



Roosevelt Academy Disclosure Policy for Staff on the Job Market

Policy Objective

The purpose of this policy is to ensure that Roosevelt Academy can make appropriate plans in advance if any educator or staff member intends to leave for another employment opportunity. This policy aims to maintain continuity in teaching and support for learners and prevent disruptions in the educational environment. It is not intended to restrict employees from pursuing career opportunities but rather to allow for effective transition planning to uphold the Academy's commitment to excellence in education.

Scope of Policy

This policy applies to all full-time and part-time educators, administrative staff, and support personnel currently employed at Roosevelt Academy.

Disclosure Requirement

1. Notice of Employment Search

- Staff members actively seeking employment elsewhere are encouraged to disclose their job-seeking status to the school management. This proactive disclosure will help the Academy prepare and implement measures to ensure learners receive uninterrupted educational support.

2. Notification of Interview or Offer

- If a staff member is invited for an interview or receives a job offer, they are expected to inform the school administration at the earliest opportunity.
- The notification can be informal initially but should be confirmed in writing if the staff member plans to proceed with the job change.

3. Final Intent to Resign

- Once a staff member has accepted a job offer and intends to resign, a formal resignation letter must be submitted, including a notice period as stipulated in their employment contract.
- Early disclosure of resignation allows the Academy to commence the recruitment process for a replacement and organize interim solutions to prevent any disruption to the learners.

Responsibilities of the School Administration

Upon receiving notification from a staff member about their intention to seek employment or resign, the administration will:

- **Conduct Transition Planning:** Make arrangements to ensure continuity in education, including appointing a temporary or substitute teacher if needed.

- **Recruitment Process:** Begin the recruitment and on boarding process for a replacement to minimise any negative impact on learners.
- **Maintain Confidentiality:** Treat disclosures with respect and confidentiality, ensuring a supportive environment for staff considering career advancements.

Commitment to Staff Support and Career Growth

Roosevelt Academy values the growth and career advancement of all employees and supports them in seeking opportunities that align with their career aspirations. By adhering to this policy, both staff and administration can collaboratively maintain a stable educational environment for the benefit of the learners.

Policy Acknowledgment

All staff members will be required to acknowledge this policy upon employment and will receive a copy for future reference. This acknowledgement ensures that employees understand the importance of disclosure for the benefit of Roosevelt Academy and its learners.

Roosevelt Academy Management Team