

# **Staff Handbook Template for TEFL Providers:**

## **Introduction:**

Welcome to our TEFL School! This handbook is designed to provide you with important information about our school and your employment with us. Please read it carefully and let us know if you have any questions.

## **1. School Overview:**

This section should provide an overview of the school, including its mission, values, and history.

## **2. Policies and Procedures:**

This section should provide information about the school's policies and procedures, including:

- Health and safety policies
- Equal opportunity policies
- Harassment and discrimination policies
- Grievance and complaints procedures
- Disciplinary procedures
- Absence and lateness policies
- Use of school property and equipment
- Confidentiality policies

## **3. Employment:**

This section should provide information about employment with the school, including:

- Types of contracts
- Probationary periods
- Hours of work
- Pay and benefits
- Tax and National Insurance
- Pensions
- Performance reviews
- Training and development opportunities

## **4. Teaching and Learning:**

This section should provide information about teaching and learning at the school, including:

- The curriculum
- Lesson planning and preparation
- Classroom management
- Assessment and feedback

- Student welfare and support
- Use of technology in the classroom

## **5. Administration:**

This section should provide information about administrative tasks, including:

- Timetabling
- Attendance tracking
- Grading and reporting
- Record keeping
- Data protection policies
- Financial procedures

## **6. Resources:**

This section should provide information about the resources available to staff, including:

- Teaching resources
- IT equipment and support
- Library resources
- Classroom and office space
- Staff room facilities

## **7. Contacts:**

This section should provide contact details for key staff members, including:

- Head teacher
- Director of studies
- HR manager
- IT support
- Finance manager
- Student services manager

## **Conclusion:**

We hope this handbook provides you with all the information you need to enjoy a successful and productive time with us. Please let us know if you have any questions or concerns, and we look forward to working with you!