



RECRUITMENT POLICY

Introductory notes

The Management of Your English Language School is committed to ensuring that the recruitment and selection of all employees is fair, open and transparent and complies with all relevant legislation. The school management aims at providing a positive work environment where work is done in an atmosphere of respect, collaboration, openness and equality. The policy is formulated in light of *The Employment Equality Acts 2007-2015*. Any reference to equality includes all the following grounds relevant in the process of recruiting new members of staff and retaining the existing ones:

- Gender: this means man, woman or transsexual
- Civil status: includes single, married, separated, divorced, widowed people, civil partners and former civil partners
- Family status: this refers to the parent of a person under 18 years or the resident primary carer or parent of a person with a disability
- Sexual orientation: includes gay, lesbian, bisexual and heterosexual
- Religion: means religious belief, background, outlook or none
- Age.
- Disability: includes people with physical, intellectual, learning, cognitive or emotional disabilities and a range of medical conditions
- Race: includes race, skin colour, nationality or ethnic origin
- Membership of the Traveller community.

Positions are offered based on competency, qualification and enthusiasm for the position.

Personal information received as part of the recruitment process is dealt with in the strictest confidence.

Recruitment Procedures

Job Description

Once a vacancy occurs a detailed job description is prepared before each post is advertised and is available to all applicants. The job description includes:

- Job title
- Location of the position
- Who the employee will report to
- Overall purpose of the job
- Key area of work
- Details of specific duties and responsibilities
- Hours of work
- Person Specification which includes:
 - Knowledge
 - Skills
 - Qualifications,
 - Experience
- Other attributes required to carry out the job satisfactorily.

Advertising

All posts are publicly advertised in local newspapers, job markets and websites and clearly state that Your English Language School is an equal opportunities employer. All advertisements include the following:

- Name and role of the organisation
- Job title
- Brief description of the job
- Location of position
- Qualifications and experience which are essential and which are desirable
- Whether the position is full time or part time, temporary or permanent
- How to apply
- How to get further information
- Closing date and time for application

Application

All applicants are sent the job description and person specification, together with the application form (if an application form is being used rather than CVs). Completed application forms will be dated on receipt. To ensure confidentiality, only the school directors will see the completed application forms.

Shortlisting

A short listing/interview panel (selection panel) with a minimum of two people is set up to review all applications. The short listing panel and the interview panel will consist of the same people as far as possible and ensure gender balance

- The selection panel agrees the selection criteria from the information supplied in the advertisement and the job description and before any applications are examined
- Assessment of applications is based only on information provided by the applicant
- All applicants who meet the selection criteria are invited to attend an interview
- A complete report of the short listing process is prepared by the selection panel

Interview

- The shortlisted candidates are invited to attend an interview.
- The interview is carried out in a friendly but formal manner.
- The questions asked by interviewers should aim at checking if the candidate has relevant qualifications, skills and experience for the advertised position. They should be closely linked with the job description and person specification outlined in the job advertisement.
- Interviewers must not ask any questions referring to the candidate's marital status, age, religion, ethnicity, family situation, place of residence, sexual orientation or membership of Travelling community.
- The interviewers should each take their separate notes and assess each candidate independently against a previously agreed scale and criteria and the score given by each interviewer should be recorded on a score sheet.

Selection Process

- The position is offered to the candidate with the highest mark on the score sheet.

- A reference is always sought from the current or most recent employer. Both referees are contacted verbally by telephone and this is followed up with a request for written reference.
- The person who comes second on the score sheet is held in reserve provided she/he meets the criteria.
- The successful candidate is officially notified having first been contacted by telephone
- The successful candidate is asked to provide the original copies of the TELF certificate and Level 7 or equivalent Major Award certificate.
- Follow-on qualification verification steps are taken in the form of online research, including databases of educational providers as well as the use of LinkedIn network.
- In case a prospective candidate lacks required qualifications to meet the minimum requirements, the employment is not offered.
- Emails or letters of regret are sent to all unsuccessful candidates once the post has been accepted and within one week of the interviews being held

In an unlikely case a teaching staff member is found to lack required qualifications, despite all due diligence at the selection stage, they shall be removed from teaching. Further legal steps might follow.