



Мережа шкіл іноземних мов
Speak & Go

The Speak & Go Charter (academic year 2016-2017)

The following standards apply to all the Speak & Go language school network, their staff and teachers.

1. The School Charter

1.1 The S&G schools provide a good learning environment (premises, facilities, and resources) and an efficiently organized range of language syllabus appropriate to the learning needs of the kids (age 6+), teenagers, and adults. For general courses, the maximum class size is 10 students.

1.2 The S&G schools within 20 days provide the staff with a written statement, signed by both parties, which fairly specifies the terms and conditions of work as well as the main responsibilities of the post, procedures available for dealing with grievances, and the procedures to be followed in the event of disciplinary action.

1.3 The S&G schools provide appropriate arrangements for extracurricular learning, cultural and social activities for students, and all teachers are expected to contribute to these activities.

1.4 The S&G schools ensure that the provision of teaching and related educational services are in accordance with S&G School, Staff, and Teacher Charter.

1.5 The S&G schools display S&G Charter so that it may be read by all educational staff.

1.6 The S&G schools have classrooms named after a foreign city or a town which bears the image, concept of it. The names cannot be repeated.

S&G: Speak More & Go Far

www.speakandgo.education e-mail: info@SPnGO.com





2. The Staff Charter

2.1 The S&G schools provide fair terms and conditions of employment in the following areas:

- Salary (competitive)
- Working hours and teaching hours per week
- S&G entitlements package
- Unpaid leave of absence (preliminary agreed with the senior management)

2.2 The S&G schools employ an Academic Manager (or equivalent) on a full-time or part-time basis, as appropriate to the size of establishment, to be responsible for teaching standards, administration and supervision of the teaching programs. The AM is available and accessible to the teachers during his/her fixed working hours for advice.

2.3 The S&G schools employ an Administrator and/ or an Receptionist who have taken an appropriate training.

2.4 The S&G schools provide all staff with appropriate workspace and facilities for them to carry out their duties effectively, as well as relevant opportunities for training and development within and outside working hours.

2.5 The S&G schools ensure that adequate arrangement are provided for the welfare, health, insurance, and safety for all the staff.

2.6 The S&G staff attend academic meetings at least once a week and management and strategy meetings if needed.

2.7 Administrative hours / salary is to be paid before 10th for the previous month.

2.8 The S&G staff are expected to work with Finista software.

2.9 The administrative staff are expected to follow the internal rules document which is seen as an supplement ONE to this Charter.





3. The Teacher Charter

3.1 The Director of Studies is available and accessible on-line to academic managers and teachers from all the schools during normal working hours for consultation or advice on any matter relating to the work.

3.2 The S&G schools employ full-time or part-time only the teachers who have appropriate qualifications or/and attend and participate in pre-service and in-service Teacher Training programs.

3.3 The S&G teachers are expected to teach in accordance with high-quality standards, accredited by Cambridge ESOL exams.

3.4 The S&G teachers are expected to speak only English to the Client. L1 is allowed on rare occasions with informative purpose/ further guidance.

3.5 The S&G schools hold teachers' meetings every week and TT seminars at least once a month and all the teachers are expected to attend.

3.6 The S&G teachers are expected to be able to work with the following documents: Lesson Plan preparation (every class), scheme of work (every second week plan and after every lesson update, teaching workload update (monthly); they are expected to follow the internal rules document which is seen as an supplement TWO to this Charter.

3.7 All the teachers agree to regular peer observations and observations by senior educational staff or trainee teachers for the purposes of teacher development and training.

3.8 The S&G teachers are expected to provide regular assessment (both formal and informal) for the S&G clients.

3.9 The S&G teachers regularly update and follow the plan of CPD cards.

3.10 Full time teachers get entitlements offered by Speak & Go school.

3.11 Teaching hours are to be paid before 10th for the previous month.

3.12 According to the S&G marketing policy, the academic staff cannot promote English teaching or other languages related to personal public groups/ pages in social network. Instead, they may benefit from the contribution to the Speak & Go community related tools.

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