



Regent London Teacher Recruitment Policy

When recruiting new staff, we first advertise on www.tefl.com. In the advertisements we ask for a CV and a covering letter to be sent into us. We state that a DBS will be required and that gaps in a CV must be satisfactorily explained. We need proof of identity, original relevant qualifications and references. We also confirm that we are an equal opportunities employer. We then go through an interview process. They must have at least two years experience.

Teachers for the English World programme should ideally have the DELTA and experience preparing students for IELTS. If we are happy with the candidate, we get phone references. If these are satisfactory, we send an email offering work and stating the date of the induction. In the post, we send the contract along with employee form for them to complete. They have an induction where they are given information about the school. If possible we also organise peer observations for them to do before they start. The successful teacher is then deployed in the most appropriate context according to their qualifications and experience. We also take into account the company guidelines (as found below) when employing new teachers.

Guidelines to Academic Managers on Employing Teachers

Academic Managers are responsible for employing teachers in their school, and this will be overseen by the Principal who has ultimate responsibility for all aspects of the school. When employing or re-employing teachers, or deciding on which teacher a limited amount of work should be offered to, the decision should be made after having considered the following factors:

1. For teachers on the open-ended variable hours contract, they will have continuity of service 12 months after their start date (irrespective of the number of weeks they have actually taught). If you do not want a teacher to gain continuity of service, then you need to terminate the contract before the 12 months is up. To terminate the employment relationship you must P45 them. If you want to terminate the employment of a teacher with continuity of service, you cannot unilaterally P45 them if they don't want this – you must go through a formal process e.g. disciplinary/redundancy, see section 3 below. Continuity of service means that the teacher has certain employment rights, such as the right not to be unfairly dismissed, and the right not to be unfairly selected for redundancy.

For teachers who have had one or more fixed term contracts prior to receiving an open ended contract, they will have continuity of service when they have been employed for a total of 12 months in an 18 month period.

2. The decision on which of the teachers with continuity of service to offer work to, or, in the case of having no teachers with continuity to choose between, the decision should be made based on:

- a) Academic performance and relevant training skills

The Academic Manager is responsible for maintaining a pool of trainers who can deliver skills that can match the varying needs of clients. The Academic Manager must be content that the trainer selected can deliver the best available service to the client, and can represent the school to the best. The Academic Manager should assess trainers routinely through interview, observation, client feedback, discussion with the trainer about course programming/materials/client needs etc.

b) Client Satisfaction

Is the client(s) happy with the trainer? Has the client expressed a preference for a particular trainer? What are the trainer's satisfaction ratings like? What impact will there be on changing the client's trainer?

c) Academic qualifications

It is a goal within the company to have well trained staff. While often the energy, enthusiasm and fresh approaches of less experienced staff may be beneficial, client satisfaction is sometimes best served by trainers with higher qualifications.

d) Availability

Preference should be given to trainers who are likely to continue to be available in the future so that Academic Manager time spent on induction and training is well used.

This policy was last reviewed in April 2022.

Next review in April 2023.