

TYPE: Policy

SUBJECT: Teaching and Administrative Staff  
REFERENCE: LWP 20

DATE: 15<sup>th</sup> February 2021

LAST REVIEWED:

28<sup>th</sup> February 2023

APPROVED BY:

The Board of Directors

Learning Works applies clear, fair and transparent processes for the recruitment, conditions of employment and professional development of teaching and administrative staff. This activity is coordinated by the head of the institution at Learning Works through the deployment of the following:

- Selection and/or interview processes,
- External (public) calls for recruitment,
- Employment contracts in the form of contracts for services,
- Engagement with key experts in education to develop CPD sessions,
- CPD plan and activities for teaching staff,
- Access to learning and academic resources for teaching and administrative staff.

Requirements:

- For academic courses pegged at MQF levels 1 to 5, all teaching staff are required to have at least a level 6 qualification in a relevant area of study together with evidence of teaching qualification/s and at least 2 years of teaching experience.

- For vocational courses pegged at MQF levels 1-4, all teaching staff are required to have at least a level 5 qualification in a relevant area of study together with evidence of teaching qualification/s and at least 2 years of teaching experience.
- For any courses pegged at MQF levels 6 or 7, all teaching staff are required to have a qualification of at least 1 level higher than that of the course, in a relevant area of study together with evidence of a teaching qualification and at least 2 years teaching experience.
- In the case of vocational courses up to level 5, when there is clear evidence that the local market does not provide tutors of the required qualification level, Learning Works will submit a request for approval to the MFHEA for twinned provision, namely that in which a highly-experienced and effective tutor with a lower qualification level is mentored by a colleague with a qualification at the appropriate level, who will be involved in co-delivery, to ensure that the required level of learning outcomes delivery and assessment is maintained. This process will be monitored by the Internal Quality Assurance team (IQA) in place at Learning Works.
- Candidates applying for administrative posts should be in possession of the qualifications and experience required for the performance of the role applied for. These requirements are clearly indicated when the vacant posts are advertised.

#### Professional development and appraisal:

- Learning Works holds three professional Development Sessions for teachers every year.
- Appraisal of teaching staff is carried out in Learning Works since the institution subscribes to the view that teaching appraisal can be a key lever for improving the quality of teaching. Teacher evaluation is carried out yearly with feedback given after a session is observed in its entirety. Feedback is given on the peer-review form which is available on the Sharepoint of Learning Works.

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