



Staff Recruitment and Training Policy

At Future Generation Dance Academy (FGDA), we are committed to delivering the highest standard of dance education while fostering a supportive, inclusive, and dynamic environment for both our students and staff. To achieve this, we recognize that attracting, developing, and retaining passionate and skilled professionals is essential to our success. The recruitment and continuous development of our staff play a central role in ensuring that our academy thrives and that our students receive exceptional training and guidance.

This Staff Recruitment and Training Policy outlines our approach to attracting and selecting staff who are not only technically proficient but also align with the values, vision, and culture of FGDA. It also emphasizes the importance of ongoing professional development to support staff in their roles and enhance their expertise.

We believe that every staff member has the potential to grow and make a lasting impact, and through a commitment to clear, fair, and transparent processes, we aim to create a positive and rewarding working environment where all staff are empowered to succeed and contribute to the continued success of FGDA.

This policy ensures that we maintain the highest standards in recruitment, training, and staff support, enabling FGDA to continue inspiring and shaping the next generation of dancers.

1. Purpose

The purpose of this Staff Recruitment and Training Policy is to establish a structured and transparent process for the recruitment, selection, and development of staff members at Future Generation Dance Academy (FGDA). This policy ensures that we attract, select, and retain qualified, passionate, and dedicated professionals who align with FGDA's values and contribute to our mission of fostering the next generation of dancers.

2. Recruitment Policy

FGDA is committed to fair and inclusive recruitment practices. Our recruitment process will be transparent, equitable, and designed to identify candidates who best meet the needs of the academy and its students. We prioritize diversity, inclusivity, and equal opportunity in our hiring processes.

2.1 Job Advertising

Vacancies will be advertised through a variety of channels to ensure a broad and diverse pool of candidates. These channels may include:

- FGDA's official website
- Social media platforms (e.g., Facebook, Instagram, LinkedIn)
- Local dance and arts organizations
- Job boards and recruitment platforms (e.g., Indeed, Glassdoor)

2.2 Job Descriptions

Each role will have a clear and detailed job description outlining key responsibilities, qualifications, experience requirements, and the personal attributes required for the role. This will ensure clarity for both applicants and the academy.

2.3 Equal Opportunities

FGDA is an equal opportunities employer. We welcome applicants from all backgrounds and are committed to providing an inclusive and non-discriminatory recruitment process. All decisions will be made based on merit, qualifications, and suitability for the role.

2.4 Selection Process

The selection process will include the following stages:

1. **Initial Screening:** Review of resumes, cover letters, and portfolios (if applicable).
2. **Interview:** Shortlisted candidates will be invited for an interview (in-person or virtual). The interview will assess both technical skills and cultural fit within the academy.
3. **Audition (for teaching positions):** For dance instructors, an audition will be part of the selection process, where candidates demonstrate their teaching ability, choreography, and interaction with students.
4. **Reference Checks:** Final candidates will undergo reference checks from previous employers or mentors to assess work ethic, professionalism, and reliability.

2.5 Background Checks

FGDA is committed to ensuring the safety of its students. All staff members, especially those in direct contact with children, will undergo a criminal background check and, if necessary, a child protection clearance.

3. Training and Development Policy

FGDA believes in the ongoing professional development of its staff. We are dedicated to ensuring that our staff members are equipped with the skills, knowledge, and support they need to deliver high-quality dance education and contribute to the success of the academy.

3.1 Induction Training

New staff members will undergo an induction program designed to introduce them to FGDA's values, policies, and procedures. This induction will cover the following:

- FGDA's mission, vision, and core values
- Overview of policies and procedures (e.g., safeguarding, health and safety, child protection)
- Code of conduct and professional expectations
- Introduction to colleagues and the academy environment

3.2 Ongoing Professional Development

FGDA encourages staff to continually improve their skills through ongoing training and professional development. Staff members will be provided with opportunities to:

- Attend workshops, seminars, and conferences relevant to their role
- Participate in internal training sessions (e.g., choreography, teaching methods, or performance techniques)
- Take part in mentorship or coaching programs
- Access resources for personal development (e.g., dance techniques, leadership skills, or team-building exercises)

3.3 Performance Reviews

All staff will undergo annual performance reviews to assess their contributions to the academy and identify areas for further growth. These reviews will focus on:

- Teaching effectiveness (for instructors)
- Engagement with students and parents
- Team collaboration and communication
- Professional development progress
- Feedback on how FGDA can support their ongoing growth

Performance reviews will be used to inform decisions about salary adjustments, promotions, and additional responsibilities.

3.4 Safeguarding and Health & Safety Training

All staff, especially those in direct contact with children, will receive training on safeguarding and health & safety procedures. This includes:

- Understanding the signs of abuse and neglect
- Reporting protocols
- Safe dance practices and injury prevention
- First aid and emergency procedures

3.5 Feedback and Continuous Improvement

FGDA values feedback from its staff. We will regularly seek input from employees through surveys, meetings, and informal discussions to improve our training programs and the overall working environment.

4. Staff Expectations and Code of Conduct

FGDA holds high standards for professionalism and ethics. All staff members are expected to:

- Maintain a positive and respectful attitude towards students, colleagues, and parents
- Uphold the values of FGDA, including integrity, inclusivity, and a commitment to excellence
- Adhere to all academy policies and procedures, including safeguarding and health & safety protocols
- Demonstrate punctuality, reliability, and responsibility in their role
- Promote a safe and nurturing environment where all students can thrive

5. Conclusion

At Future Generation Dance Academy, we believe that our staff is the foundation of our success. By attracting, recruiting, and supporting talented individuals who share our passion for dance and education, we aim to provide the highest quality dance instruction and ensure the safety, development, and wellbeing of our students.

This Staff Recruitment and Training Policy will be reviewed regularly to ensure it remains aligned with best practices and the needs of the academy.
