

Recruitment Policy and Procedure

1. Purpose

Edgington School of English is committed to providing a supportive and inclusive working environment for all members of staff. To uphold our commitment to high-quality education, it is essential to attract, recruit, and retain staff who share the school's values and meet its high standards.

The aims of the school's recruitment policy are as follows:

- To ensure that the best possible staff are recruited based on their merits, abilities, and suitability for the role.
- To ensure all job applicants are considered equitably and consistently.
- To ensure no job applicant is treated unfairly on any grounds, including race, colour, nationality, ethnic origin, sex, sexual orientation, marital or civil partner status, disability, age, or religion.
- To ensure compliance with all relevant recommendations and guidelines from accrediting bodies.
- To meet our commitment to safeguarding and promoting the welfare of students by conducting all necessary pre-employment checks.

Staff involved in the recruitment and selection process are responsible for familiarising themselves with this policy. At least one person on every recruitment panel will have completed safeguarding training.

2. Scope

This policy applies to all employees at Edgington School of English.

3. Process

All applicants who have not applied through an accredited recruitment agency must complete an application form detailing their academic and employment history and their suitability for the role. A curriculum vitae will not be accepted in place of the application form.

Applicants will receive a job description for the role applied for. They may be invited to a formal interview, either in person or via video call, where their relevant skills and experience will be discussed in detail. If attending the

interview in person, candidates will be required to deliver a demonstration lesson. Those unable to attend in person will be asked to provide a video-recorded lesson.

If an offer of employment is made following the interview(s), it will be conditional on:

- The signing of a contract incorporating the school's standard terms and conditions of employment and agreement on a start date.
- Receipt of two satisfactory references, one of which must be from the current or most recent employer.
- Satisfactory police checks.
- Verification of the applicant's eligibility to work in the country.
- Verification of the applicant's medical fitness.

4. Pre-employment Checks

Edgington School of English conducts several pre-employment checks for all prospective employees:

Verification of identity and address:

All applicants invited to an interview must bring:

- A valid identity document.
- Original documents confirming any educational and professional qualifications.

If an applicant has changed their name, they must provide documentary evidence of the change.

References:

References will normally be taken for shortlisted candidates prior to the second interview. All offers of employment are subject to receiving two satisfactory references, one of which must be from the current or most recent employer. For applicants who have previously worked with children, one reference must be from the employer where they worked with children.

Edgington School of English will directly contact referees to verify references and will not rely on open testimonials.

Police check:

All prospective staff members are subject to police checks. In the event that relevant information (such as a previous conviction) is revealed, the school will consider the following factors:

- Relevance to the position.
- The seriousness of the offence.

- Time elapsed since the offence occurred.
- Patterns of offending behaviour.
- Whether the applicant's circumstances have changed.

For positions involving regular contact with students, the school will normally not employ individuals with convictions related to serious offences or dishonesty.

5. Retention of Records

If an applicant is appointed, relevant application information will be retained in their personnel file. Unsuccessful applications will be destroyed after six months.

6. Queries

Any questions regarding the recruitment process should be directed to the HR Manager.