and personal or home commitments will not form part of employment decisions, except where necessary.
- The ethnic and gender composition of staff will be monitored at regular intervals.
- Appropriate training will be provided, where necessary, to enable staff to implement and uphold this commitment to equality of opportunity. Training needs will be assessed as part of the normal annual personal development review process.
- Working patterns will be reviewed, when necessary, so as to enable flexible working by staff with carer and/or childcare responsibilities, where this is possible.
- All staff have a right to equality of opportunity. All staff have a duty to implement this policy.
- Breach of the equal opportunities policy is a potentially serious disciplinary matter. Similarly, unsubstantiated accusations of discrimination for malicious purposes could be a serious disciplinary offence. Anyone who believes they may have been disadvantaged on discriminatory grounds is entitled to raise the matter through the **Grievance Procedure**.
- The School's SENCos are Kirsty Jamieson for the Junior School and Mark Webster for the Senior School.