



Staff Recruitment & Training 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 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 Data-Protection Policy.
- 1.9 As befits a key resource, ELC is committed to the training and professional development of all staff.

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 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 Protection 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).

2.6 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.

2.7 Tax and National Insurance Contributions will be deducted from all salaries.

3. Selection and employment of permanent teachers

3.1 All permanent teachers to be employed at ELC will normally 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 experience of using classroom technology (eg IWBs, mobile devices, tablets)
- show sound knowledge of the linguistic system of English and will be able to model and illustrate it effectively
- ideally have experience of Business English

3.2 The following criteria will be taken into account when considering applications from teachers who have taught previously at ELC as temporary teachers:

- teaching performance
- past record of time-keeping, administration, attendance etc.
- involvement in activities/meetings etc. at ELC
- a commitment to personal professional development

3.3 All teachers should demonstrate a sympathetic, friendly, positive and professional attitude to teaching and learning and to their colleagues and students. ELC wishes to encourage the introduction of "new blood" into its permanent staff whenever possible.

3.4 All posts will be advertised internally, and may be advertised externally.

4. Selection and Employment of 'Fixed-term contract' teachers

4.1 Ideally, all 'temporary' 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
- 4.2 In addition the following factors will be taken into account when allocating work to temporary teachers who have taught previously at ELC:
- teaching performance
 - past record of time-keeping, administration, attendance etc.
 - involvement in activities/meetings etc. at ELC
- 4.3 All temporary teachers should demonstrate a sympathetic, friendly, positive and professional attitude to teaching and learning and to their colleagues and students.
- 4.4 Subject to the additional 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.

5. Selection and Employment of Administration Staff

- 5.1 All administration staff will normally be educated to degree level.
- 5.2 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.

6. Training and Professional development

- 6.1 The English Language Centre believes in the importance of the continuing personal and professional development of all staff. This is achieved through:
- an In-service Training Programme
 - appraisals
- 6.2 In-Service Training
- 6.2.1 Teaching staff - ELC encourages and supports teachers in their own learning and development through:
- a Teacher Development Programme of 8 to 10 workshops/talks organised at ELC each year by the Academic Director
 - actively encouraging and sponsoring teachers to participate in some of the many workshops and conferences organised outside ELC each year (e.g. English UK, publisher's talks, IATEFL)
 - offering financial support for permanent teachers wishing to study for an MA or wishing to attend short courses which might be valuable to their professional development.
 - offering financial support for fixed-term contract teachers wishing to get the DELTA qualification
- 6.2.2 Administration staff - ELC encourages and supports administration staff in their own learning and development through:
- actively encouraging and sponsoring ELC administration staff to participate in some of the many workshops and conferences organised outside ELC each year (E.g. TEN conference, English UK marketing conference and courses – e.g. welfare, safeguarding)
 - offering financial support for ELC administration staff wishing to follow an appropriate course leading to a recognised qualification (e.g. in counselling, English UK Management Diploma)
- 6.3 The English Language Centre has a system of appraisal, the aims of which are:
- to offer guidance



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- to provide an opportunity for staff input
 - to review the member of staff's work over the past year and agree targets for the coming year
 - to offer and record acknowledgement and praise where due
 - to identify areas of work where development might take place
 - to discuss personal and professional needs and career aspirations
 - to set targets of benefit to staff, students and the school
 - to identify appropriate support and resources needed
- 6.4 All permanent staff will normally have an annual appraisal interview with The Chief Executive (administration staff) or The Academic Director (academic staff) in Brighton or Centre Manager (administration staff) or Academic manager (academic staff) in Eastbourne. A questionnaire will be completed by the appraiser, agreed and signed by both parties and then filed by the relevant manager.
- 6.5 All staff will have training in child protection and safeguarding that is appropriate to their role. This is part of the induction process and at regular intervals.

Links to other Policies: [Safeguarding & Child Protection Policy](#)

Policy reviewed January 2019 – Phil Hopkins, Chief Executive