



## THE EMPLOYMENT OF POST 16 STUDENTS POLICY

<b>This policy was originally created in December 2011 and this issue was released in:</b>	<b>December 2011</b>
<b>It was ratified by the Governing Body on:</b>	<b>5 December 2011</b>
<b>This policy will be reviewed on:</b>	<b>Autumn Term 2014</b>
<b>This policy will be reviewed by:</b>	<b>Curriculum, Student Affairs and Parental Engagement</b>

(December 2011)

# THE EMPLOYMENT OF POST 16 STUDENTS POLICY

## **Introduction**

The Gateway Academy recognises that Post 16 students may wish to seek part time employment to support them throughout their two years of study. The Academy will provide opportunities for the employment of Post 16 students which will help the students to support themselves financially, but will minimise the impact on their studies.

## **AIMS**

- To ensure that there are opportunities for Post 16 students to be employed by the Academy.
- To ensure that Post 16 students who are employed by the Academy do so safely and are not exploited in any way.
- To ensure that Post 16 students who are employed by the Academy understand their responsibilities.

## **ARRANGEMENTS FOR THE EMPLOYMENT OF POST 16 STUDENTS**

Post 16 students can be employed by The Gateway Academy by request of the students and with the agreement of the Academy, based on need.

Any student employed by the Academy must uphold the values of the Academy at all times and be a role model to younger students in their behavior and work ethic.

Students who are employed by the Academy must abide by the rules of the Academy at all times.

If there are more students who request jobs than is required by the Academy, there will be an application process.

Job roles and performance will be reviewed on an annual basis and will take place in September of each year. Reviews will be carried out by the Assistant Principal with responsibility for Post 16 Learning.

Students will be paid the agreed rate of pay (£5 per hour, April 2011) and this will be reviewed each year, as above.

Students who are employed by the Academy will be taken on to Payroll and therefore must hold a current bank account. Time sheets will be submitted to the Lettings Officer who will check and agree them, before passing them to the Finance Team for processing.

Training for each job will be given by the appropriate member of the Academy staff who will ensure that all Health and Safety regulations are adhered to.

When working for the Academy, students will be responsible to the appropriate member of the Academy staff and must report to that person at the beginning and end of their working period. Students who are employed must have a method of contact and contact details of the responsible staff member that will enable immediate contact in the case of an emergency.

The maximum time that a student may be employed during term time will be 10 hours per week (excluding weekends). During school holidays the maximum will be 30 hours per week.

(December 2011)