

Staff Appointment Procedures Template for TEFL Providers:

1. **Position Description:** Create a detailed job description outlining the role, responsibilities, qualifications, experience, and desired skills for the position.
2. **Recruitment:** Develop a recruitment plan and advertise the position in various media channels such as job boards, social media, industry-specific groups, and career fairs. Include a closing date for applications and a statement of equal opportunity and non-discrimination.
3. **Shortlisting:** Screen applications and shortlist candidates who meet the minimum qualifications and experience requirements. Conduct reference checks on the shortlisted candidates.
4. **Interviews:** Conduct interviews with the shortlisted candidates using a predetermined set of questions that assess their ability to perform the role effectively. The interview panel should consist of at least two members.
5. **Selection:** Choose the most suitable candidate based on their qualifications, experience, skills, interview performance, and reference checks. Offer the position to the selected candidate and notify all other applicants of the outcome.
6. **Employment Checks:** Conduct employment checks such as background checks, criminal record checks, and verification of qualifications and experience. Ensure that the selected candidate has the right to work in the UK/country concerned.
7. **Offer of Employment:** Prepare a formal offer of employment in writing, including details such as salary, hours of work, and start date. Obtain a signed acceptance letter from the candidate.
8. **Induction:** Plan and deliver an induction program for the new employee that includes an introduction to the school's policies, procedures, culture, and values, as well as job-specific training.
9. **Probationary Period:** Establish a probationary period for the new employee to assess their suitability for the role. Provide regular feedback and support during this period.
10. **Performance Management:** Implement a performance management system to monitor the employee's performance, provide regular feedback, and identify any training needs. Review the employee's performance regularly and provide constructive feedback and support.
11. **Continued Professional Development:** Encourage and support the employee's continued professional development by providing opportunities for training, attending conferences, and pursuing further education.
12. **Termination of Employment:** Develop a termination of employment policy that complies with UK employment law and includes a clear process for handling disciplinary matters, grievances, and resignations.

