



ETC International College

ETC Recruitment Policy & Procedure

February 2024

Staff should only be recruited with the express authorisation of the Director and / or the Principal.

A Specialist (formerly Level 3) Safeguarding-trained member of staff (such as the Designated Safeguarding Lead, Director of Studies or Principal) must be involved in the staff recruitment process and decision to offer employment.

All personal data must be handled in line with the ETC Data Protection and Privacy Policy and current UK legislation.

All staff must be recruited in compliance with Gov.UK Keeping Children Safe in Education 'Safer Recruitment'.

Policy Statement on Selection and Recruitment of Staff

Any English courses (including the English components of UFP courses / language support within HNDs / special purposes courses such as Business English, etc) are inspected and regulated by the British Council / Accreditation UK and therefore must only be taught by staff with a degree + CELTA / CTESOL or higher ELT teaching certificate.

ETC selects staff for ancillary and support roles on the basis of relevant experience and qualifications, as appropriate to the position in question.

ACADEMIC STAFF (in relation to course types taught).

General Qualifications Required

All teachers whose course or unit or work consists of or includes ELT should have, as a minimum qualification, the Cambridge CELTA or Trinity College CTESOL.

Teachers should also have a first degree or equivalent (Level 6 qualification).

ELT Classroom Assistants should have, as a minimum qualification, the Cambridge CELTA or Trinity College CTESOL.

On Further and Higher Education courses with no English language component, a teacher must be qualified in their specialist subject through degree studies or professional experience in their specialist subject.

All teachers, regardless of the course types taught, will be vetted through the DBS scheme to ensure that student clients in our care are adequately protected from harm.

English Language Studies (General English - 6 levels, Beginner A1 to Advanced C1 – Adults / Juniors)

All teachers should only be allocated to teach course levels appropriate to their ability and previous experience. In exceptional cases, teachers with less experience in a particular area may be allocated to teach certain courses, as long as support systems are in place to ensure that a quality service is maintained. In the case of teachers without a great deal of teaching experience, these staff members will be supported by means of internal (and where available external) INSET sessions, lesson observations and feedback from senior members of the academic team, perhaps observing colleagues' lessons themselves and working closely with a more-experienced colleague in the delivery of the course.

Exam Preparation; for IELTS, Cambridge First, Cambridge Advanced and Cambridge Proficiency

Ideally, teachers teaching Cambridge and IELTS exam preparation courses should have previous

experience of preparing students for the exam in question, and a solid understanding of both the exam skills needed and the language elements likely to be tested, as well as the pedagogic know-how required to design and run such a course. In the case of teachers without a great deal of exam class teaching experience, these staff members will be supported by means of internal (and where available external) INSET sessions, lesson observations and feedback from senior members of the academic team, perhaps observing colleagues' lessons themselves and working closely with a more-experienced colleague in the delivery of the course.

English for Business, English for Tourism and Hotel Management, English for Medicine (and any other English for Special Purposes courses delivered at ETC) plus Further Education and Higher Education courses.

For courses with an ELT component, teaching staff should have a relevant degree plus the CELTA or CTESOL (minimum) or alternative, approved teaching certificate. In addition, they would be expected to have either a background in the specialisation in question (perhaps they have previously worked – or are currently working – in Business, Tourism or Medicine) or have a strong interest in the field and be prepared to conduct a needs analysis to determine a student's particular language requirements and research to produce appropriate study materials designed to meet those requirements. In the case of non-ELT courses in ETC's FE and HE programmes, staff members would ideally have a professional qualification (such as an MBA in the case of English for Business) in their specific field or higher qualification.

In the case of teachers without a great deal of Special Purposes teaching experience, these staff members will be supported by means of internal (and where available external) INSET sessions, lesson observations and feedback from senior members of the academic team, perhaps observing colleagues' lessons themselves and working closely with a more-experienced colleague in the delivery of the course.

In general terms, teachers on FE and HE programmes should be asked to teach on programmes no higher than one level below the highest level at which they have studied themselves.

Any managers charged with recruiting staff should follow the steps shown below:

Advertising the position

Conduct recruitment advertising:

(With reference to the ETC Equal Opportunities Policy and the Job / Person Specification for each position).

Place advertisements in appropriate media and on ETC website, plus: For academic positions: www.tefl.com or similar.

For general, administrative, ancillary positions: Bournemouth Daily Echo newspaper, Indeed.com, www.fish4jobs.co.uk and www.poolettogether.co.uk

Ensure that advertisements indicate the need for DBS checks (at the applicant's expense) and acceptable references.

Send shortlisted candidates link to ETC's online application form.

Inform shortlisted candidates that ETC may carry out online searches as part of due diligence checks.

Invite appropriately qualified and experienced candidates for an interview.

Safeguarding-trained staff member (Specialist – formerly Level 3) to conduct online searches on shortlisted candidates to identify any safeguarding or suitability issues.

The Interview

Record the interview using the ETC Interview Record Sheet and ensure that the candidate completes the Self Declaration Form.

Obtain the details of at least 2 referees.

Check ID, address, entitlement to work, birth certificate, National Insurance number, qualification documents – sign, date and stamp any document copies supplied only once the original has been viewed.

Make sure that the candidate is asked a variety of question types, including open and closed questions.

Summarise the role and responsibilities for the candidate, referring to the relevant job specification.

Ask the candidate why they are interested in this position and what makes them feel that this would be a suitable role for them.

CV to be signed by candidate and checked/signed by Safeguarding Officer (Level 3), with any gaps explained.

After the Interview

If necessary, arrange a follow-up interview at which additional questions may be asked / appropriate tests or tasks may be assigned.

Send an email or letter to thank the candidate for attending the interview and inform them of the outcome.

Obtain at least 2 acceptable references (using the Reference Request Form) and a signed Self Declaration form before considering offering the role to the candidate. (Please refer to the ETC Policy Statement on the Recruitment of Ex-Offenders).

Follow up references (2) with a phone call to check authenticity and confirm suitability of candidate to work in an environment with juniors (under-18s). Annotate reference with comments. Date and sign.

Ensure that the candidate understands that any job offer will normally be contingent upon receiving a clear DBS check on the candidate. Conduct a DBS check as soon as practically possible and certainly before the candidate commences work.

All staff who have recently worked outside the UK should supply a police certificate from the last country they worked in. If the applicant has worked in the UK for more than 2 years and he/she holds a UK DBS Certificate we can recruit on the basis that the applicant will request a Police Certificate from the relevant country and provide it to us immediately upon receipt. In the interim, additional references may be sought.

Applicants who have been in the UK for less than 2 years can only be employed when we have seen the Police Certificate from the last country they worked in together with a UK DBS Certificate.

ETC reserves the right to terminate the staff member's employment at any time until this Police certificate document has been provided to us for inspection.

Any returning member of staff (i.e. for summer work) must provide one employer reference acceptable to ETC to cover the intervening period, as long as the full DBS check was carried out in the first year of employment in the UK and records are still on file. If the member of staff has simply been travelling (eg. On a gap year tour of the world) and therefore cannot provide an employer's reference, we will need to run a separate Children's Barred List check in the interim.

Carry out a Criminal Records Risk Assessment (if appropriate) and determine whether any Criminal Records are spent.

Discuss the person's application with the Principal / Director before reaching a decision on whether to appoint the candidate or not.

Confirm the appointment in writing or inform the applicant that they have not been successful.

Induction

Conduct a full Induction Programme for the new recruit, with reference to the Company Handbook, the person's job specification and all relevant policies and procedures.

Record the coverage of topics on the Induction Programme record sheet. Ensure that this covers Health and Safety, Fire Safety, Safeguarding Policies / Procedures.

Plans for the Continuing Improvement of ETC's Academic Staff Profile

ETC has a strong commitment to the continuous professional development of all staff members. Where Academic Staff members are concerned, this extends in some cases to the sponsorship of staff members to take courses that will add to the status of their academic qualifications.

ETC sponsors all staff members to attend in-house INSET sessions (topics generated by general consensus and as a result of student questionnaire feedback, classroom observation, etc), as well as external ELT INSET sessions and training run by RALSA and English UK, and for teachers in the FE/HE Department, by Pearson and other professional bodies such as CML, CIPD, academic institutions and universities. In addition, ETC has in the past paid for staff members to take the Cambridge DELTA course through ITTC.

It is ETC's intention to continue to support our Academic Staff members in this way, that is, by sponsoring certain candidates to take either the DELTA course or the DTESOL course.

Candidates for specific internal and external training programmes (some leading to the award of externally-validated certificates) are selected following discussions with staff members at their yearly performance appraisal and yearly appraisal review meetings.