

TWIN Summer Centres Recruitment Policy

Twin is an Equal Opportunities Employer:

Applicants are invited to visit Twin's Equal Opportunities Policy on

<http://www.twinuk.com/Jobs>

Twin complies with all Health and Safety Legislation and actively promotes the 'safe learner'

<http://www.twinuk.com/Jobs>

Twin promotes a full range of economic, environmental and social sustainability practices

Applicants can view Twin's Sustainability Policy on employment on request.

Twin full complies with the Data Protection Act 1998

Twin's Staff Handbook, Code of Conduct, Equipment Policy and Health and Safety Handbook

are available to successful applicants to explain employment matters and support staff once in employment with Twin.

Student safety:

- Appropriate DBS is required prior to confirmation of employment
- References will be followed up and reference requests will ask specifically whether there is any reason that the applicant should not be employed in situations where they have responsibility for, or substantial access to, persons under 16.
- All gaps in CVs must be explained satisfactorily.
- Proof of identity and qualifications will be required.
- All staff will be required to sign a Working with Minors Declaration before starting work.

Teacher Qualifications

Please note that we require EFL teachers to have a minimum qualification of the Cambridge RSA CELTA or the Trinity College Certificate in TESOL or a recognised equivalent.

Please ensure you enclose a copy of your TEFL qualifications with your copy of the contract if you have not already done so with your application form. If you do not have a suitable TEFL qualification, you are encouraged to complete the form as we may be able to consider you for an alternative post at our centres. Teachers currently attending an appropriate TEFL training course are also encouraged to apply as soon as possible.

You will need to send us proof of ID in the form of a photocopy of your passport or driving licence.

Activity Organiser Qualifications

No formal qualifications are necessary; however, applicants should be at least 18 years old with the necessary maturity to undertake responsibility for groups of students aged between 8 and 18 years old.

Applications are particularly invited from Activity Organisers with an interest or capability in sports, lifesaver/first aid qualifications, local knowledge, or any other interest or experience that could be utilised on the activity and excursion programmes.

The most important requirement is that applicants are enthusiastic, energetic, outgoing and keen to make a decisive contribution to all the aspects of the course.

Centre Managers, Directors of Studies and Activity Managers

Director of Studies are required to be TEFL qualified preferably at Diploma level with experience of summer schools.

Centre Managers and Activity Managers need not be TEFL qualified but should have experience of summer schools.

Twin is seeking creative and responsible applicants with excellent people skills for all management positions.

For further information see the following documents: General Staff Information, Teacher Information and Activity Leader Information