

Recruitment Policy (Teachers) and Rationale

Implemented:	June 2019
Written By:	Caz Potten
Reviewed:	June 2020 (JH), June 2021 (JH), June 2022 (HB), June 2023 (HC)
Next Review:	June 2024

STAR Exeter is committed to maintaining a highly effective and professional staff team. In order to achieve this, there is a coordinated approach to recruitment with roles and responsibilities within the process being clearly defined. Teachers are selected for initial interview on the basis of their qualifications, relevant teaching experience and any extracurricular experience deemed relevant to the teaching and welfare of our students, as determined by unsolicited CVs, face-to-face enquiries or from application forms in response to advertising as and when necessary. Our minimum criteria for recruitment are CELTA, Cert TESOL or equivalent qualification (NQF Level 5) by an accredited body, and a bachelor’s degree at NQF Level 6.

All EFL teaching staff have a native-level of English. This includes grammar, vocabulary, all skills, pronunciation and register (use of colloquial language). Although most teachers use British English, some EFL teachers may be from North America, Australasia or South Africa, and may use the language accordingly.

We try to maintain a diverse balance of teachers in regard to experience, qualifications and other skills and qualities. Whilst wishing to maintain a core of experienced and/ or Diploma qualified teachers, we also recognise the benefits that younger and/ or less experienced members of staff can bring to the school. All teachers, particularly the less experienced, are offered support and input from the Academic Manager (AM) and Assistant Academic Manager (AAM), in-house continuing professional development (CPD) programme and from other members of the teaching team.

The employment process is two-part. Firstly there is a structured question and answer session following a set sequence of questions and carried out in line with our equal opportunities policy. Secondly, an observed lesson is undertaken during their first week of work, resulting in a constructive feedback meeting and formalised job offer, subject to passing of their probation period.

Our procedure is to offer permanent contracts to the majority of our teaching staff to ensure a more stable and secure team, but employing some staff on short-term contracts to meet demand, especially during the summer months.

Teacher development

We are committed to the continual development of our staff; our policy is detailed in the Professional Development Policy, and money is available to cover the cost for such items as:

- Teacher development books
- Part-funding of DELTA courses and relevant postgraduate degrees
- English UK conferences for teachers and the Academic Manager
- Other training sessions - including workshops
- Cover for teachers doing peer observations and taking part in relevant EFL Webinars

Recruitment Policy (Teachers) and Rationale

- Regular observations and feedback from the Academic Manager

Deployment of teaching staff

Our aim is to employ teachers who are university graduates. However, we will occasionally engage an individual who is not a graduate if they are experienced and have specialist knowledge or skills. We do not place such staff in classes where a university degree would be desirable, such as the IELTS course. The main teachers placed on exam classes will have previous exam experience and training. In order to extend and develop our teachers professionally, teachers with less exam experience will teach into exam classes, being supported by the Academic Manager, the main teacher, external training sessions and prior observations of exam classes.

In the morning lessons, teachers teach one class for 90 minutes and then another for 90 minutes, ensuring that every class has two teachers in the morning sessions. This offers the students a complementary balance of teaching approaches and techniques; their learning needs are more fully met and teachers are given the opportunity to broaden their experience. This also lessens disruption in the case of teacher absence or leave.

Recruitment strategy for appointing teachers at STAR Exeter

	Person responsible	Comment
1. Identify need for new teacher and decide on timing of recruitment process	Academic Manager and Director	Due to the unpredictable fluctuation in student numbers the need for a new teacher may arise at any time during the year. Timescale and interview dates to be agreed.
2. Job description, including Person specification reviewed and updated	Academic Manager	The job description requires regular review in the light of changes in timetabling, courses and duties. To include: job title, location of the position, main objective of the post, main responsibilities, essential and desirable qualifications, experience and qualities, who the person will report to and work closely with, any special terms.

Recruitment Policy (Teachers) and Rationale

3. Remuneration and conditions	Academic Manager and Director	A competitive package to be decided on, commensurate with experience and qualifications.
4. Information Pack	Academic Manager	A set of briefing notes to be produced for applicants, containing information about the school, including mission statement and equal opportunities policy, the job description and person specification, remuneration and terms and conditions. Also included: self-disclosure form (not to be viewed until candidate is short-listed); brief outline of application process; application form with references requested; Safeguarding statement.
5. Advertising	Academic Manager	Form and content of advertising to be agreed, to include a description of the post; qualifications and experience required and/or desirable; salary; deadline and how to receive an information pack. Design to be clear, attractive, include school logo and contact details.
6. Application form	Academic Manager	To be designed/updated as necessary
7. Reply to applicants	Academic Manager	Interested applicants to be sent the information pack as described above and a copy of the school brochure/ website address
8. Short listing	Academic Manager	Applications received to be vetted and a short list drawn up according to experience and qualifications. Any gaps / discrepancies in CVs highlighted for discussion at interview; Self-Disclosure forms opened and checked - any issues checked with candidate.
9. Contacting referees	Academic Manager	2 referees of short-listed candidates to be contacted (including their most recent employer) and asked to complete the Reference Form, including any reason they know why candidate would not be suitable to work with children or vulnerable adults. Reference Form to indicate that we may discuss contents with candidate, and may ask for further clarification.
10. Planning the interview	Academic Manager	Interview questions to be reviewed and updated, particularly keeping in mind post's required skills and experience, and Safeguarding issues. Location, timing and structure of interviews to be determined.
11. Contacting the interview candidates	Academic Manager	Short listed applicants to be contacted by letter/email to attend the interview. Letter/ email to include date, time and structure

Recruitment Policy (Teachers) and Rationale

		of interview, as well as requirements to bring along photo I.D. and certificates, and willingness to have a DBS check.
12. Interview	Academic Manager & Assistant Academic Manager	Candidates are interviewed according to the Interview Procedure. Notes taken during the interview. Candidates' I.D. and certificates seen and signed copies filed.
13. Selection	Academic Manager Director & Assistant Academic Manager	Discussion of candidates and suitability. Agreement made using selection criteria and interview notes.
14. Notifying candidates	Academic Manager	Unsuccessful candidates to be contacted. Successful candidates contacted by phone or email with a conditional offer, based on passing probation period and observed lesson. Date and time of induction and start date to be given.
15. Safeguarding	Academic Manager	DBS check process commenced. Candidate given copy of complete Safeguarding Policy. Candidates working with under 16s will not be employed without a valid, completed DBS check. Refer to DBS Policy. Risk Assessment to cover period until DBS arrives
16. Induction	Academic Manager & Assistant Academic Manager	Successful candidate to be briefed on teaching assignment, the organisation of the school and policies, based on the Induction Policy. Candidate will also be invited to observe other teachers' lessons.
17. Observed lesson	Academic Manager & Assistant Academic Manager	Lesson to be observed according to the school's observation procedure (always within a week, in busier periods we attempt this in the first three days to maximise impact for short stay students), feedback given.
18. Formal job offer	Academic Manager	Candidate notified in writing of a job offer or rejection.
19. Contract drawn up	Academic Manager and Director	Depending on offer. Temporary Letter of Appointment or Permanent Contract, with 3-month probationary period, to be drawn up, signed and dated by both parties. Financial information given to Finance Officer. OR Self-employed contract.

Interview Procedure

Objective

- To provide an opportunity for both parties to find out about each other.
- For STAR Exeter to be able to determine to what extent the candidate meets the criteria of the person specification, including Safeguarding issues.

Before the interview

- Establish a quiet area where candidates can relax before the interview.
- Provide literature regarding STAR Exeter and/or relevant newspapers or magazines.
- Indicate location of facilities.
- Introduce management and administrative staff.
- Remind candidates of the interview format.

Interview Panel

- All candidates will be interviewed by one of the Management Team who has a Safer Recruitment qualification.
- All candidates will be asked the same questions and notes will be made during the interview.
- Supplementary questions may be asked but the interview will remain focused.

After the Interview

- Candidate will be shown around the whole school and introduced to staff and students where appropriate.
- Assessment sheet will be completed by the interviewer
- The interviewer will discuss the applicants and decide on the most suitable candidate for the position in conjunction with the Director.