



Castle School Recruitment Policy

For all staff:

The Castle School's policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, colour, race, sexual orientation, ethnic or racial origins, marital status, age, political or religious beliefs. The school is looking for teaching excellence, which involves knowledge, personality, positive attitudes, clarity of diction/explanations, and empathy with students.

Castle School is fully committed to being a safe recruiter, and will conduct DBS checks on all new staff, as well as require a full employment history and 2 references.

For teachers of general English courses

- a) Applicants must have a degree plus a TEFL qualification except in exceptional circumstances.
- b) CVs must show either a certain amount of experience in the ESOL field and/or a background, which shows initiative/creativity/voluntary work with foreign nationals. Although proven ability and experience is ideal, the school is prepared to take on inexperienced teachers with a view to their development into highly competent teachers.
- c) At the interview stage the candidate is assessed on his/her attitude to pair and group work, correction, attitude to multi-cultural classes, etc. At this stage their body language, eye contact, confidence (or lack of it), and friendliness is assessed, as well as their spoken English.
- d) References will be checked (by phone if start is imminent)
- e) As part of the recruitment process, an applicant's commencing work with Castle School will be observed either by the Academic Manager within 2 weeks and the teacher will be assessed on their rapport with students, their clarity of explanation, their involvement of all learners, the quality of input and learner satisfaction.

For teachers of examination courses:

All of the above, plus:

- a) Experience in examination preparation courses.
- b) Demonstrates understanding of, and ability to keep to, a schedule to prepare students for exams.
- c) The ability to motivate students to work hard, even outside school hours.
- d) Pride in their students' achievements.