



# Staff Recruitment Policy

## Introduction

Our courses and teaching are designed to provide effective training for students who need English for their work, study or travel. As a charitable educational foundation, The English Language Centre exists to give all of our students the best teaching and learning facilities we can. We are committed to providing students with excellent courses in a warm, friendly and professional environment, as well as caring for every aspect of their stay.

ELC is a multicultural and international community that actively promotes inter-cultural understanding and encourages an appreciation of the different ways we all live, think and learn. We will endeavour to educate students about acceptance and tolerance of a range of views, that people think differently and believe different things, all of which are acceptable as long as these views and beliefs are reasonable and do not extend to hurting or denigrating those with different beliefs.

In our selection process for Administration and Academic staff, we are looking for staff who will best help us achieve the high standards that we wish to deliver, and will ensure that we provide a safe & healthy learning environment for all students and staff.

## 1. General principles

- 1.1. Our staff are our key resource so in our selection process we are looking for staff who will best help us achieve the high standards that we wish to deliver, and will ensure that we provide a safe & healthy learning environment for all students and staff.
- 1.2. ELC has a responsibility to provide a safe & healthy learning environment for all students and staff but especially for students under the age of 18 and vulnerable adults.
- 1.3. ELC is committed to ensuring the welfare of all of our staff and students and ensuring that they are free from all forms of abuse (eg verbal, physical, discrimination, criminal, extreme political or religious views denying rights to any group/individual)
- 1.4. ELC will ensure safe recruitment practices are followed.
- 1.5. With regard to employment of administration and teaching staff, safe recruitment practices will include requesting a DBS disclosure for all staff, requiring written references and follow up phone calls and requiring an annual declaration of suitability to work with under-18s
- 1.6. ELC is an equal opportunities employer and is fully committed to treating all its staff, students and potential staff equally.
- 1.7. The process of appointment is underpinned by criteria for selection, based on relevant knowledge, skills, attitudes and physical ability to do the job as detailed in an up-to date description of the job.
- 1.8. Information provided by prospective employees and referees is treated in confidence in accordance with our Privacy Policy.
- 1.9. As befits a key resource, ELC is committed to the training and professional development of all staff.
- 1.10. Any member of staff involved with a close personal or familial relationship with an applicant should declare this and normally avoid any involvement in the recruitment and selection process.



## 2. Recruitment Procedures

- 2.1. ELC generally advertises to fill vacant posts but does invite on spec applications for teaching posts. In all cases candidates must provide a copy of their CV.
- 2.2. On request, a detailed job description, person specification and salary range is provided.
- 2.3. In the case of all staff, the following points apply and prospective staff will be advised of these in writing:
  - references will be followed up.
  - all gaps in CVs must be satisfactorily explained.
  - proof of identity and address, qualifications and right to work in the UK will be required.
  - reference requests will specifically ask if there is any reason that they should not be employed to work with children under the age of 18.
  - appropriate Disclosure and Barring Service (DBS) disclosure will be required prior to confirmation of appointment in accordance with the school's DBS and Child Safeguarding Policies.
- 2.4. In all cases, prospective candidates will be invited to interview. The objectives of the interview are:
  - to provide candidates with further information about the school and the job to enable them to decide whether they wish to work at the school.
  - to provide the interviewer(s) with an opportunity to decide which candidate is most suitable.
  - to provide an opportunity for a question and answer session
- 2.5. Successful candidates will receive a letter of confirmation, contract (including start date, type of contract, holiday entitlement, etc.) and copies of policies (e.g. Grievance, Disciplinary, Appeal). Payment is made by BACS. For all staff, payment is made monthly in arrears to arrive in their bank account on the 28th of each month or the nearest Friday in the case of 28th falling on a weekend or bank holiday.
- 2.6. Tax and National Insurance Contributions will be deducted from all salaries.
- 2.7. Induction is the final stage of the recruitment process. Once the successful candidate has accepted the offer of employment, ELC will arrange an appropriate induction programme.

## 3. Selection and employment of teachers

- 3.1. Ideally, all teachers employed at ELC will meet the following criteria:
  - have a degree or equivalent
  - have at least the CELTA and preferably the DELTA
  - have at least two years' experience teaching EFL to adults preferably including some time spent teaching overseas
  - show sound knowledge of the linguistic system of English and will be able to model and illustrate it effectively
  - have experience of using classroom technology (eg IWBs, mobile devices, tablets) and online/hybrid teaching
- 3.2. All teachers should demonstrate a sympathetic, friendly, positive and professional attitude to teaching and learning and to their colleagues and students.
- 3.3. The following criteria will be taken into account when considering applications from teachers who have taught previously at ELC as teachers:
  - teaching performance
  - past record of time-keeping, administration, attendance etc.
  - involvement in activities/meetings etc at ELC



- a commitment to personal professional development
  - length and range of teaching experience; flexibility and adaptability
  - contribution (both professional and personal) to staffroom
- 3.4. Subject to the factors above, priority will first be given to those teachers who are “TEFL Qualified”, and then to those who are “TEFL Initiated”, as defined in the Accreditation Scheme Handbook.
- 3.5. From time to time ELC may offer teaching contracts on a permanent basis. These will normally involve additional responsibility posts and commitment to ELC outside classroom teaching (eg Course Director, materials development). Such staff will meet the criteria above and normally must meet the following criteria:
- have a degree or equivalent
  - have the DELTA or equivalent
  - have at least three years’ practical experience in the teaching of EFL to adults preferably in multi-lingual classes with some experience overseas
  - have a wide range of experience of teaching different types of courses (eg Examination, Business English, juniors)
- 3.6. All posts will be advertised internally, and may be advertised externally.

#### 4. Selection and employment of academic managers

- 4.1. Ideally, all academic managers employed at ELC will meet the following minimum criteria:
- have a degree or equivalent
  - have the DELTA or equivalent
  - have at least five years’ experience teaching EFL to adults preferably including some time spent teaching overseas
  - have experience of academic management
  - show sound knowledge of the linguistic system of English and will be able to model and illustrate it effectively
  - have experience of using classroom technology (eg IWBs, mobile devices, tablets)

#### 5. Selection and Employment of Administration Staff

- 5.1. All administration staff will normally be educated to degree level.
- 5.2. In addition, they will be expected to have qualifications and experience suitable to the post (eg accounting/book-keeping qualifications for accounting staff)
- 5.3. All administration staff should demonstrate a sympathetic, friendly, positive and professional attitude to their colleagues and students, and to professional development.
- 5.4. Preference may be given to candidates who know another language and/or have experience of working/dealing with speakers whose first language is not English.

See also: Safeguarding & Child Protection Policy  
DBS Policy  
Privacy Policy

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