

RECRUITMENT AND SELECTION POLICY

The recruitment of staff is governed by the UK College of Business and Computing (UKCBC) Policies for all its employees, including the employees that are employed by the UK College of English (UKCE). However, bearing in mind the specific nature of an English Language School's requirements, the process is further elaborated in this policy.

UKCE non-academic staff

Upon successful interview with the Chief Executive, the applicant may be asked to attend further interviews with the Chief Executive as well as the Directors at UKCBC. Prior to the interview, interviewers are sent a report on the applicant's suitability for the post. Upon successful interview at head office, the applicant will be offered a place of employment at UKCE, and UKCE together with Head Office will arrange a contract of employment.

UKCE staff are employed through UKCBC and the recruitment process is dealt with UKCBC Human Resources department. If you would like to refer to the UKCBC Recruitment and Selection Policy please email: enquiries@ukcbc.ac.uk.

Teachers

Only applicants with a minimum TEFL qualification (CELTA or Trinity TESOL Certificate) will be considered for positions. In addition, the College will only accept applicants with a level 6 qualification or equivalent (e.g. a first degree). There may be exceptions depending on the experience and knowledge of the applicant. Any applicant without these qualifications will need a rationale for their employment at UKCE.

1. It is the organisation's policy that all internal candidates will be considered for a vacancy. In the event of there being no suitable candidate, the position will be advertised externally. Existing employees are to be encouraged to apply for vacant posts if they have the appropriate qualifications, experience and skills.
2. The organisation aims at all times to recruit the person who is most suited to the particular job. Recruitment will be based solely on the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, experience and skills will be assessed at the level that is relevant to the job.
3. Before embarking on the process of recruitment, the Chief Executive / Head of Academic Delivery must ensure that there is an up-to-date job description for the post and a clearly drafted employee specification. The job description will describe the duties, responsibilities and level of seniority associated with the post, while the

employee specification will describe the type of qualifications, training, knowledge, experience, skills, aptitudes and competencies required for effective performance of the job

4. Any candidate with a disability will not be excluded unless it is clear that the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of his/her disability.
5. All disabled applicants who meet the minimum requirements of the job as set out in the job description and employee specification will be guaranteed an interview.
6. Chief executive or Head of Academic Delivery conducting recruitment interviews will ensure that the questions that they ask job applicants are not in any way discriminatory or unnecessarily intrusive. The interview will focus on the needs of the job and skills needed to perform it effectively.
7. On no account should any job offer be made during or at the end of an interview.
8. It is the organisation's practice to seek the successful candidate's consent for two written references and to ask for documentary proof of qualifications. Any offer of employment will be conditional on both of these being satisfactory. The successful candidate will also be asked to have an enhanced DBS.

Safe recruitment of staff with regard to U18s

UKCE is committed to following safer recruitment practices and ensures that all roles involving responsibility for, or those with substantial access to, under 18s will have suitability checks, for example with the Disclosure and Barring Service (DBS). These roles include teaching, administration, social activities, management staff and group leaders.

- The School ensures that all members of staff are trained to a minimum safeguarding level 1 and that students are aware of safeguarding arrangements.
- All staff go through an anti-radicalisation Prevent course during their induction in school.
- Other practices include checking proof of identity and qualifications, ensuring any gaps in CVs are satisfactorily explained, following up references and checking specifically if there is any reason that applicants should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18. In the event of not receiving a written reference, the Chief Executive or Head of Academic

Delivery will endeavour to telephone the referee. Applicants responding to advertisements for any position are informed of the necessity of being DBS-checked.

- These safer recruitment practices also apply to external providers of transfers and accommodation, where we would obtain a written statement to ensure all adults working with under 18s are DBS-checked. In the case of group leaders, we ask them to sign a declaration in order to confirm they have no criminal convictions that would affect their duties, and their agent to sign that they have completed a full background check.
- Due to the sensitive nature of the subject, open-ended questions are asked during interviews relevant to the post in order to assess the candidate's eligibility for working with U18s and to extract information that could give rise to a concern, e.g.
 - What experience do you have with regard to students under 18 years of age?
 - Would you object to being DBS checked?
 - How do you feel about being friends with an under 18 student on your social network?
 - What age groups do you have experience teaching?
 - What is your favourite age group to teach and why?
 - What methodology would you adopt if you were to teach a group of children?
 - What teaching techniques would you use if you were to teach a 14-year-old on a 1-to-1 basis?
- The College includes Safeguarding in the induction process. The Designated Safeguarding Lead explains to newly-appointed members of staff the principles of safeguarding students and their welfare, for both on- and off-site activities.

The same security and safeguarding measures apply for both permanent and temporary staff.

Criminal Records

During the application process, UKCE encourages all applicants called for interview to provide details of any criminal record. UKCE requests that this information be submitted. Criminal records and related information are treated as confidential. Only those involved in the recruitment process have authority to view any criminal records or related information.

In the event that an applicant has a criminal record, UKCE will consider the applicant's suitability to work and, where necessary, with persons under 18 on a case-by-case basis. UKCE recognises that a person who has a criminal record does not automatically make him/her unsuitable to work with persons under 18 and that only those offences which hinder the safeguarding and welfare of persons under 18 will be taken into account.

In deciding the relevance of convictions, and in accordance with the UKCE Recruitment Policy and the British Council guidelines for care of persons under 18, UKCE will consider the following four factors:

- Seriousness and nature of offence(s)
- Nature of appointment
- Age of offence(s)
- Frequency of the offence(s)

Upon successful interview with the Head of Academic Delivery, the teacher will be issued with a contract for a probationary period of six months. Generally, during the first few weeks of that period the new teacher will be observed (following the observation procedures). Any concerns regarding the teaching or behaviour of the new appointee will be discussed in order to decide whether to continue or discontinue their appointment.

Teachers who pass their probationary period will be given the opportunity to extend their appointment after discussion with the Head of Academic Delivery.

Right to Work in the UK

All candidates are asked to complete a section on their right to work in the UK on the application form and are asked to provide their right to work in the UK, in accordance with government requirements at interview stage for verification at which time photocopies will be taken. This can be in the form of:

- A passport describing the holder as a British citizen or as having the right of abode in (or an entitlement to re-admission to) the United Kingdom, or the right to work here.
- A certificate of registration or naturalisation as a British Citizen/ pre-settled or settled status.
- A birth certificate evidencing birth in the United Kingdom or in the Republic of Ireland.
- A European Economic Area (EEA) passport or national identity card or a Passport.
- A passport or travel document endorsed to show that the person is exempt from immigration control, or a letter issued by the Home Office confirming that the person named has such status (IND stamp/entry clearance certificate).
- A United Kingdom residence permit.
- A letter issued by the Immigration and Nationality Department confirming the individual's status.

Induction

The UK College of English (UKCE) Procedure for the induction of new staff has been developed to contribute to the achievement of the College's aims to promote *"the employability, lifelong learning and continuing professional development of its students and staff"* and *"the*

underpinning of its activities by the values of equality, diversity, collegiality and a concern for ethical behaviour and the welfare of individuals and society".

This Policy alongside associated procedures and guidelines define the College's commitment to ensure that all new staff are supported during the period of induction. This undertaking is regarded as a vital part of staff recruitment and integration into the College environment.

Induction Procedure for non-academic staff

Non-academic staff are inducted at UKCBC (Liverpool Street Campus)

The following **documents are to be printed** out to use as guideline during the Induction and to be handed to the new starter to have as reference:

- Presentation Full-time staff
- Health & Safety Induction Training Pack
- User guide for Perkbox
- Essential Health and Safety – Manual
- Employee Handbook
- Induction Training Checklist
- UKCBC – Perm Staff Checklist
- Employee Safety Handbook
- Presentation Health & Safety
- Presentation GDPR
- Dress Code Policy
- NOW Pensions Guide
- Condensed Safeguarding Policy

For the Induction, the new starter will need to bring in the following **forms completed** (these can also be printed out and filled in on the day):

- Reference Check Release Form
- New Starter Checklist (HMRC) or request P45 if they have it
- 48h Opt Out Agreement
- DBS Consent Form
- Employee Personal Details Form
- Staff Medical Form

Also, the employee will need to bring in **originals** for:

- Passport
- Visa (if required)
- NI proof (card, letter, P45, payslip)
- Proof of Address (utility bill, bank statement)
- Educational Qualifications

**we will need to make copies for all of the above*

During the Induction, the following **areas will be covered:**

- General Terms
- Salaries, wages, and pension
- Holiday entitlement, conditions, and Select HR
- Sickness/injury payments and conditions
- Equal opportunities policy
- Terms and conditions of employment
- Probationary period
- Termination of employment
- GDPR
- The organisation and your role
- Grievance/ Disciplinary/ Capability procedure
- Health, safety, welfare and hygiene
- Tour of the campus

Contract will be handed out to the new employee during induction, this will then have to be signed by the Director or HR Manager. A copy of the fully signed contract will then be sent out to the employee for their records.

To support the induction process, all newly appointed College staff will be provided with a UKCE Staff Handbook as a guide to the College's procedures and practices.

Non-academic staff will also receive a short induction upon their arrival at UKCE:

- This induction covers health and safety procedures relevant to our building, such as fire exits, evacuation plan and a brief introduction to the Emergency Response Team.
- It also includes a tour of the campus and meeting other full-timers.
- His or her next of kin's details will be stored in our database.

The new staff member will also be required to produce evidence that they have completed a level 1 online safeguarding/ child protection awareness course and an anti-radicalisation Prevent course on-line. Otherwise, they will be asked to do one. In addition they will have a training session regarding child safeguarding with a Designated Safeguarding Staff member.

Induction procedure for Teachers

The new staff member will also be required to produce evidence that they have complete a level 1 online safeguarding/ child protection awareness course and an anti-radicalisation Prevent course on-line. In addition, they will have a training session regarding child safeguarding with a Designated Safeguarding Staff member.

The Head of Academic Delivery will introduce the new teacher to the other College staff (both Academic and Administrative). The Head of Academic Delivery will also conduct an Academic induction, which includes but is not limited to, showing the new teacher the resources used by the teaching staff, together with any administrative duties that the teacher must complete on a daily basis (i.e. attendance registers and Course plans). The importance of planning for the week will also be stressed, together with a request for the submission of lesson plans for the week to be made available in the file for the class.

The plan may well be examined by the Head of Academic Delivery to ensure continuity of lessons and that students are receiving the language instruction suitable to their level of ability. The Head of Academic Delivery (or an experienced TEFLQ qualified member of staff) will observe the new teacher, ordinarily in the first few weeks of their appointment. A formal lesson plan, including timings, interactions, aims, anticipated problems etc., together with sourced photocopies of any material used must be presented to the observer before the observation. The lack of a lesson plan will result in the cancellation of the observation, and this will be noted on the teacher's record. The observer will then advise the teacher of the new observation schedule.

Induction Meeting

After appointment to a position, the newly appointed staff member will have a formal induction meeting with the Head of Academic Delivery/HR department where he/she is required to submit original documents as proof of his/her identity and academic qualifications. The following original documents are required:

- Application form for employment
- Curriculum Vitae (CV)
- Qualifications
- Level 1 Safeguarding certificate
- Prevent certificate
- Bank details
- P45/P46 form (or a HMRC New Starter form)
- Right to work in the UK
- Proof of address
- Passport
- DBS certificate
- National Insurance number (NINO)
- Signed Offer Letter

Upon joining UKCE, the newly appointed staff member will be requested to sign a consent form authorising the College to request an updated enhanced DBS check. This will be at the College's expense.

In addition, the Head of Academic Delivery or Chief Executive will discuss the terms and conditions of the contract of employment highlighting the following:

- Hourly wage/contracted wage
- Working hours
- Payment method
- Leave entitlement
- College Codes of Conduct
- Lunch breaks

For emergencies, a next-of-kin needs to be noted.

Once the discussions have been concluded, the new staff member will be given a safeguarding training as well as fire/ health and safety training instruction. After the training sessions, the College's emergency procedures will be explained.

Induction - Introduction to other members of staff

Once the induction meeting and training sessions have been concluded, the new staff member will be issued with a College identity card that is to be displayed at all times on College premises. In addition, the Head of Academic Delivery or Chief Executive will introduce the new staff member to all other College staff and give him/her a brief tour of College premises indicating basic amenities.

Depending on the position at the College of the newly appointed staff member, either the Chief Executive or the Head of Academic Delivery will show the new staff member resources used by College staff, together with any administrative duties that staff are required to complete on a daily basis.

An induction checklist is signed to acknowledge full understanding and the delivery of all policies and handbooks

Support for induction

To support the induction process, all newly appointed College staff will be provided with a UKCE Staff Handbook as a guide to the College's procedures and practices.

Academic staff will also be provided with a Teachers' Handbook.

Other relevant documentation:

- Exit questionnaire
- Reference request form
- Continuous professional development
- Equal opportunities
- 48 Hour Opt Out Agreement

- Staff Medical Form

Related Policies

Please see:

- Whistle Blowing
- Anti-bribery
- Equal opportunities

Appendix 1: Induction Checklist



INDUCTION TRAINING UNDERTAKEN
<input type="checkbox"/> Personnel documentation and checks completed <input type="checkbox"/> P45/New Starter Checklist <input type="checkbox"/> NI Number <input type="checkbox"/> Passport <input type="checkbox"/> Permit
Introduction to the company
<input type="checkbox"/> Introduction to colleagues <input type="checkbox"/> Products/services/market <input type="checkbox"/> GDPR/Confidentiality
The Job
<input type="checkbox"/> New Starter's Own Job <input type="checkbox"/> Standards expected <input type="checkbox"/> Work performances required <input type="checkbox"/> Job Description
Terms and Conditions of Employment
<input type="checkbox"/> Written terms and conditions issued and explained <input type="checkbox"/> Employee Handbook <input type="checkbox"/> Hours / Breaks <input type="checkbox"/> Method of Payment / Dates of Payment <input type="checkbox"/> Holidays / Clocking on / Flextime / Reporting Procedures <input type="checkbox"/> Probationary Periods <input type="checkbox"/> Sick Leave and reporting <input type="checkbox"/> Safeguarding Policy
Health & Safety
<input type="checkbox"/> Awareness of Hazards – specific to work <input type="checkbox"/> Safety Rules <input type="checkbox"/> Emergency Procedures <input type="checkbox"/> Exit Locations <input type="checkbox"/> Reporting Accidents <input type="checkbox"/> First Aid <input type="checkbox"/> Personal Hygiene <input type="checkbox"/> Asbestos
Equal Opportunities Policy & Employee Development
<input type="checkbox"/> Bullying / Harassment / Discrimination <input type="checkbox"/> Equal Opportunities Policy <input type="checkbox"/> Training Provision / Further Education / CPD <input type="checkbox"/> Performance Appraisal <input type="checkbox"/> Promotion Avenues
Conduct
<input type="checkbox"/> General behavior / Dress Code <input type="checkbox"/> Acceptance of gifts <input type="checkbox"/> Private use of telephone <input type="checkbox"/> Smoking Policy <input type="checkbox"/> Canteen / Break Facilities <input type="checkbox"/> Cloakroom / Toilets / Lockers
Employee Relations
<input type="checkbox"/> Grievance and Disciplinary Procedure <input type="checkbox"/> Appeals Procedure <input type="checkbox"/> Communication and Consultation

I confirm that the above induction has been completed for the above stated member of staff.

Designation Officer:

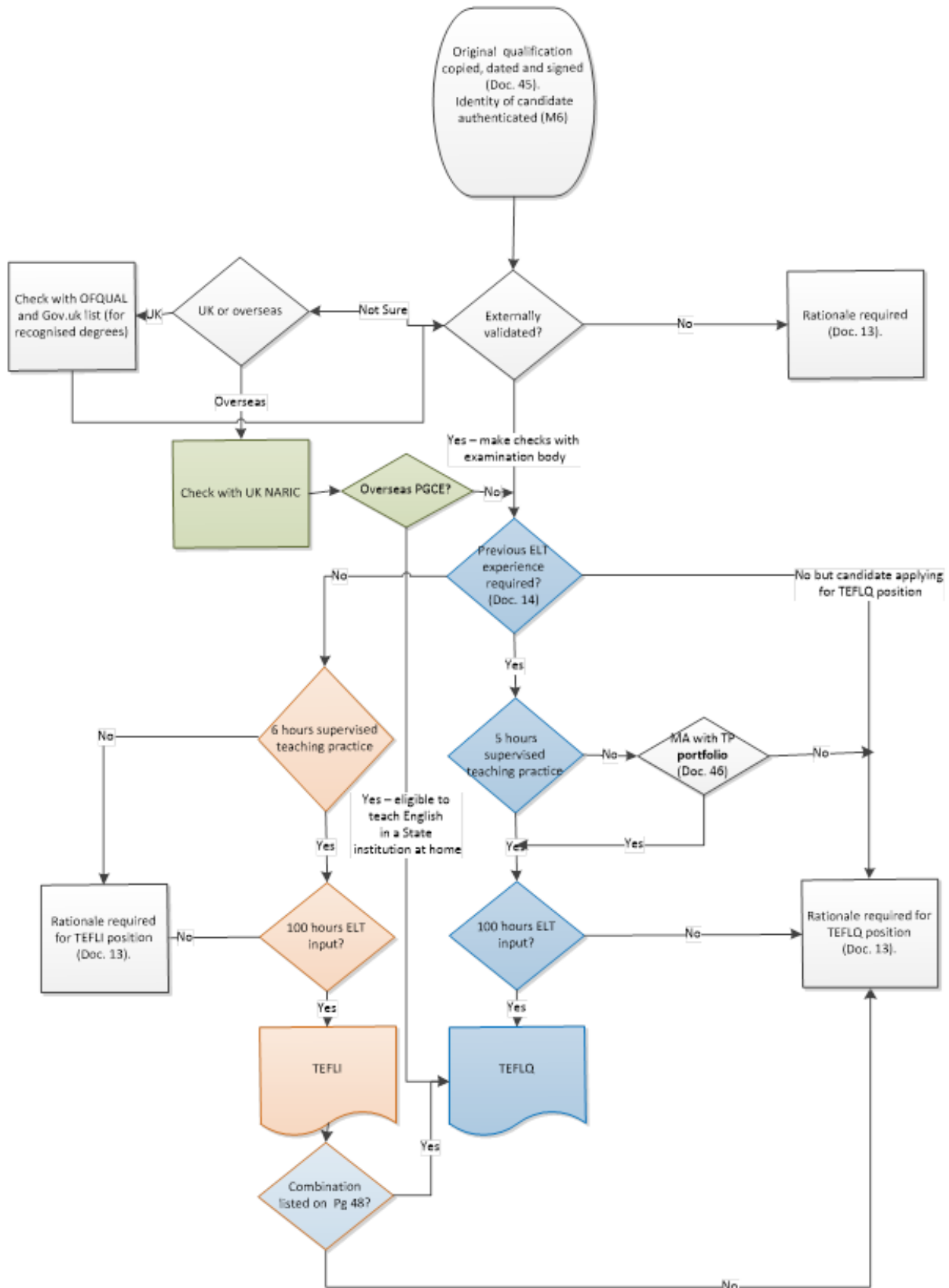
Date:

Induction Completed (Signature of New Starter):

Date:

1. Future Facing
2. Achievement through quality
3. Supporting a global community
4. Commitment to the individual

Appendix 2: Qualifications Check



- 2. Future facing
- 3. Supporting a global community
- 4. Commitment to the individual

Policy review

As the law is constantly changing, this Policy is subject to review and the College reserves the right to amend this Policy without prior notice.

Reviewed on 23rd June 2023

Reviewed annually or more often as required