






STAFF ENGLISH LANGUAGE POLICY BILINGUALISM

POLICY 040

THE ENGLISH WAY

COMPREHENSIVE CULTURE
OF EXCELLENCE

EFFECTIVE GOVERNANCE
AND FINANCIAL SUSTAINABILITY

	STAFF ENGLISH LANGUAGE POLICY BILINGUALISM	Code: PLT – 040 - E	 Shares what works.
		Version: 03, 13/12/2017	
		Effective date: 20/10/2017	
		Page: 2 out of 4	

1. OBJECTIVE

To promote a higher level of English (bilingualism) among the staff of the Fundación Educativa de Inglaterra.

2. CHARACTERISTICS

Colegio de Inglaterra - The English School defines the guidelines for staff to improve their English level, in accordance with the provisions established in this policy.

3. TEACHING STAFF




- All tutors and teachers who teach in English, must have at least a C1 level.
- Teachers hired as expatriates must be English native speakers or have a certified C2.
- Teachers and professionals of interdisciplinary areas (psychologists, occupational therapists, librarians, speech therapists, etc.) who do not use/speake English at work, must have at least a B2 level.
- All English levels must be certified by the Aptis (British Council) test or equivalent.
- English levels will be recognised according to the current salary scale approved by the Board of Directors.

4. EXCEPTIONS

In those cases where it is not possible to find teachers with C1 English level (required for subjects taught in English) because of market restrictions, the leadership team may consider hiring a teacher with a certified B2 English level if the person commits to improving to a C1 level in less than 24 months.

5. ENGLISH LEVEL CLASSIFICATION TEST - TEACHING STAFF

Every two (2) years, the teaching staff and interdisciplinary professionals whose English level is recognised in their salaries will take an English level test. Should there

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		Version: 03, 13/12/2017	
		Effective date: 20/10/2017	
		Page: 3 out of 4	

be evidence of variation between the level obtained in the classification test and the level recognised in the salary scale, the following scenarios may occur:

5.1 Staff gets a level below that established in the salary scale




Teachers will be granted a period of up to one (1) year to certify the level recognised in his/her salary. During this period, he/she will receive the payment equivalent to the certified English level obtained in the last classification test.

5.2 Staff gets a level higher than that recognised in the salary scale

His/her salary will be adjusted, according to the level obtained and as of the next academic year. This salary recognition is not retroactive.

6. ADMINISTRATIVE STAFF (NO TEACHING STAFF), CLASS ASSISTANTS AND LABORATORY ASSISTANTS

- The Fundación Educativa de Inglaterra establishes benefits to staff members who get 80% or above result in their current Development and/or Performance Evaluation. Staff who meet this requirement may receive a non-salary benefit of up to 60% of the cost of the British Council English Programme (up to 24 months).
- Staff must guarantee and demonstrate progressive and satisfactory progress in each level of the English course by providing the certificate of completion of each level to the Human Resource Department. If failing to submit the certificate or failing the course, staff will forfeit the benefit until the next Development and/or Performance Evaluation.
- If the staff member begins the training process but withdraws before completing the course for a given level, he/she must reimburse 60% of the cost paid for that level to the Foundation.
- If the staff member resigns to his/her position before completing the English course, he/she must reimburse the total amount of the benefit provided for the English course to the Foundation (equivalent to 60% of the total cost of the course).
- Should the Foundation decide to terminate the employment contract, the staff member shall not reimburse any amount.

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		Version: 03, 13/12/2017	
		Effective date: 20/10/2017	
		Page: 4 out of 4	

- Once the course has been satisfactorily completed, the staff member must sign a commitment to stay for two (2) years after the end of the course.
- The minimum employment time before applying for the benefit is one (1) year.
- At the end of the course, staff (no teaching staff) will not be recognised for their English level in their monthly salary.

7. BUDGET

7.1 Teaching staff and interdisciplinary areas professionals

The Human Resources Department will include the calculation of the salary component corresponding to the English level recognition in the staff costs budget allocation.

7.2 Administrative Staff (No teaching staff)

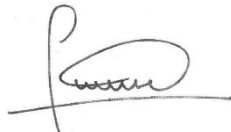
The assistance established in this policy will be financed with the training allocation, established each year in the general budget, as explained in the Training Policy (PLT - 012 - E), and, in no case, it may exceed 10% of the total amount approved in the training allocation.

8. VALIDITY

This policy was prepared by the Senior Management and the Human Resources Department. It was approved by the Board of Directors on December 12th, 2017, and it has been effective since it was published.



Richard Matthews
Headmaster



Luis Eduardo Rivas
Rector – DH



Juan Pablo Rodríguez
Administrative and Financial
Director