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Policy Name	Staff Recruitment Policy
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Recent Review Date	March 2026	Next Review Date	April 2027
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Statement of Intent

At NXT GEN Education, we are committed to recruiting, appointing, and employing the most qualified, professionally capable, and suitable candidates for vacant positions within our institution. The recruitment process will be rigorous, ensuring that staffing ratios are maintained to meet educational standards and safeguarding requirements. It is our top priority to ensure that students are supported and protected at all times through appropriate staff qualifications and safe recruitment procedures.

Staffing

At NXT GEN Education, we believe in providing a high adult-to-learner staffing ratio to ensure that each student receives sufficient individual attention and that the highest standards of care and education are maintained. Our staff are highly qualified and undergo rigorous checks to ensure they meet the safeguarding standards set by relevant regulatory bodies.

Disclosure and Barring Service (DBS) Checks: All staff are required to undergo a DBS check, in accordance with the requirements of the relevant regulatory bodies and industry standards. We also perform identity and background checks to ensure all staff are suitable to work with students.

Key Person System: We have a key person system in place where each learner is supported by a designated staff member who looks after their academic and personal well-being. This ensures that students and their families have a consistent point of contact for their educational journey.

Staff Development and Well-being: Regular staff meetings, curriculum planning sessions, and one-to-one supervision meetings are held to discuss students' progress, curriculum development, and areas for improvement. Staff are also given opportunities for ongoing professional development, training, and feedback through annual appraisals. The management team, including the centre manager and team leaders, provides support to the staff team between reviews.

Staff Ratios: A minimum of two staff members are present at all times to ensure adequate supervision and support for students.

Recruitment

At NXT GEN Education, our goal is to recruit the most qualified and suitable candidates for each vacancy, irrespective of sex, race, nationality, religion, age, sexual orientation, or disability. We are committed to promoting diversity and equality in all aspects of our recruitment processes.

Internal and External Recruitment: Where possible, we encourage internal applications for promotion opportunities and ensure that vacancies are advertised both internally and externally.

Selection Process: Recruitment decisions are made based on a combination of factors including references, employment history, qualifications, interviews, identity verification, and additional checks such as medical suitability.

Disclosure of Criminal Records: All candidates are required to disclose any convictions, cautions, court orders, reprimands, or warnings that may affect their suitability to work with learners. This is clearly stated in the employment contract, and failure to disclose such information will result in disciplinary action.

Safe Recruitment Procedure: The following steps are part of our recruitment procedure to ensure safe recruitment:

Applicants will be interviewed by a member of the management team.

Application forms will be completed, and applicants will sign to confirm that the information provided is accurate.

All staff (both paid and voluntary) will undergo DBS checks. They will not be allowed to work unsupervised until the DBS clearance is received. Staff will also be required to join the DBS Update Service, with their DBS status checked regularly by management.

Two references will be requested for each candidate, and their employment history will be thoroughly checked.

Any gaps in employment history will be investigated and explanations required.

A medical questionnaire will be completed and reviewed to assess fitness for the role.

Evidence of relevant qualifications and identification will be collected and stored securely in personnel files.

A thorough induction program will be provided for all new staff to ensure they are familiar with NXT GEN Education's policies and procedures.

All appointments are subject to a satisfactory probationary period.

Training

At NXT GEN Education, we are committed to continuous professional development and providing regular training opportunities for all staff. We encourage staff to take advantage of both external training offered by professional bodies and "on-the-job" training provided throughout their employment.

Induction and On-the-Job Training: All new staff undergo a comprehensive induction, which includes reading and discussing policies and procedures. Staff are required to acknowledge their understanding and agreement to adhere to these policies.

Ongoing Professional Development: Training is provided continuously to ensure staff are up to date with the latest educational practices, safeguarding regulations, and personal development opportunities. Staffs are given access to CPD courses for career development/progression.

Qualifications: At least 90% of our educational staff are qualified to Level 3 or above. Those who are not yet qualified are actively working towards attaining this qualification.

Conclusion

NXT GEN Education is committed to providing a safe, supportive, and professional environment for both our staff and students. Our staffing, employment, and recruitment policies ensure that we recruit and retain the best candidates, while maintaining high standards of care, safety, and academic achievement. Through rigorous recruitment practices, a commitment to staff development, and a focus on safeguarding, NXT GEN Education continues to foster a thriving learning community for all.

Contact Information:

For any further queries, please contact:

Human Resources

Email: hr@nxtgenedu.co.uk