

## MSE: POLICY ON STAFF RECRUITMENT, SELECTION/PROMOTION AND CPD

### Aims:

To ensure that Mayfair School of English school recruits and retains staff of the highest possible calibre in all instances with reference to its:

- Mission Statement
- Policy on safeguarding the welfare of students
- Commitment to equal opportunities

### Recruitment

Mayfair School of English believes that the quality of its staff, both academic and administrative, is essential to the continued success of the organisation. In recruiting new staff into the school, the term 'quality' will be judged according to a range of criteria, as outlined below, but always with reference to the school's *Commitment to equal opportunities*.

- Relevant qualifications
- Relevant professional experience
- Personal attributes

Specifically, within the area of academic recruitment, which is so essential to the maintenance of the school's service, Mayfair School of English aims to:

- Ensure teaching EFL staff are qualified to Certificate level (formerly TEFLI) as per Accreditation UK's definition.
- To seek to increase the ratio of Diploma qualified EFL teachers (formerly described as TEFLQ).
- Maintain professional standards and best educational and working practices to assure continued quality of service for our clients.
- Foster a relaxed and friendly atmosphere for in which teaching staff can thrive professionally

### Selection/promotion

In addition to Mayfair School of English's *Commitment to equal opportunities*, the Academic Management of the school will consider several criteria when matching teaching staff to courses:

- Previous teaching experience (in terms of subject knowledge, level, student nationality and materials)
- Teaching qualifications (i.e. only teachers who possess a first degree or equivalent and a Diploma-level qualification in ELT/TESOL)
- Staff appraisals (professional development aims for the year)
- Continuity for students
- Previous classes taught in the current term/year
- Teacher requests
- Student requests
- Class composition (classes which require added discipline or motivation may lend themselves to a particular teacher's style)
- The other class being taught by a particular teacher (the school prefers to give teachers classes at 2 different levels)
- Time of class (teachers have personal preferences for the time slots they teach in)

In any given situation circumstances may dictate that one or more of these criteria assume precedence over the others. However, in all instances, the school is committed to treating all staff fairly and in accordance with current employment legislation and the terms and conditions outlined in Mayfair School of English contracts and employment policies.

### **Safer Recruitment**

With the recent extension of its accreditation to provide tuition to under-18s, Mayfair School of English a series of procedures are in place to support our commitment to safer recruitment:

- All staff working with under-18s are required on being offered a role to sign a declaration that they have no previous convictions and are suitable to work with under-18s.
- All staff working with under-18s are required to undergo Enhanced DBS checks on appointment.  
References confirming the applicant's suitability to work with children will be requested immediately on appointment.
- All new staff appointed to work with under-18s will undergo Safeguarding training on appointment and will be required to read and familiarise themselves with the school policy on Safeguarding and sign all centre policies and procedures regarding child protection, staff conduct and health and safety prior to commencing work.
- The code of conduct for staff working with children is outlined in the Safeguarding Policy.
- Staff are required to attend an induction prior to commencing work.
- Staff responsible for First Aid must provide a valid First Aid certificate.

### **Continuous Professional Development (CPD)**

Mayfair School of English is committed to the ongoing training, in-service development and retention of both its academic and administrative staff alike. The school believes the provision of CPD is vital to guarantee the continued success of the organization and maintain the highest standards in the services it provides.

For the teaching staff CPD is effected via a combination of an internal teacher development programme, regular in-class observations by the academic management team and student evaluations. In addition, the school encourages teachers to enhance their professional skills base by completing the Cambridge DELTA and Trinity Licentiate Diploma in TESOL.

Training is provided for administrative staff on an in-house basis internally via regular, documented 'office meetings' both within the normal hours of the school's operation and without, where longer sessions are required.

1<sup>st</sup> January 2017