

PROCEDURES FOR RECRUITMENT OF ACADEMIC STAFF

Additional information on recruitment procedure for teaching staff (to be read in conjunction with the information in the Teachers' Handbook, Management and Employee's Handbooks)

To recruit teaching staff:

1. Often it is not necessary to advertise locally for teachers, due to the large numbers of letters/emails and CV's received from teachers applying on spec.
2. If it is necessary to advertise, advertisements are placed on Tefl.com
3. Any advertisement must state that the minimum qualifications are: a first degree (or equivalent) + recognised TEFL certificate, diploma or MA (TEFL). If recruiting teachers for Under 20 students, it is also specified that a PGCE in a relevant subject (eg TEFL or Modern Languages) is acceptable. Experience is preferred.

To receive applications by telephone or letter/email:

1. Check or take down the following information:
 - a. Name and address
 - b. Age
 - c. Ability in English – is it that of a native speaker?
 - d. Details of degree and/or PGCE or MA (type, subject, place, year)
 - e. Details of TEFL certificate or diploma (board, place, year)
 - f. Details of teaching experience: length, age groups, levels, nationalities, size of class taught, examination classes, business English etc
 - g. Enhanced DBS check
 - h. Any gaps in their CV must be explained.
 - i. Two references – name and address / email or telephone contact number
 - j. Copy of their passport
2. The applicant is sent information about the organization and the position (job description, duties, size of groups, nationalities, levels, hours, place of work, rates of pay). If time is short (eg: High Season) this information will be given verbally over the phone or face to face.
3. If the applicant satisfies the requirements, an interview is set up. All teaching staff must be interviewed by a senior member of academic staff before starting work. The applicant should bring along originals of their degree and TEFL qualification certificates and / or any references or reports which they may have in connection with their teaching experience. Applicants should also bring proof of identity.
4. Letters/Emails are sent off to referees requesting a reference – in particular checking for comments on teaching ability, personal qualities, reliability and absenteeism record. If the member of staff will be working with juniors, this should be mentioned in the request for a reference, and the referee should be asked to comment on this. When time is short (eg: High Season) the reference check could be carried out in the form of a telephone conversation to the referee at their place of work.

We follow the steps below when recruiting new staff to the school for safer recruitment:

Recruitment process

All jobs advertised include our Safeguarding Statement

Applicants are told on their invitation to Interview about our commitment to Safeguarding

Interview process

Applicants are asked questions during the interview to learn about their experience and attitude to working with Under 18s.

All gaps in CVs are investigated

All qualifications are checked, original copy seen and copied

If the interviewee already has the correct enhanced DBS in place, dated within the last 6 months this is accepted, if they don't have one or it has an older date they are requested to apply

Photographic proof of ID is requested, seen and copied

2 references are contacted, in which their experience with Under 18 students is asked, the DBS form is sent with the job offer letter and Staff handbook that reiterates the importance of required commitment to our company ethos.

Interviews

The interviewer must:

1. Check that the interviewee has all the relevant information about the position.
2. Take copies of any certificates, any references or reports and proof of identity. (Please mark the copy "Saw original on [DATE]" and sign.)
3. Ask the applicant to talk about any of the following topics:
 - a. Their experience
 - b. Training courses
 - c. Lesson planning
 - d. Mono and Multi-lingual groups
 - e. Language analysis
 - f. Skills development
 - g. Analysing students' needs and learning preferences
 - h. Practice activities
 - i. Timetabling and syllabuses
 - j. Course books and resource books that they are familiar with
 - k. Use of dictionaries
 - l. Attitudes to error correction
 - m. Attitudes to learner training
 - n. The teacher's role
 - o. Methodology
 - p. Cultural awareness
 - q. Any other topics relevant to the position available

After the interview:

All successful applicants are sent a letter/email after the interview, unless a position is offered face to face after the interview takes place.

Successful applicants are sent a written offer of a position, with a request to inform the school within 7 days if they wish to accept the position. Each position is on a trial basis for the first

week. During this time, the teacher will be monitored by a senior member of staff (DOS, ADOS or Senior Teacher), and a contract / Statement of Main Terms and Conditions will be issued.

They are then invited to visit the school for an introductory / induction session. This involves:

1. A guided tour around the building including classrooms, reception, toilets, accommodation & welfare/information office, and tea/coffee making facilities/staff kitchen and teachers' room.
2. An introduction to the resources available – course books, resource books, CDs and CD players, OHPs, videos, dictionaries, files, etc.
3. The Teachers' Handbook and Teaching Resources Booklet.
4. Official forms to complete - New Employee Form (to be returned with a P45 or P46), Health Questionnaire, Equal Opportunities Monitoring, Employee Safety Handbook, Safeguarding Level 1 and any other required documents.
5. The teacher is instructed to read the Employee's Handbook during the first week, paying special attention to the description of the Duties of Employees Teaching English in Section B 16. When they have read the handbook, they should sign and return the slip accepting the conditions of employment.
6. The teacher is given timetable, details of group (level, numbers, classroom), course book, teacher's book and class CDs for the level they are teaching.

Week 1

On Day 1, teacher must present DOS with lesson plans for day's teaching.

On Day 2, teacher must present DOS with timetable/scheme of work or weekly objectives for the week.

On Day 3, 4 or 5 the DOS will observe at least 1 hour's teaching followed by feedback and a written observation report.

On Day 5, the teacher will have an assessment interview with DOS and if the standard of teaching is satisfactory, contracts will be signed and any additional forms completed. The DOS will open an employee file for each teacher.

Further Observations

New teachers are observed once again within the first month by a senior member of the academic staff (DOS, ADOS or ST), and thereafter at the discretion of the DOS. For each observation, there will be a written report which will be held on file.

For long-term teachers, observations will be at the discretion of the DOS, and may be replaced by peer observations as appropriate. Shorter observations (15 to 30 minutes) without warning may take place, followed by brief feedback discussions. A brief record of these observations should be kept on file.

If teaching is found to be unsatisfactory, an interview will be held with the DOS to plan the course of action and any training or development required. In this case, the DOS may decide to increase the frequency of the observations. In some cases, the disciplinary procedures outlined in the Employee's Handbook for unsatisfactory standards of work will be applied.

Policy on Safer Recruitment

To ensure unsuitable people are prevented from working in our organisation:

Job advertisements will make explicit reference to the commitment of the organisation to Safeguarding, including the requirement for an Enhanced Disclosure & Barring Service check

Job descriptions will be supplied to all staff. These outline tasks that staff will be expected to perform, the skills, qualifications and experience necessary to undertake the role and Safeguarding references

All applicants will complete an application form. The application form will elicit information about an applicant's past and a self-disclosure about any criminal record as well as asking each applicant to certify that all information given is correct

A shortlist of applicants will be invited to interview. The job description will provide the criteria for each role and evidence of a candidate's suitability will be sought in the application form and CV

Applicants will be assessed by at least one member of senior management (e.g. the Director of Studies or Head of Operations) and notes will be taken

Applicants will be asked about gaps in work history

All candidates will be interviewed by senior management, preferably in person; Skype will be used for applicants who are not in the UK at any time during the recruitment period. All interviews will include questions to find out the applicant's motivation for and experience of working with children

An Enhanced Disclosure and Barring Service check (DBS) will be undertaken by the school prior to taking up a position; photographic evidence of identity is required for these checks, which also serve to confirm the applicant's identity.

For any applicants who are not resident in the UK a Police Certificate of Good Conduct will be obtained, according to the process that is in place in the country of residence.

For any check written in a language not understood by a member of senior management, a certified translation will be obtained. As Police Checks in foreign countries will be obtained by the applicant, two forms of photographic identity will be obtained for these applicants in addition to the Police Check, to confirm identity.

The original documents of all forms of ID will be seen by a member of the Rose of York management staff.

Two confidential references will be provided, including one regarding previous work with children with a question specifically about suitability to work with children and whether there have ever been any concerns about work with children and young people
Qualifications will be evidenced and copied

Shortly before the start of operations each member of staff will be checked on the barred list

For candidates who have a criminal record or other notification on the DBS Check or Police Check, further information will be sought from the applicant. A decision as to whether to proceed with employment will be made by the Managing Director that depends on the nature of the offence and whether it would have a negative bearing on the applicant's suitability for working with children.

No applicant will start work without a successful barred list check. For any applicant whose DBS or Police check has not arrived before the start of his/her employment,

unsupervised access to the students will not be allowed until a satisfactory check has been obtained.

This will be achieved by implementing the following procedures:

A third reference will be requested

Teachers will only teach with the door open and the DOS will maintain a frequent presence in the corridor throughout the lesson

Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

This policy is reviewed annually.

Checked: October 2020.

To be reviewed: October 2021