

MSE: POLICY ON STAFF RECRUITMENT, SELECTION 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
- Equal Opportunities Policy
- Selection and recruitment
- Safer Recruitment
- Continuing Professional Development

1 Mission Statement

Our mission is to ensure that all students leave feeling excited, inspired and completely satisfied with their experience of studying in London.

2 Commitment to Equal Opportunities

Mayfair School of English would like to affirm its commitment to ensuring a work and study environment free from discrimination. In all areas of the school operation, advertising, student admissions, recruitment of staff, promotion, disciplinary action and redundancy, Mayfair School of English is committed to objective and impartial practice.

This commitment aims to eliminate discrimination due to gender, marital status, gender reassignment, race, colour, nationality, ethnic origin, national origin, physical or mental impairment, age, religion, sexual orientation and family status.

Accordingly, the school expects that all individuals attending the school, whether in the capacity of a student, staff member or visitor, will abide by the tenets and principles outlined above.

3 Selection and recruitment

Mayfair School of English believes that the quality of its staff, both academic and administrative, is essential to the continued success of the organization. In recruiting new staff to the school, the term 'quality' will be based on a range of criteria as outlined below and 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, Mayfair School of English aims to:

- Ensure that teaching staff are qualified to Certificate level (formerly TEFL1) as per Accreditation UK's definition.
- 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 friendly and informal atmosphere in which teaching staff can thrive professionally.

In all instances, the school is committed to treating all staff fairly and in accordance with current employment legislation and with the terms and conditions outlined in Mayfair School of English contracts and employment policies.

4 Safer Recruitment

With the recent extension of its accreditation to provide tuition to under-18s, a series of procedures are in place to support the school's 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 school 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.

5 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 that 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 as required.

1st September 2017