

ACTIVE LANGUAGE LEARNING

HUMAN RESOURCES SECTION

2025

January 2025

This is a live document with continuous necessary updating where required.

ACTIVE LANGUAGE LEARNING

Human Resources Policy

2025

January 2025

This is a live document with continuous necessary updating where required.

Human Resource Policy

Active Language Learning

Effective Date: 6th January 2025

Reviewed Annually by School Directors

Policy Statement

Active Language Learning recognises that its staff are its greatest asset. We are committed to fair, inclusive, and transparent HR practices that foster professional growth, promote staff wellbeing, and ensure compliance with all relevant employment laws and accreditation standards (e.g., EAQUALS, TrustEd).

Scope

This policy applies to all employees, whether full-time, part-time, fixed-term, seasonal, or freelance, as well as contractors and interns.

Recruitment & Equal Opportunities

- Recruitment is based on merit, qualifications, and alignment with the school's values.
- Job vacancies are openly advertised and selection follows fair, documented processes.
- We are an equal opportunity employer. Discrimination based on age, gender, nationality, ethnicity, religion, disability, or sexual orientation is not tolerated.
- Garda vetting is mandatory for all roles involving under-18s.

Induction & Training

- New staff undergo structured induction, including safeguarding, fire safety, and first aid awareness.
- All academic staff receive training in lesson planning, classroom management, and intercultural communication.
- Ongoing CPD (continuing professional development) is encouraged and may include conferences, online training, internal peer observations, and feedback.

Code of Conduct

- Staff are expected to model professionalism, integrity, and respect for students and colleagues.
- Punctuality, dress code, and adherence to timetables are mandatory.
- Confidentiality around student and institutional information must be maintained.
- Bullying, harassment, or discriminatory behaviour will result in disciplinary action.

Working Hours & Leave

- Normal working hours vary depending on academic vs. administrative roles. Flexibility is expected during high season.
- Staff are entitled to statutory annual leave, public holidays, and an annual regulated sick day allowance
- Sick leave must be reported promptly; medical certificates may be required.

Pay & Benefits

- Pay is aligned with experience, qualifications, and market norms.
- Payroll is processed monthly. Any deductions will be outlined in writing.
- Staff may receive travel or meal allowances during off-site or group travel assignments.

Performance & Appraisal

- Annual or seasonal appraisals support continuous improvement and two-way feedback.
- Underperformance is addressed through structured support and, if necessary, disciplinary procedures.
- Staff are encouraged to set personal goals and highlight areas of interest or development.

Grievance & Disciplinary Procedures

- Staff have the right to raise concerns confidentially without fear of retaliation.
- Grievance procedures follow a clear, step-by-step process involving verbal, written, and formal review stages.
- Disciplinary actions range from verbal warnings to termination, depending on the severity of the issue.
- As an EAQUALS Accredited school students, staff, partners or contractors may avail of the complaints procedures also on offer.

ACTIVE LANGUAGE LEARNING

Core HR Policies List - Active Language Learning 2025

January 2025

This is a live document with continuous necessary updating where required.

Core HR Policies List

Active Language Learning

Included or Contained in Active Language Learning List of policies:-

1. Employment & Contract Policies

- Staff Recruitment and Selection
- Induction and Onboarding
- Fixed-Term and Part-Time Employment
- Use of Interns and Unpaid Staff

2. Code of Conduct & Workplace Behaviour Policies

- Staff Code of Conduct
- Equality, Diversity & Inclusion (EDI)
- Bullying and Harassment Prevention
- Professional Boundaries and Behaviour
- Social Media and Digital Communication

3. Attendance & Leave Policies

- Working Hours and Timekeeping
- Annual Leave Policy
- Sick Leave and Return-to-Work
- Unpaid Leave and Career Break
- Family Leave (Maternity, Paternity, Parental, Force Majeure)
- Absence Management

Pay, Benefits & Performance Policies

Staff Development and Performance Policies

- Continuing Professional Development (CPD)

Grievance, Discipline Policies

- Grievance and Complaints Procedure
- Disciplinary Procedure
- Conflict Resolution Policy

Health, Safety & Welfare Policies

- Health and Safety
- Fire Safety (including obligations for training)
- First Aid and Emergency Response

Child Protection & Vulnerable Adults Policies

- Safeguarding and Child Protection
- Garda Vetting and Suitability Checks
- Data & Confidentiality Policies

Data Protection and GDPR

- Confidentiality and Information Handling
- Employee Records Retention Policy

Operational & Miscellaneous Policies

- Remote and Hybrid Work (for any admin/marketing roles)
- Mobile Phone and IT Use
- Accommodation and Host Family Interaction Guidelines
- Policy and Procedure for Updating HR Policies

ACTIVE LANGUAGE LEARNING

Policy and Process for Updating HR Policies 2025

January 2025

This is a live document with continuous necessary updating where required.

Policy and Process for Updating HR Policies

Active Language Learning Dun Laoghaire

Policy Date: 1st January 2025

Purpose

The purpose of this policy is to outline the process by which Human Resources (HR) policies are reviewed, updated, and communicated to ensure they remain current, compliant with legislation, and aligned with the values and strategic direction of Active Language Learning.

Active Language Learning is a boutique sized school and all HR is undertaken by the Managing Director and the Academic Manager.

1. Scope

This policy applies to all HR-related documents, including but not limited to:

- Contracts and agreements
- Staff handbooks
- Workplace conduct policies (e.g., equality, grievance, disciplinary)
- Health, safety, and welfare policies
- Continuing Professional Development (CPD)
- Recruitment and onboarding processes

2. Principles

- HR policies must reflect Irish employment law, EAQUALA and TrustEd accreditation standards, and internal operational needs.
- Staff will be consulted where appropriate during the review process.
- All staff must be made aware of policy updates in a timely and transparent manner.

3. Process for Reviewing and Updating HR Policies

a. Annual Review Schedule

- All HR policies are subject to a **formal review every 12 months**.
- Additional reviews may occur if there are significant legal changes, operational shifts, or feedback from staff or accrediting bodies.

b. Responsibility for Review

- The **Managing Director** and **Director of Studies** are responsible for initiating the review process.
- Where applicable, external legal or HR consultants may be engaged for guidance.

c. Staff Input

- Where a policy may significantly impact daily work life (e.g., working hours, leave entitlements, disciplinary procedures), staff may be invited to provide feedback through surveys, workshops, or staff meetings.
- Anonymous feedback may also be submitted to inform policy development.

d. Approval Process

1. Draft amendments are made based on legal updates, staff input, and school needs.
2. Drafts are reviewed internally by management.
3. Final approval is given by the **Director** or **School Owner**.
4. Policies are then version-controlled, signed, and dated.

5. Communication of Updates

- Updated policies are circulated to all staff via email and stored in a shared digital folder (e.g., internal Google Drive or staff portal).
- Key policy changes will be highlighted during staff meetings or internal briefings.
- Staff will be required to confirm in writing (digitally or physically) that they have read and understood the updated policy.

6. Record Keeping

- All previous versions of policies will be archived for a minimum of **5 years**.
- A **Policy Update Log** will be maintained, noting the date of each revision, nature of the change, and who approved it.

7. Compliance & Monitoring

- Compliance with HR policies is monitored as part of regular internal audits.
- Failure to adhere to policies may lead to disciplinary action, as outlined in the staff handbook.

Review of This Policy

This policy itself will be reviewed annually or as needed to reflect changes in best practice, legislation, or accreditation requirements

Health, Safety & Welfare

- We prioritise a safe and supportive environment.
- First-aid responders are present at all times; staff are incentivised to complete certified training.
- Welfare support is available via the Designated Welfare Officer.
- Staff are encouraged to seek help for personal, emotional, or professional difficulties.

Data Protection & Confidentiality

- All staff must comply with GDPR when handling student, staff, or institutional data.
- Personal files are securely stored and only accessible to authorised personnel.

Policy Review

This policy is reviewed annually by the Director and senior management to ensure it remains compliant with employment law, educational regulations, and the evolving needs of the organisation.

Please note: This policy is intended as a general framework and does not override or replace the terms outlined in individual staff employment contracts, which are based on distinct roles, responsibilities, and contributing factors specific to each employee.

ACTIVE LANGUAGE LEARNING

Policy on the Use of Interns and Unpaid Staff 2025

January 2025

This is a live document with continuous necessary updating where required.

Policy on the Use of Interns and Unpaid Staff

ACTIVE LANGUAGE LEARNING

Purpose

This policy outlines the principles and procedures for engaging interns and unpaid staff at Active Language Learning, ensuring fair treatment, legal compliance, and mutual benefit.

Scope

This policy applies to all unpaid positions within the school, including internships, work experience placements, and voluntary support roles.

Guiding Principles

- **Compliance with Law:** All unpaid roles must comply with Irish labour laws and the guidelines set by the Workplace Relations Commission (WRC).
- **Educational Purpose:** Internships must have a clear learning objective and be primarily for the benefit of the intern.
- **Voluntary Nature:** All unpaid staff must be fully aware of the unpaid nature of the position and agree to terms in writing before commencement.
- **No Displacement of Paid Roles:** Interns and unpaid staff must not displace or replace paid employees or perform duties essential to business operations in isolation.
- **Equal Opportunities:** Recruitment of interns and unpaid staff will be done fairly, regardless of gender, nationality, age, or background.

Internship Conditions

- **Duration:** Internships should generally not exceed 6 months unless part of a formal education programme.
- **Supervision:** Each intern will be assigned a named supervisor responsible for mentoring and monitoring progress.
- **Work Hours:** Hours must be agreed in advance and be reasonable, taking into account any study or other commitments.
- **Training & Development:** Interns will receive appropriate induction and ongoing feedback.
- **Reimbursement:** While the position is unpaid, reasonable expenses (e.g., travel or lunch) may be reimbursed with prior approval.

Volunteer and Unpaid Roles

Volunteers may assist in limited or occasional roles (e.g., event support, conversation classes), and:

- Must agree to a defined role description.
- Cannot carry out duties which require specific training or certification unless such has been provided.
- Must adhere to school policies on child protection, health and safety, and confidentiality.

Tuition Periods

Interns can avail of English language tuition if necessary under the guidance of the Academic Manager and where appropriate.

Confidentiality & Conduct

Interns and volunteers must sign a confidentiality agreement and are expected to maintain professional conduct in line with the school's values and code of conduct.

Insurance & Liability

Interns and unpaid staff are covered under the school's public liability and employer liability insurance, provided they are registered with the school's administration in advance.

Exit & Feedback

At the end of the placement, the intern or volunteer will be invited to a debrief and offered a reference or certificate of completion outlining the skills and experience gained.

Review & Approval

This policy is reviewed annually or as required. All new unpaid roles must be approved by the Director or appointed manager before being offered.

ACTIVE LANGUAGE LEARNING

Diversity, Equity & Inclusion Policy

2025

January 2025

This is a live document with continuous necessary updating where required.

Diversity, Equity & Inclusion Policy

Active Language Learning

Policy Statement

At Active Language Learning, we believe that diversity enriches our school community and enhances the educational experience for all. We are committed to fostering an inclusive, respectful, and equitable environment where every student, staff member, host family, and partner feels valued, supported, and empowered to succeed, regardless of their background.

Scope

This policy applies to all aspects of our operations including, but not limited to, recruitment, student enrolment, teaching and learning, accommodation arrangements, events, communications, and partnerships.

Our Commitments

- **Respect for All Identities** We actively respect and celebrate the differences in ethnicity, nationality, gender, sexual orientation, age, physical and mental ability, religious belief, socio-economic status, and cultural background.
- **Inclusive Recruitment and Employment** We are committed to equal opportunity employment and fair treatment of all staff. Decisions related to hiring, promotions, training, and development are made based on merit, performance, and qualifications.
- **Equitable Learning Environment** Our curriculum and teaching methods reflect diverse perspectives and promote cross-cultural understanding. We seek to eliminate bias and remove barriers to participation in our programmes.
- **Accommodation and Accessibility** While we do not offer braille services, we work to provide alternative methods of instruction for students with disabilities. We strive to accommodate all learners to ensure their academic success and personal wellbeing.
- **Training and Awareness** We provide ongoing training for staff in areas such as unconscious bias, cultural sensitivity, safeguarding, and inclusive teaching practices.
- **Zero Tolerance for Discrimination or Harassment** Any form of discrimination, bullying, or harassment based on a person's identity or background will not be tolerated. We encourage open communication and provide a clear reporting process for concerns.
- **Continuous Improvement** This policy is reviewed annually or as required to ensure that our practices remain current and effective in fostering an inclusive learning community.



QQI

Quality and Qualifications Ireland
Dearbhú Cáilíochta agus Cáilíochtaí Éireann



Erasmus+

ACTIVE LANGUAGE LEARNING

Teacher Substitute Policy

2025

January 2025

This is a live document with continuous necessary updating where required.

Teacher/Trainer Substitution Policy

Active Language Learning - Dun Laoghaire

Purpose:

To ensure that in the event of staff absence, the continuity and quality of instruction are maintained, minimizing disruption to students' learning experience.

Notification of Absence

- All teachers/trainers must inform the Academic Manager or Director of Studies (DoS) as early as possible if they are unable to attend a scheduled class.
- Wherever possible, a minimum of **24 hours' notice** is requested to facilitate substitution planning.
- For last-minute illnesses or emergencies, contact must be made via **phone and email** before **8:00 AM** on the day of the absence.

Substitution Process

The Academic Manager/DoS is responsible for arranging a suitable substitute teacher/trainer.

Priority will be given to:

1. Teachers familiar with the class level or group.
2. Internal staff available during the timeframe.
3. Pre-approved substitute teachers on our cover list.

Lesson Continuity

Absent teachers are expected (where possible) to provide:

1. A brief handover of recent class content.
2. Materials or lesson plans for the substitute to use.
3. Substitute teachers are briefed on:
 - The current topic or unit.
 - Class level and profile.
 - Any behavioral or academic notes.

Communication with Students

- Students will be informed in advance (where possible) of any temporary teaching changes.
- The substitute's name will be posted on the class schedule or communicated directly in class.
- Every effort is made to ensure consistency and professional delivery.

Feedback and Review

- Substitute teachers may leave feedback on class progress for the regular teacher's return.
- The Academic Manager reviews all substitution cases monthly to assess:
- Frequency of absences.
- Impact on student feedback and learning outcomes.

Emergency Protocol

- In unforeseen or emergencies, classes may be rescheduled or merged only as a last resort.
- Any cancellation will be documented and reported to the relevant authorities if required by QA protocols (e.g., TrustEd compliance).

Record-Keeping

All substitutions are logged, including:

- Date and time.
- Reason for absence.
- Substitute assigned.
- Lesson continuity details.

ACTIVE LANGUAGE LEARNING

Teacher Recruitment Policy

2025

January 2025

This is a live document with continuous necessary updating where required.

Teacher Recruitment Policy

Active Language Learning

Effective from: January 2015

1. Purpose

The purpose of this policy is to ensure the fair, transparent, and high-quality recruitment of teaching staff who support the educational, safeguarding, and cultural goals of Active Language Learning.

2. Scope

This policy applies to the recruitment of all teaching staff – permanent, temporary, part-time, and seasonal – across both adult and young learner programmes.

3. Guiding Principles

Recruitment at Active Language Learning is underpinned by the following values:

- **Commitment to Quality:** In line with EAQUALS and TrustEd accreditation standards.
- **Student Protection:** All hires are subject to robust safeguarding checks.
- **Equal Opportunity:** We welcome diverse applicants regardless of background, nationality, or identity.
- **Community Fit:** Teachers are expected to embrace the school's ethos of community integration and face-to-face cultural immersion.

4. Recruitment Process

4.1 Workforce Planning

Staffing needs are assessed based on:

- Seasonal demand (e.g., summer juniors, academic-year adults)
- Teacher-student ratios
- Accreditation requirements (e.g., minimum TEFL qualification hours)

4.2 Job Description & Advertising

- Job descriptions include role responsibilities, required qualifications, safeguarding responsibilities, and expected professional conduct.
- Vacancies are advertised through:
- The school's website
- Trusted TEFL networks

4.3 Application Screening



- All applications are reviewed by the Academic Manager and/or Director.

Minimum essential criteria:

- Recognised TEFL qualification (CELTA/Trinity CertTESOL or equivalent)
- University Degree Level 7 or Higher
- Experience teaching in multicultural environments preferred
- Applicants must declare any gaps in employment and submit a signed declaration of suitability to work with under-18s.
- Appropriate sector references within the previous 2 years

4.4 Interview Process

- Shortlisted candidates are invited to a structured interview (online or in-person).
- Interview includes:
- Competency-based questions
- Safeguarding scenario
- Brief teaching demo (live or video submission)
- References are taken up before any formal offer is made, including one from the most recent teaching employer.

4.5 Vetting & Documentation

All successful applicants must provide:

- Photo ID (passport or national ID)
- Proof of qualifications
- Evidence of the right to work in Ireland
- Garda Vetting (or overseas police clearance where applicable)
- Signed agreement to abide by the school's **Safeguarding, Child Protection, and Code of Conduct** policies

5. Safeguarding Commitment

As a provider of courses for both adults and under-18s, safeguarding is embedded into recruitment.

6. Induction and Probation

All newly hired teachers undergo:

- Full teacher induction (see Induction Policy)
- A probationary period (typically 4 weeks for seasonal; 3 months for permanent)
- Ongoing support and observations

7. Data Protection

All personal and professional data submitted during the recruitment process is stored securely and handled in accordance with GDPR and internal Data Handling policies.

8. Policy Review

This policy is reviewed **annually** or **as required** by updates to accreditation or safeguarding regulations.

ACTIVE LANGUAGE LEARNING

Teacher Induction Policy

2025

January 2025

This is a live document with continuous necessary updating where required.

1. Purpose

This policy outlines the induction process for all new teaching staff to ensure they are fully prepared to deliver high-quality, student-focused lessons in line with the values, safeguarding responsibilities, and operational expectations of Active Language Learning.

2. Scope

This policy applies to all newly hired teachers (permanent, temporary, part-time, and seasonal), whether working with adult learners, juniors, or mixed-level groups.

3. Goals of the Induction Process

- Introduce new teachers to the mission, culture, and community ethos of the school
- Support compliance with accreditation frameworks (EAQUALS and TrustEd)
- Ensure understanding of safeguarding procedures and professional conduct
- Familiarise staff with school systems, academic resources, and facilities
- Create a welcoming and supportive environment

4. Induction Programme Overview

4.1 Pre-Arrival Preparation

Teachers receive a **Welcome Pack** by email, which includes:

- Staff Handbook
- Course and curriculum overviews
- Junior Protection Policy
- Fire Safety and First Aid policy
- Timetabling and teacher expectations

4.2 First-Day Orientation

Conducted by the **Academic Manager**, this includes:

- A tour of the building (including classrooms, fire exits, and staff areas)
- Introductions to key staff: administration, academic support, child protection officers
- Overview of:
- Fire safety & evacuation procedures (in cooperation with Aqua Fire Prevention)
- Health & safety (including first-aid requirements)

4.3 Week 1 - Academic Integration

- Observation of a current class or demonstration lesson by a lead teacher

Review of:

- Curriculum materials, textbooks, and classroom technology
- Assessment procedures (placement, formative, and summative)
- Attendance tracking and student progress reports
- Introduction to:
- Lesson planning formats and weekly schemes of work
- Differentiation strategies for mixed-ability/multinational classes
- Cultural immersion approach and communication expectations
- Introduction to junior-specific protocols (if applicable)

4.4 Support and Mentoring

- Assignment of a **mentor teacher** for informal support during the first 4 weeks

Scheduled check-ins at:

- End of Week 1
- End of Week 4 (or earlier if needed)
- One formal **lesson observation** followed by a feedback session

5. Responsibilities

ROLE	RESPONSIBILITIES
Academic Manager	Coordinates induction, assigns mentor, monitors early performance
Mentor	Provides day-to-day informal guidance and shares best practices
New Teacher	Actively engages in induction, asks questions, and applies policies in practice

6. Additional Training

- All new staff must complete:
- **Child Protection Training** (internal or online)
- **First-Aid Awareness** (encouraged via FirstAidforFree.com, with a €30 reward upon certification)
- Optional CPD sessions and EAQUALS/TrustEd quality briefings are offered throughout the year

7. Review and Evaluation

- Teachers will complete an **Induction Feedback Form** after their first month
- The policy will be reviewed **annually** or in line with changes to accreditation or safeguarding requirements

8. Related Policies

- Junior Student Protection Policy
- Fire Safety Policy (in collaboration with Aqua Fire Prevention)
- Teacher Recruitment Policy
- Health & Safety Policy
- Staff Code of Conduct

ACTIVE LANGUAGE LEARNING

Staff Recruitment Policy

2025

January 2025

This is a live document with continuous necessary updating where required.

Staff Recruitment Policy Active Language Learning

1. Policy Statement

Active Language Learning is committed to attracting, selecting, and retaining the highest quality staff to ensure the delivery of excellent language education and student services. Our recruitment processes are fair, transparent, consistent, and in line with all relevant employment legislation in Ireland.

We aim to recruit staff who not only have the appropriate qualifications, experience, and competencies, but also embrace our values of integrity, inclusivity, professionalism, and community engagement.

2. Scope

This policy applies to the recruitment of all staff members – including academic, administrative, and support staff – whether permanent, temporary, full-time, part-time, or seasonal.

3. Recruitment Principles

- **Equality & Diversity:** We are an equal opportunities employer. All recruitment decisions are made without discrimination on grounds of gender, civil status, family status, age, disability, sexual orientation, race, religion, or membership of the Traveller community.
- **Child & Student Protection:** Given our responsibility towards under-18 students, all staff are recruited following safer recruitment practices aligned with our Junior Student Protection Policy.
- **Quality & Compliance:** Staff qualifications meet or exceed standards set by TrustEd (formerly ACELS) and EAQUALS.

4. Recruitment Procedures

4.1 Job Analysis & Approval

- Before advertising, the need for a new or replacement role is reviewed and approved by management. A clear job description and person specification are developed.

4.2 Advertising

- Vacancies are advertised appropriately (e.g. school website, language teaching platforms, local networks) to attract a diverse pool of candidates.

4.3 Shortlisting & Interviews

- Shortlisting is conducted based on essential and desirable criteria.
- Interviews (in-person or online) assess professional competence, experience, motivation, and suitability for working in a multicultural environment.
- For roles involving under-18s, safeguarding questions form part of the interview.

4.4 Verification & Vetting

- Successful candidates are required to:
- Provide original copies of relevant qualifications and identity documents.
- Supply at least two professional references, one ideally from the most recent employer.
- Complete Garda Vetting through the relevant vetting bureau (or provide acceptable police clearance from their home country if recently arrived in Ireland).

4.5 Offer & Induction

- Offers are made in writing, detailing key terms of employment.
- All new staff complete an induction, covering:
- School policies (including Health & Safety, Junior Student Protection, Data Protection, Fire Safety).
- EAQUALS and TrustEd quality standards.
- Procedures for reporting concerns.

4.6 Probation

- All appointments are subject to a probationary period (typically six months), with performance reviewed and documented.

5. Record Keeping

- Recruitment records are kept securely and in line with GDPR requirements, including application forms, interview notes, reference checks, and vetting outcomes.

6. Continuous Review

- This policy is reviewed annually or in response to legislative, regulatory, or accreditation changes.

7. Responsibilities

- **School Directors:** Oversee recruitment and ensure policy compliance.
- **Designated Child Protection Officers:** Ensure safer recruitment checks are completed.
- **All Staff:** Participate honestly in recruitment processes and uphold the values of the school.

ACTIVE LANGUAGE LEARNING

Staff Induction Policy

2025

January 2025

This is a live document with continuous necessary updating where required.

Staff Induction Policy

Active Language Learning

Effective Date: 1st January 2025

1. Purpose

This policy outlines the induction process for all new staff members to ensure they are fully informed, supported, and integrated into the ethos, procedures, and expectations of Active Language Learning. A well-structured induction promotes quality teaching and learning, safeguarding, compliance, and a supportive working culture.

2. Scope

This policy applies to all new employees, whether full-time, part-time, seasonal non-teaching staff.

3. Aims of Induction

- To welcome and integrate new staff into the school community.
- To provide essential information about policies, procedures, and practices.
- To ensure all staff understand their roles, responsibilities, and key contacts.
- To ensure compliance with legal and accreditation requirements, including TruEd (formerly ACELS), EAQUALS, and safeguarding regulations.

4. Induction Programme

The induction process includes but is not limited to the following:

A. Pre-Start Information

- Contract of employment
- Job description and terms of employment
- Schedule of induction activities
- Key contacts list

B. Day One Orientation

- Welcome tour of the school facilities
- Introduction to staff and leadership team
- Health & Safety briefing (including fire exits, first aiders, and procedures)
- Child Protection and Safeguarding briefing
- Issuing of staff handbook, school map, and emergency numbers
- IT and communication access setup (email, printers, registers)

C. Week One Induction

Review of:

- Code of Conduct
- Attendance and punctuality expectations
- Staffroom and shared resource use
- Absence reporting procedures
- GDPR and confidentiality practices
- Introduction to:
 - Fire safety protocols (in collaboration with Aqua Fire Prevention)
 - First-aid training options and incentives
 - Host family accommodation policies (for relevant staff)
- Junior Student Protection Policy

D. Training Requirements

All new staff must complete:

- Online Child Safeguarding Training (certificate submitted within 10 days)
- Optional free online First Aid course (with €30 incentive upon completion)
- Fire safety awareness training

E. Ongoing Support

- Designated mentor assigned during initial weeks
- Regular check-ins at Week 2, Week 4, and 3-month probation meeting
- Access to ongoing CPD opportunities and in-house workshops

5. Documentation

- All induction activities and training completions are logged in the staff member's personnel file on the schools management system (SMS). Staff must sign to confirm they have received, read, and understood key policies and procedures.
- All staff must read, understand and accept the conditions of a sector standard Active Language Learning contract.

All employees must complete an employee details form in full.

6. Review

- This policy is reviewed annually or sooner if regulations change. Staff feedback is welcome to improve the induction process.

ACTIVE LANGUAGE LEARNING

Staff Training Policy

Fire Safety

2025

January 2025

This is a live document with continuous necessary updating where required.

Fire Safety & Fire Extinguisher Training Overview

Objectives

- Educate all staff on the **school's fire safety procedures**
- Ensure every staff member can **identify and correctly use** fire safety equipment
- Comply with TrustEd health & safety and insurance requirements
- Minimise risk and confusion during a fire emergency

Training Delivery

- **Led by:** Aqua Fire Prevention (on-site visit or scheduled training session)
- **Frequency:** Minimum **once a year**
- **Duration:** Approx. 1.5 hours (with optional hands-on practice)

Core Content Areas

a. Fire Awareness

- Common causes of fire in language school settings
- Fire triangle (heat, fuel, oxygen)
- Types of fire (A, B, C, D, Electrical, etc.)

b. Fire Safety Equipment in the School

- Types of extinguishers used at ALL (CO₂, foam, powder)
- Use of **fire blankets** (kitchen areas especially)
- Importance of **clear access** to fire points
- Locations of extinguishers – tied into **school's internal map**
- How often equipment is serviced and checked

c. Using a Fire Extinguisher (PASS method)

- Pull the pin
- Aim at the base of the fire
- Squeeze the handle
- Sweep side to side

Live demo or video demo, depending on insurance coverage for hands-on practice.

d. Evacuation Procedure

- Sound of the alarm
- Nearest exits and safe exit strategy
- **Assembly point:** [Insert here, e.g., Dun Laoghaire People's Park main gate]
- Roll-call system and checking bathrooms/common areas
- Responsibilities of Fire Marshals (if assigned)

Staff Requirements

- All staff to attend one session per year (minimum)
- Staff sign attendance form
- New hires to be shown fire safety video or map during induction

Supporting Documents

- Fire evacuation map (posted in every room)
- Emergency contact list
- Fire equipment maintenance log (managed by Aqua Fire Prevention)
- Staff Training Acknowledgement Form

Optional Additions

- Assign **Floor Wardens** for peak months
- Conduct a **fire drill once per term** with student involvement

ACTIVE LANGUAGE LEARNING

Continuous Professional Development Policy (CPD)

2025

Version 8

January 2025

This is a live document with continuous updating where necessary

Continuous Professional Development (CPD) Policy

Active Language Learning - Dun Laoghaire

1. Purpose

To maintain and enhance the quality of teaching, support, and administration by encouraging a culture of **ongoing professional growth**. This policy outlines how Active Language Learning supports staff in continually updating their knowledge, refining their skills, and developing personally and professionally.

2. Scope

This policy applies to **all staff members**, including:

- Academic Staff (Teachers, Academic Managers)
- Administrative and Support Staff
- Accommodation, Welfare & Activities Coordinators
- Senior Leadership

3. CPD Objectives

- To ensure staff remain up to date with **pedagogical practices**, technology, and QA frameworks (e.g., **TrustedEd, EAQUALS**).
- To encourage reflective practice and **peer collaboration**.
- To support individual **career progression** and job satisfaction.
- To improve **student experience and outcomes** through better-informed delivery.

4. CPD Activities

Examples of CPD activities encouraged and/or provided include:

Internal Activities:

- Weekly/monthly teacher development workshops
- Peer observations and feedback sessions
- Sharing best practice sessions (e.g. nationality management, digital tools, classroom control)
- Induction and refresher training

External Activities:

- Attendance at EAQUALS or TrustEd webinars
- Participation in language teaching conferences (e.g. IATEFL, ELT Ireland)
- Online accredited courses (e.g. **first aid, safeguarding, AI literacy**)
- DELTA, CELTA, or postgraduate studies (when relevant)

Reflective Practice:

- Teaching journals or self-evaluation reports
- Action research projects or collaborative teaching experiments
- Contribution to in-house CPD resources (handbooks, tips, classroom materials)

CPD Planning and Access

- All staff are encouraged to undertake a **minimum of 10 hours of CPD annually**.
- CPD needs may be identified through:
 1. Annual staff appraisals
 2. Feedback from observations or student surveys
 3. Individual career goals or team objectives

A **CPD Plan** may be agreed upon between the staff member and their line manager/ Academic Manager.

Funding and Support

CPD activities offered in-house are free and encouraged for all relevant staff.

- Active Language Learning may cover full or partial costs for external courses or certifications when they align with institutional goals and have management approval.
- Staff undertaking approved CPD during work hours may be granted time off or schedule flexibility where possible.

Documentation & Record-Keeping

Staff are encouraged to maintain a **personal CPD log** detailing activities and reflections.

Academic Management maintains an **institutional CPD register** to:

- Track participation
- Ensure compliance with quality assurance frameworks
- Identify future training priorities

CPD & Quality Assurance

- CPD is embedded in school-wide **Quality Assurance** processes and reviewed during inspections (EAQUALS, TrustEd, QQI, etc.).
- A summary of annual CPD activities is included in management reports.
- Staff are invited to evaluate CPD sessions to inform future planning.

Policy Review

This policy is reviewed annually by the Director and Academic Manager to ensure relevance, effectiveness, and alignment with evolving sector requirements.

ACTIVE LANGUAGE LEARNING

Teacher Handbook

2025

Version 8

January 2025

This is a live document with continuous updating where necessary

Introduction to Active Language Learning (ALL)

Who We Are

Active Language Learning (ALL) is a family-owned language school in Dún Laoghaire. Founded in 1989, we have a strong reputation for delivering high-quality English language education.

Accreditations and Memberships

- ACELS accredited since 1991
- Founding member of English Language Education Ireland 2022
- EAQUALS Accredited School 2016

Staff Handbook in Brief

This guide provides an overview of the key information you need as a staff member at ALL. It complements, rather than replaces, our formal documents (e.g., Contracts of Employment, Employee Handbook). These are available in the Director's office. We strongly encourage you to familiarise yourself with them.

Mission Statement

Our mission is to:

Active Language Learning (ALL) is committed to:

- Fostering a friendly, stimulating, and supportive atmosphere.
- Helping students develop and improve their English language skills.
- Building students' confidence in using English effectively.
- Delivering high-quality, academically sound courses.
- Offering a comprehensive educational and cultural program.
- Encouraging and respecting the ongoing professional development of our teaching staff.
- Maintaining professional, reliable, and honest working and learning environments.
- Ensuring a safe, relaxed setting for both work and learning.
- Upholding transparency, fairness, and professionalism consistently for everyone involved.
- To fulfil trusted partners expectations on all course offerings at all times.

Management and Staff

Kieron Mahon -	Managing Director	Email: info@all.ie
Brian Mahon -	School Director	Email: accounts@all.ie
Therese Stevens -	Academic Manager	Email: academic@all.ie
Danielle Wall -	Global Marketing Director	Email: danielle@all.ie

Your Contact Details

The AM will give you a form to provide your contact information. Please update the AM if your details change.

Communication

Regular teacher meetings are scheduled by the AM, typically on Mondays or Wednesdays after class. Important notices about meetings, training, and resources are posted in the staff room. Please check the notice board frequently.

5.1 Current Company Structure—Correct as of January 1st 2025

Board of Directors:			Kieron Mahon	Brian Mahon	Fergus Mahon
Kieron Mahon Managing Director			Brian Mahon School Director		Fergus Mahon Director
Therese Stevens Academic Manager			Danielle Wall Global Marketing Director		
Brian Mahon Accommodation		May - Ling Saltos Liaison / Reception		Mike Smirnov I.T. Manager	
James Kelly Teacher		Joanne Healy Teacher		Stephen O’Kane Teacher	
Jamie Davis Teacher		Anastasia Antonova Teacher		Noel Cahill Teacher	
Anna Strong Teacher		Lynn Sherry Teacher		Meika Callaghan Teacher	
Michael Finlay Teacher		Teacher		Teacher	

Course Delivery

This section explains how you deliver courses to learners. If you have questions about any aspect, consult the AM. Remember: there is no such thing as a stupid question—ask rather than guess.

Pedagogical Approach

ALL provides learner-centered, communicative lessons, and expects academic staff to stay current with new developments in English Language Teaching (ELT). The AM is responsible for discussing methodologies and approaches with teachers.

Timetable and Lesson Structure

Long-term courses run Monday to Friday, Am 9:30-12:45 and PM 13:15–16:30, consisting of two 1.5-hour lessons with a 15-minute break. Classes focus on General English or exam preparation.

Syllabus

You'll receive a detailed syllabus for each class you teach (General English and exam prep).

GENERAL ENGLISH	Integrated skills with an emphasis on speaking and listening, grammar input, and pronunciation.
EXAM FOCUS	Communicative grammar practice, consolidation, skills development, and exam preparation (TIE, PET, FCE, CAE, IELTS, PeopleCert), plus cultural

These syllabi are linked to the CEFR and include recommended weekly learning outcomes and materials. Courses vary from one week up to twenty six weeks and we have continuous enrolment across all levels.

Long term courses at ALL are predominately twelve to thirteen weeks in duration. Week thirteen is considered a revision or exam week.

The junior Intensive Study Week programme (ISW) will have a separate syllabus which is also available from the AM. The ISW programme is generally a one week Language & Activity module.

Assessment

Placement

Before arrival or during induction, adult students undertake a placement test. This test varies depending on the age of the learners, as well as other factors. Younger learners (aged 13 and under) undertake our bespoke assessment test prior to arrival to ensure immediate commencement for a short stay programme. Junior and short term students are monitored by their teacher on the first day. Any learners who a teacher feels has been misplaced should be brought to the attention of the AM.

Adult students are given a CEFR-based speaking test along with their placement test.

Internal

Weekly Assessment is an essential part of courses at ALL. Assessment does not solely mean testing, it is any evaluation you give students. Please consult the syllabus for your level to find out the resources you should use to assess your learners, and if you have any queries consult the AM.

Adult learners at ALL should be assessed weekly or every second week depending on the level, and the results of these assessments should be recorded in the log books. You should also submit copies of the completed test to the AM to be electronically filed.

External

All long term students should register for an external exam at the end of their course. As a teacher, you should prepare students for the relevant exam, know when upcoming exams are taking place, and ensure students meet with the AM to help them register for exams.

It is important to note that taking an external exam is a condition of many learners' student visa.

Remedial Help

Use regular assessments to identify students who are struggling. Provide extra support (e.g., additional homework, Q&A after class). The AM is also available to help students needing remedial support.

Materials

The staff room has a range of course books and supplementary materials, plus teacher-training books and periodicals for professional development.

Learners at ALL

Students come from diverse cultural backgrounds. Stay culturally sensitive and respectful; do not criticise a student's country or beliefs.

Learners on a Student Visa

Some non-EU students (e.g., from Brazil) are in Ireland on a student visa. Certain practices are legal requirements, not just best practice. Inform the AM if you notice:

- Persistent absences or lateness (visa students must maintain at least 85% attendance).
- Students taking holidays within the first three months of their course without approval.
- Late arrivals/early departures due to work commitments.
- Lack of engagement in class.

Serious attendance issues may lead to expulsion.

Rules for Learners

Ensure consistency across all classes. Core rules include:

1. Speak only English in class.
2. No eating in the classroom.
3. Avoid lateness; more than 15 minutes late can result in denial of entry.
4. Do not leave class to take phone calls; advise your teacher beforehand if one is urgent.
5. Maintain good attendance.
6. Show respect at all times (for self, classmates, and teacher).

Record-Keeping:

- Visa students must maintain minimum 85% attendance.
- Visa courses last 6 months (26 weeks) must be completed within 8 months (max 2-month holiday).
- Visa students must take an external exam at the end of their course.

Teaching Standards

- Start and finish classes on time. Be there to greet students.
- Be well-prepared. Frequent trips to the photocopier are discouraged (unless a new student is added mid-class).
- Provide a positive learning environment.
- Assign regular homework.
- Complete log books in detail and coordinate with co-teachers.
- Ensure attendance registers are accurate daily and returned to the AM.
- Discuss student progress, attendance, or concerns with the AM promptly.
- Attend in-house workshops and relevant external professional development sessions.
- Do not eat or drink (except water) in class.
- Keep classrooms tidy, boards cleaned, windows closed, and lights off after use.
- Assess students at least every two weeks, with more formal assessments in weeks 6 and 12.
- Share feedback or suggestions with management.

Log Books

Keep your log book updated and pass it to co-teachers when needed. Store it in the AM's office or the allocated staff room space when not in use.

Recruitment, Appointment & Induction of Teaching Staff

Equal Opportunities

ALL follows a strict Equal Opportunities Policy in all appointments.

Contracts

New teachers receive a contract outlining employment terms and conditions. The AM keeps a confidential file with each teacher's CV, qualifications, contract, and relevant documents.

Payroll Setup

Teachers must provide:

- Tax details (Formerly P45 from previous employer).
- Completed "Employee Details" form.
- Signed contract of employment.

Health and Safety

During induction, you will be briefed on emergency procedures and first aid. You'll also be assigned a mentor (a senior teacher) to guide you in your first weeks.

Teacher Appraisal & Monitoring Procedure

ALL conducts Performance Appraisals every six months. These appraisals:

- Identify teaching strengths and areas for improvement.
- Highlight potential syllabus changes or difficulties.
- Include a pay review and training needs analysis.
- Provide an opportunity to discuss goals and overall performance.
- Reference class observations and log book reviews.

Teacher Mentoring / Observations

- **Weekly Scheme of Work:** Outline learning objectives, goals, and CEFR level for each class.
- **Class Log Books:** Must be kept up-to-date with exam results, student issues, and other relevant information.
- **Observations:** The AM observes each class once per term, measuring teacher performance against the planned syllabus and ACELS/Eaquals standards.
- **Daily Roll-Call:** A roll for each class is presented every Monday and must be kept current.

Continuing Professional Development (CPD)

ALL values teacher development, and each teacher has an annual Performance Appraisal where training needs are discussed. CPD may include:

1. In-house workshops or lectures (internal/external speakers).
2. Online courses (e.g., Cambridge English Teacher).
3. Workshops/talks by sector professionals or publishers.
4. Conferences (e.g., IATEFL).
5. EAQUALS conference feedback sessions.
6. Reading and sharing teacher-training resources.
7. Materials development.
8. Peer observation.
9. Observations by the AM.
10. First aid/fire training.
11. Developing new syllabi or courses.

Holidays

- Request holidays by completing a form and submitting it to the AM at least three weeks in advance.
- The AM will respond within three working days.
- Provide a handover to any substitute teacher covering your classes.
- It is typically not possible to grant holidays in a particularly high season scenario.
- Two teachers cannot generally take holidays simultaneously unless during low periods.
- Holiday pay is 8% added to your hourly wage.

Payroll & Timesheets

- You are paid monthly for all hours taught.
- Payment is usually by bank transfer at the end of the month.
- Fill out and sign a “Pay Claim Form” from the AM at least three days before payday.
- Every effort will be made to issue payments on last Friday of a given month

Payroll Inquiries

Directed to the Managing Director (MD). This includes social welfare documents and general HR questions.

Timetabling & Absenteeism

- We strive for consistent timetabling, but room changes may be necessary for larger groups.
- Classes switch levels every 12 weeks to provide diverse teaching experiences.
- If you need sudden leave, inform the AM immediately.
- If you become ill overnight, call the school at least one hour before your class start time.

Teacher Professional Protocol

Staff must maintain a professional approach in all interactions with learners, adhering to:

- **Timekeeping & Attendance:** Be punctual and present.
- **Appearance & Dress Code:** Business casual attire suitable for an international environment.
- **Confidentiality & Loyalty:** Respect privacy and represent the school positively.
- **Classroom Management:** Avoid leaving class unnecessarily.

Obligations

- Comply with the ALL Employee Handbook, Child Protection Policy, and Health and Safety Policy.
- Undergo Garda Vetting Clearance.

Dress Code

If you're uncertain about appropriate attire, consult the AM. Teachers should dress smartly yet comfortably, mindful of students from more conservative cultures.

Grievance Procedure

1. **Raise Issue with AM:** Fill out the grievance form with the Academic Manager.
2. **Resolution Attempt:** The AM meets with the complainant again to resolve the issue.
3. **Escalation to Owners:** If unresolved, it goes to the owners for further discussion.
4. **Additional Meetings:** If still unresolved, a neutral third party may be involved.
5. **Witness Rights:** The complainant may bring a witness at all stages.
6. **Complaints Against the AM:** Go directly to the school owners.
7. **Complaints Against the Owners:** If not resolved with them, proceed to an independent sector representative.
8. As an **EAQUALS accredited school** there is also a mechanism in place for all staff to approach the body if further help or understanding is required.

Conclusion

We value your contribution to Active Language Learning. We strive to offer a supportive work environment that fosters both professional growth and student success. If you have any questions or concerns, please reach out to the Academic Manager or relevant member of the management team.

Thank you for being part of ALL!

ACTIVE LANGUAGE LEARNING

Sample Staff Contract

2025

Version 8

January 2025

This is a live document with continuous updating where necessary

TERMS OF TEACHING STAFF EMPLOYMENT

The Employee shall serve the Company as may be required by the Company as an English Language Teacher within the teaching Division upon and subject to the terms and conditions below and presented. Hours offered are based on seasonal and market trends and solely constitute student numbers at any given time where required.

(1) HOURS OF WORK

The employee acknowledges that the standard hours of work are determined by necessity with regard to market trends and student arrival and departure dates. An employee is expected to work such hours as may be necessary to perform the duties delegated to the employee. The employee is not entitled to be paid for any time that may be worked in addition to or outside the standard hours of work – ie class preparation, photocopying etc.

CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

Both in-house and external CPD courses will be offered to all employees on a regular basis over a one year period. Teaching staff are required to attend a minimum of 80% of ongoing development and/or staff meetings. CPD and staff meetings will be paid at an agreed rate.

HOLIDAYS

As a part time employee of the company you are entitled to 8% holiday pay in addition to your hourly rate. This 8% holiday pay is accrued and is paid at the time of holidays taken. In relation to public holiday entitlements, should you be entitled, as a part time employee you will be paid for public holidays in full for a standard day. A maximum of 10 consecutive working days only at any given time will be granted for leave unless otherwise agreed with the Managing Director. A completed and signed holiday request form must be submitted at least four weeks prior to leave. **July and August are considered as high season and limited holiday leave will be granted to all ALL staff.**

UNPAID LEAVE

After one year of unbroken full-time employment, an employee can apply for a maximum of one working week of unpaid leave to be taken in a block during term-time per year. **N.B.** Unpaid leave is subject to the following conditions: (1) Unpaid leave cannot be taken in July or August, or during examination preparation courses (2) A request for unpaid leave must be given in writing to the School Director or Academic Manager at least 6 weeks in advance. (3) Unpaid leave is granted only with the written agreement of the School Director or Director of Studies. (4) Teaching hours falling within the agreed period of unpaid leave can be re-assigned to other staff members. (5) No advance on salary will be given for unpaid leave, although accumulated holiday pay can be given on request.

PUBLIC HOLIDAYS: There are nine paid public holidays annually in accordance with the regulations laid down by national employment law. When the school is closed for a statutory holiday, teachers who qualify are paid the daily rate for their normally timetabled lessons. Group lessons falling on a holiday are not re-timetabled, but private 1:1 lessons, especially ETM lessons, and afternoon exam group lessons are made up, preferably, in the same week.

ILLNESS

Payment of sick leave is a matter solely at the discretion of the Company.

(6) MEDICAL CLEARANCE

A telephone call only is required in the event of a reasonable reason to cancel an appearance on any scheduled work days. This appointment is subject to a satisfactory medical clearance from a medical officer appointed by the Company although the Company reserves the right to waive this condition precedent. The Company reserves the right to call for a medical examination to determine the Employee's fitness to work on general or specific duties at any time

MATERNITY/PATERNITY LEAVE/BENEFIT

The school does not provide maternity/paternity leave or benefits. Employees must apply for state benefits as is their entitlement.

(8) RELOCATION

The Company may from time to time vary the place of employment of the Employee most likely due to seasonal market reasons and student profiles – i.e. summer junior language and activity courses.

(9) LATENESS AND ABSENTEEISM

The highest priority must be given by all employees to punctuality and reliability. While recognising that extenuating circumstances occasionally lead to lateness or unpredictable, non-health-related absences, repeated absenteeism or lateness, either in arriving at the school or in starting lessons, will not be tolerated by the employer and will be considered a serious breach of the terms of employment. Teachers must notify the Academic Manager or Director of Studies by telephone of possible impending lateness or absence, no later than 8:00am on the morning in question, giving as much time as possible to arrange for substitution. All employees must obtain and keep at hand the telephone numbers of the Academic Manager, Director of Studies and the School Administrator for this purpose.

(10) PERSONAL APPEARANCE AND HYGIENE

All employees must dress accordingly that befits the professional attitude presented by ALL. Smart casual is in order at all times when representing the company. Outside of an ALL sporting activity shorts, tee-shirts or training shoes or similar are not acceptable in the working environment. Personal hygiene with regard to nails, breath and body are expected at all times. Any of the above may result in a verbal warning if continuously not addressed or adhered to.

(11) NEW EMPLOYEES

11.1 A new employee can be asked to work a one-month probationary period. The employee's first salary payment will be made on the last day of the pay period in which employment began. In the case of hardship, up to one-half of each of the first and second weeks' salary can be advanced at end of the first week or second week of employment, as appropriate, at the discretion of the School Director.

11.2 New employees must provide a C.V. with passport photo, current address and telephone number, PPS number, either original or certified copies of all academic qualifications, all necessary tax documents and full bank details before the first salary can be issued.

(12) NOVICE TEACHERS

A novice teacher is defined as one with less than one year of full-time group teaching experience. All novice teachers are given weekly advice and support by the staff mentor, a senior teacher who has been trained to function in this capacity. Details of this arrangement can be discussed with the Academic Manager or Director of Studies.

(13) SCHOOL EQUIPMENT

When any teachers are assigned a piece of equipment for their sole use, they are responsible for returning the equipment in good working order. In the case of loss or damage, teachers are liable for repair or replacement costs, allowing for standard depreciation. Exception (for example), a genuine recorded accident caused by a student in the classroom during a normal lesson.

(14) CONFIDENTIALITY

The Employee shall not during their employment discuss the terms of their contract with respect to rate and hours offered.

The Employee shall not during their employment hereunder (save in the proper exercise of their duties) nor at any time thereafter utilise for their own purpose or divulge, publish or reveal to any persons any information whatsoever concerning the business organisation, finances, dealings, transactions or affairs of the Company and shall use their best endeavours to prevent the disclosure or publication of any such matters by others, and shall keep with complete secrecy all confidential information entrusted to them and shall not use or attempt to use any such information in any manner which may injure or cause loss either directly or indirectly to the Company or may be likely to do so.

On the termination of the Employees employment hereunder, the Employee shall deliver up to the Company all books, documents, papers, notes and other media of any description (including without limitation computer programmes) in their possession or under their control which relate in any way to the affairs of the Company or to property in which the Company has an interest, and shall not retain any copies thereof.

(15) INTELLECTUAL PROPERTY

Any discovery, invention, process or improvement in procedure made or discovered by the Employee, (whether alone or jointly with others) while in the service of the Company or in connection with or in any way affecting or relating to the business of the company or capable of being used shall forthwith be disclosed to the Company and shall belong to and be the absolute property of the Company. The Employee hereby irrevocably appoints the Company to be his attorney in his name on his behalf to execute and do any such instruments or things and generally use their full name for the purpose of giving to the Company or its nominees the full benefit of the provisions of the clause. The employee hereby warrants and undertakes to the Company that they shall not use any confidential information of any third party, or expose the Company to any claim or infringement of any proprietary rights or any third party in the course of their employment with the company.

(16) CONFLICTS OF INTEREST

- 16.1 During employment hereunder the employee shall not without consent in writing of the Company, at any time either solely or jointly, with or as manager or agent for, any other person directly or indirectly carry on or be engaged or be concerned or interested in any business, trade or calling other than pursuant to his/her responsibilities and duties hereunder.
- 16.2 The Employee may during the course of their employment, including the period of termination hereunder approach, solicit or accept instructions or business from any person be they a client or otherwise of the Company provided the said instructions or business is sought and received for and on behalf of and for the benefit of the Company.
- 16.3 Restriction on Competition: The Employee shall not, including within the period of one year following the termination of his employment, either alone or in partnership with or as agent consultant or employee of any other person company or firm:
 - 16.3.1 General Area Restraint: act as a Language School or Teacher within a Language School within a radius of 8 kms from any of the Company premises without the company's knowledge and consent .
 - 16.3.2 General restraint on solicitation of clients etc: directly or indirectly solicit or act in the capacity of a Language School or Teacher within a Language School for any person company or firm who or which is at the termination date or shall at any time during the period of one year prior to the termination date have been a client of the Company.
 - 16.3.3 General restraint on solicitation of employees etc: directly or indirectly solicit or entice away or offer employment to or endeavour to solicit or entice away or offer employment to any person who is at the termination date an employee of or Director in the company;
 - 16.3.4 General restraint on advertising to clients: directly or indirectly send or cause or permit to be sent to any such client as is mentioned in paragraph 16.3.2 hereof any brochure pamphlet or other such material relating to a Language School
- 16.4 Whilst the restrictions of this clause 16 are considered by the parties to be reasonable in all the circumstances as at the date hereof, it is acknowledged that restrictions of such a nature may be invalid because of changed circumstances or other unforeseen reasons, and accordingly if any one or more such restrictions are judged to be void as going beyond what is reasonable in all the circumstances for the protection of the interests of the Company but would be valid if part of the wording thereof were deleted, the period thereof reduced or the range of activities or areas covered thereby reduced in scope, the said restrictions will be deemed to apply with such modifications as may be necessary to make them valid and effective, and any such modifications shall not thereby affect the validity of any other restriction contained herein".

(17) GRIEVANCE PROCEDURES

Any employee with any problem or issue should make the problem known directly to the Managing Director, Academic Manager or DOS. A staff grievance form is available in your employee handbook. Grievances will be resolved in accordance with the company's policy on grievance and discipline. A copy of this policy is available in the staff room.

If the problem cannot be resolved immediately then a paper record will be made and the problem raised will be resolved as soon as possible.

Any follow up action will be recorded and a date set for review depending on decision made.

(18) TERMINATION

Except in circumstances justifying termination as set out in paragraph 18.2 below the Employee shall receive the appropriate period of notice as provided in the Minimum Notice and Terms of Employment Act 1973. The Employee shall be required to give 4 weeks notice of termination of employment to the Company.

18.2 If the Employee will be liable for termination of this contract if the employee:-

18.2.1 is declared a bankrupt or applies for protection against his creditors generally

18.2.2 is guilty of any fraud, serious misconduct or wilful neglect to carry out their duties hereunder or commits any serious or repeated breach of this Agreement continued after warning

18.2.3 is declared a person of unsound mind

18.2.4 is convicted of any indictable offence (other than an offence under the road traffic legislation for the time being in force for which a penalty of imprisonment is not enforced) or

18.2.5 is guilty of any conduct which brings or is likely to bring serious discredit upon the Company The Company may terminate the Employee's employment hereunder by notice with immediate effect without compensation, and such termination will be without prejudice to any other rights or remedies of the Company in respect of any breach of this Agreement.

If the Employee is unable to carry out their duties hereunder for a period of three

consecutive calendar months or for a period totalling 90 days during any twelve consecutive calendar months due to illness, incapacity or for any other reason beyond his control, the Company will be entitled to treat this Agreement as frustrated and accordingly terminated.

18.4 In any case where the Company is entitled to give a notice of termination it will be entitled instead to suspend the Employee, either on full or part pay, or without payment of salary and with or without the benefits or other prerequisites arising hereunder including (without limitation) the benefits, expenses and prerequisites referred to (but without prejudice to the Company's rights to subsequently terminate the employment of the Employee)

(19) DISCIPLINARY PROCEDURES

The purpose of the disciplinary procedure is to ensure that the employer deals fairly in investigating in dealing with allegations of misconduct, competence or capability. The employer reserves the right to depart from the precise requirements of a disciplinary procedure where it is expedient to do so and where the resulting treatment of the employee is no less fair. Disciplinary procedure will only apply to employees who have one year or more of continuous employment.

Offences under the employer's disciplinary procedure fall into three categories namely misconduct, competence and capability.

Misconduct

No action will be taken before a proper investigation has been undertaken by the employer into the matter complained of. If the employer decides to hold a disciplinary hearing you will be given details of the complaint against you and notified of the hearing date. You will be entitled to be represented at the hearing. You will be notified of the decision taken by the employer after the hearing in due course. The following offences are examples of misconduct and are not exhaustive:

- (a) Theft or unauthorised possession of any property belonging to the employer or any employee
- (b) Clocking in or out offences
- (c) Intoxication by reason of alcohol or drugs
- (d) Violent, dangerous or intimidatory conduct
- (e) Sexual, racist or other harassment of an employee

Serious misconduct will result in immediate dismissal without notice.

Competence

The following are examples of competence and are not exhaustive:-

- (a) poor performance
- (b) incompetence
- (c) unsuitability
- (d) lack of application

In issues of competence you will be given a warning as to the matter causing dissatisfaction. You will be given an opportunity to improve and if after a reasonable period the employer remains dissatisfied with the matter complained of you may be given a final warning. If the employer continues to be dissatisfied thereafter you may be dismissed by your employer with the appropriate statutory minimum notice

(20) Notice

Any notice or other communication given or made under this Agreement shall be in writing and may be delivered to the relevant party or sent by prepaid registered post to (in the case of the Company) its registered office or a trading address or (in the case of the Employee) to his last known address.

Unless the contrary is proved, each such notice or communication will be deemed to have been given or made and delivered (if by post) 48 hours after posting or (if by delivery) when left at the relevant address.

(21) Miscellaneous

This Agreement supersedes all prior representations, arrangements, understandings and agreements between the parties.

It is agreed by and between the parties hereto that the parties will, in the light of circumstances prevailing from time to time, consider modifications or alterations to the Agreement and, in the event of any such modifications and alterations being agreed between the parties hereto, then and in that event the said modifications and/or alterations shall be recorded as addenda of the within Agreement and shall be executed by the parties hereto. No amendment, change or addition to the terms of this Agreement shall be effective or binding on either party unless produced in writing and executed by both parties.

The waiver, express or implied, by either party of any right under this Agreement or any failure to perform or breach by the other will not constitute or be deemed a waiver of any other right under this Agreement or of the same right on another occasion.

This Agreement will be governed by and construed in accordance with the laws of Ireland, including its rules as to the conflict of laws and is subject to the exclusive jurisdiction of the Courts of the Republic of Ireland.

(22) TEACHERS' CODE

Employees must abide by conditions in the ALL Employee Handbook

Employees must abide by the conditions in the ALL Child Protection Policy Document

Employees must abide by the conditions in the ALL Health and Safety Document

IN WITNESS whereof this Agreement has been entered into the date and year first herein written:

Signed by the Employee

In the presence of:

.....

Kay Mahon

Managing Director

Date:

.....

Teaching Department

Date: