

## 招聘与发展

### Recruitment and Career Development

#### 1.1. 基本原则 Principles

厦门华锐莱普顿学校遵循公开公正的原则，全面考虑个人的教育背景、业务能力、工作经验和文化适应性，以招募优秀和理想的候选人。招聘过程将严格、公平地进行，并视职位要求对招聘对象进行全面的背景考察。

Chiway Repton School Xiamen follows an open and equitable principle in employment, considering personal education background, capability, work experience and cultural suitability comprehensively to recruit excellent and desirable candidates. The recruitment process is conducted strictly and fairly, and a comprehensive background check will be conducted based on the requirements of the position.

我们坚信一所出色的学校需要聘用最合格的员工并留住他们。尽管招聘学术人员和行政人员可能会有不同的面试和甄选程序，但是对于所有职位，影响人才筛选过程的关键因素是相同的：教育与资格、相关经验和知识、人际交往的品质，例如个性，态度和兼容性等。

The School recognises that an outstanding school is dependent on the employment and retention of the most qualified and suitable staff. Appropriate selection procedures are used, although they may vary for academic and administrative staff. The key factors that influence the selection process remain the same for all staff recruitment: education and qualifications, relevant experience and knowledge, and interpersonal qualities such as personality, attitude and compatibility.

#### 1.2. 绩效管理 Performance Management

绩效管理程序将个人技能与工作要求进行比较，同时还会考虑到个人的成长、培训和发展。该过程旨在使主管和员工之间达成有效的沟通，清楚了解员工未来应该实现的重要工作成果和明确工作目标。绩效管理过程是一个持续的过程，包括：绩效规划、发展规划、绩效评估、薪酬确定。

The Performance Management Process (PMP) compares individual skills with job requirements, considering the growth, training and development of the individual. The process is designed to develop a clear understanding between the supervisor and the employee on important job results and work objectives that the employee should achieve and be evaluated on. PMP is an on-going process, which includes performance planning, development planning, performance evaluation, and establishing a salary.



### 1.3. 教师评估 Teaching Staff Evaluation

所有教师在九月完成年度职业发展 SMART 目标制定表，并与相应学部领导团队的一位成员进行讨论，在第一学期、第二学期期末对所取得的进步进行评估。之后，表格进入教师的档案存档。下一学年，老师或评估人可以根据情况重新制定目标。

All teachers complete an Annual Professional Growth SMART Target Setting Form in September. The Targets are discussed and agreed with a member of the respective divisional leadership team in September, and progress is reviewed at the end of Semester 1 and Semester 2. The form will be archived in the teacher's file. Targets may be revised for the following academic year by the teacher or reviewer.

学部领导团队会定期听课，听课纪录会进入该教师的档案存档。

Teachers are regularly observed by divisional leadership team members and these records are also archived in the teacher's file.

每年末，每位教师会接受评估，评估结果也会成为教师档案的一部分。

At the end of every year, each teacher is given an appraisal and the result is also archived in the teacher's file.

### 1.4. 培训发展 Training and Development

厦门华锐莱普顿学校的核心竞争力是教师，在招聘和选拔世界各地优秀教师的同时，将提供持续的职业发展机会，以便不断提高学校教育教学质量。

The core competitiveness of Chiway Repton School Xiamen is our teachers. We recruit and select excellent teachers from all over the world and provide continuing professional development in order to keep improving our quality of education and teaching.

厦门华锐莱普顿学校充分认识到，所有员工必须随时掌握当前全球范围内的教学、学习、管理研究的发展趋势，以寻求教学和管理实践的持续改进。每年按实际需要给老师提供核心素质、情绪与心理等相关培训。

Chiway Repton School Xiamen fully recognises the importance of all staff keeping updated with current global trends and research in teaching, learning, and leadership, in order to seek continuous improvement in their teaching and leadership practices.

员工职业发展规划旨在鼓励并使所有员工开发出卓越的工作潜能，为员工提供发展机会，以使他们有效地为学校发展做出贡献。

The Staff Professional Development Plan aims to encourage and enable all staff to develop their potential to achieve excellence and provide opportunities so that staff can contribute effectively to the development of the school.