

# Recruitment policy

We actively seek to recruit teachers who are, or we believe would be:

- appropriately qualified to British Council guidelines: TEFL Initiated (TEFLI) or TEFL Qualified (TEFLQ)<sup>1</sup>, and with, ideally, a first degree
- experienced in ELT<sup>2</sup>
- professional in appearance and attitude
- friendly and helpful
- genuinely interested in the school and its development
- genuinely interested in the students
- enthusiastic about their profession
- able to devote some of their free non-teaching time to school activities in terms of our social programme
- an overall asset to the school

## Interviews

All prospective candidates should be interviewed by at least one senior member of staff, but ideally by both the Principal and the Director of Studies. All candidates should understand exactly what is required of the teacher, and the successful candidate should be given a full briefing by the Director of Studies.

Prospective teachers will be asked whether they have a health condition or disability in the interview so that reasonable adjustments can be made to enable them to do the job (in compliance with the Equality Act 2010).

## References

At least two references should be taken up for each candidate, prior to appointment, one of which should be from their most recent employer. These may be given by telephone or in writing, but the referee should be contacted direct as it is a simple matter to write fictional CVs and forge references.

## Documentation

Successful candidates should:

- provide a full, detailed CV (to be retained in the teacher's file)
- provide original copies of all relevant qualifications and proof of identity. These must be photocopied and the photocopies endorsed with the phrase: 'seen by (interviewer)' and dated. These photocopies must also be retained in the teacher's file.
- provide either a P45 or other tax form
- be subject to an enhanced Criminal Records Bureau(CRB) disclosure (employment is conditional on a satisfactory report)
- provide a satisfactory explanation for all gaps in CV
- provide the name of a next-of-kin and emergency contact number for use in the event of their being injured or falling sick

<sup>1</sup> The British Council classifies teachers as TEFLI when they possess first level qualifications such as the Cambridge CELTA or the Trinity CertTESOL or equivalent; and TEFLQ when they have higher level qualifications, such as the Cambridge DELTA or the Trinity DipTESOL .

<sup>2</sup> We aim to recruit only experienced teaching staff; however, exceptional candidates with no experience are also considered for employment.

## October 2013

This policy is reviewed on an annual basis. However, if any issues relating to the policy should arise, the policy will be reviewed immediately.

Date of next scheduled review: October 2014