

## **[D2 Recruitment]**

### **[Recruitment Strategy]**

An important addition to your Centre's organisational structure is a coherent and strategic recruitment plan. Strategic goals of your organisation should be clearly articulated in this plan. For example, if you are moving towards running mainly Cambridge test preparation courses, it is important to recruit teachers with Cambridge qualifications or experience.

Similarly, if you cater to a large number of under 18s, it is important to have registered teachers with experience with this age group. And of course, it is essential to have in place reliable processes for verifying qualifications and experience.

In recruiting administration and support staff, many centres will look for staff with the language backgrounds of the target student cohorts that the Centre enrolls. This enables students with low-level English to be better supported in their native language if any sensitive or confidential issues arise.