



# Language in Action Recruitment Policy

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In addition to complying with statutory requirements and fulfilling the staffing needs of Language in Action, part of Malvern International, our human resources policy and procedures aim to achieve the following:

- Attract the most appropriate staff for the programmes the company offers;
- Ensure that recruitment, selection and opportunity for on-going employment is as fair as possible;
- Ensure staff have the opportunity for continuous professional development.

To this end, Language in Action, part of Malvern International, will:

- Be rigorous and fair in order to recruit the most suitable applicant for the job;
- Ensure no one receives less favourable treatment on grounds of gender, marital status, sexual identity, religious belief, political opinion, race, work pattern, age, disability or HIV/AIDS status, socio-economic background, spent convictions, trade union activity or membership, or on the basis of having or not having dependents;
- Require all candidates to address specific areas of the job in the same way in their application and in the interview;
- Look for evidence of behavioural competencies and skills from previous positions;
- Use the best methods of assessment available to compare applicants' abilities against the job requirements;
- Treat applicants as valued people keeping them informed of the process and current state of their application;
- Make offers which are conditional upon satisfactory references and the production of original certificates for the relevant qualifications and notify applicants of this in all advertisements for jobs that Language in Action place;
- Undertake all such activities in a professional manner.

## Advertising

Our use of further advertising will depend on the nature of the vacancy. When projections allow prediction of a staff short-fall or a vacancy requires a particular skill set or qualifications profile, an advert will be placed on appropriate EFL websites. However, the nature of the business is that we may need to recruit at short notice. On-file CVs, in this case, will provide the first pool of potential candidates.

In all advertisements for posts and prior to or at interview, applicants are advised that:

- References will be followed up;
- Gaps in their CV must be accounted for;
- Photo ID & original qualification certificates must be provided;
- Suitability checks will be required (Enhanced DBS) & referees will be asked if they know of any reason why the applicant shouldn't work with under 18s.

## Language in Action

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### Recruitment procedure

Applicants are asked to fill a Language in Action application form available on LiA website to check the essential requirements for the post.

An invitation letter to interview is sent to shortlisted candidates, who are then interviewed by two members of LiA Head Office.

Each applicant is assessed in the following way:

- An interview with two members of LiA Head Office, typically both the Director/Summer Operations Manager and Academic Manager for Academic staff, and Summer Operations Manager and Operations Manager for the Operations staff, using standardised questions for each role to keep the process as fair as possible.

The applicants will also have:

- An opportunity to ask questions;
- A check (using the starter checklist document) that all relevant documents have been received and checks carried out.

### Selection

An offer of employment may be made at the interview and/or as soon as LiA has confirmation of staff required for each centre, and the terms and conditions explained. Offers are subject to two satisfactory references and a satisfactory Enhanced DBS / police check. Successful applicants will be given a training and induction prior to summer centre opening.

The terms and conditions of employment state that all academic and operative staff must be prepared to work with juniors and so all academic and operative staff are required to sign a 'Suitability to work with Children Declaration' and all referees are specifically asked to confirm that the applicant is suitable to work with children.

#### Reviewed:

Mar 2022

#### Reviewed by:

Emiliano Sallustri and HR Manager

#### Next Review:

Mar 2023

#### Review by:

Emiliano Sallustri and HR Manager