

## **Model School Employment Policy**

### **PURPOSE**

To provide a clear cut statement of the Governing Body's commitment to adopting a 'best practice' approach to all personnel management issues, ensuring the principles upon which all specific personnel policies are based reflect this commitment and are 'industrially sound'.

### **SCOPE**

The Policy applies to all school based staff.

### **PRINCIPLES**

- The school's success depends upon the contribution of all its staff and the Governing Body recognises that fair and effective employment policies are integral to achieving the aims and objectives of the school.
- All staff will be treated equitably and in accordance with natural justice in all employment matters.
- The needs of staff will be recognised, particularly their desire for job satisfaction, for knowledge of what is going on in the school and for consultation before changes which will affect them take place.
- The Governing Body also recognises that the success of this policy requires an awareness and acceptance of individual employment policies at all levels in the school and that the effective development, implementation and operation of employment policies requires the active involvement of all staff.

### **POLICY STATEMENT**

The governing body has identified the following policy areas, based on the foregoing principles, which it considers are essential to the future of the school:

- human resource planning/school establishment - to determine the future numbers of staff and mix of skills required to meet the needs of the school.
- recruitment and selection - to ensure an adequate supply of suitably qualified high calibre staff to meet the school's human resource requirements and to deliver the school development plan.
- health, welfare and safety - to maintain safe and healthy working conditions for all staff and to ensure appropriate 'support mechanisms' are in place for staff experiencing personal difficulties which may have the potential to affect work performance.
- grievance and discipline arrangements - to establish fair and effective procedures for the speedy resolution of complaints and grievances and fair treatment in disciplinary matters.
- equality of opportunity - to ensure that all staff in the school, and applicants for posts, are afforded equality of opportunity and equal treatment irrespective of

sex, marital status, race, colour, ethnic or national origins, sexuality, age or disability.

- working environment - to ensure that all staff are able to work in an environment free from any intimidation or harassment.
- communication, consultation and participation - to seek the views of all staff, keeping them informed about and promoting their involvement in the school 'community', particularly in those aspects of the school relevant to their interests
- training and development - to ensure that individual and collective training needs are matched to the aims and objectives of the school and take account of employee aspirations as well as the development of the school in the community.
- work performances - through the capability procedures, ensure a constructive approach to performance management issues.