



# ABUDHABI INDIAN SCHOOL STAFF RECRUITMENT POLICY

## STAFF RECRUITMENT POLICY FOR ABU DHABI INDIAN SCHOOL

Name of Policy

: Staff Recruitment Policy

Article No

: 31

Purpose of Policy

: Guideline the recruitment process of Staff in the School

Approval for this Policy given by

: Chairman, BOG

Responsibility for its update

: Principal

Policy applies to

: To all Staff of Abu Dhabi Indian School

Date of Approval

: 01-07-2014 (Amended in April 2017)

Proposed Date of Review

: 01-07-2019

# STAFF RECRUITMENT POLICY FOR ABUDHABI INDIAN SCHOOL

## INTRODUCTION

Abu Dhabi Indian School is committed to careful human resource planning to ensure the organization is supplied with the most suitable staff in the most appropriate positions at all times.

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. Abu Dhabi Indian School is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the school expects all staff and volunteers to share this commitment.

In order to help safeguard and promote the welfare of all its pupils the school is committed to a thorough and consistent Safer Recruitment Policy.

## AIMS AND OBJECTIVES

The aims of the Recruitment policy is to help deter, reject or identify people who might abuse pupils or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

This policy objectives are to operate this procedure consistently and thoroughly while obtaining, collating, analyzing and evaluating information from and about applicants applying for job vacancies at ADIS.

## ROLES AND RESPONSIBILITIES

- To ensure all those employed at ADIS are suitable to work with children and young people.
- Ensure that the school operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff who work at the school.
- Ensure all those employed at ADIS share the school's ethos, values, ways of working and aspirations for its pupils and the community it serves.
- To ensure all employees understand the requirements within safeguarding and their role.

## RECRUITMENT POLICY

Recruitment plays a fundamental and crucial role in the functioning and development of the school. Staff recruited to posts must be able to provide, or contribute to, a high quality learning experience for pupils and students. Making the wrong recruitment decision can be costly, both in terms of salary, quality of work and education, efficiency, and training and also in terms of school's reputation.

In ADIS, the Board of Governors has the overall responsibility for all staff appointments. With the exception of the appointment of heads, where different arrangements apply it may delegate these

responsibilities to the Principal, and individual member of the Board, ie, Education Committee Coordinator for Teaching staff and Treasurer for the Administrative Staff. Principal will normally be expected to lead in determining staff appointments outside the leadership group. Therefore, other than in exceptional circumstances the governing body will delegate the responsibility for these matters to the Principal.

This policy is developed in accordance with the ADEC policies and regulations. The recruitment and selection process therefore aims to enable the attraction, recruitment and retention of staff committed to providing quality and safe services in schools

## **ADVERTISEMENT**

Once the need for an appointment has been identified, Principal will submit a request for clearance to advertise a vacancy in the newspapers from Abu Dhabi Education Council (ADEC). Then the school will proceed to advertise internally, locally and in India to fill the required vacancies.

Advertisements will carry information about the school and the post. Potential candidates will be required to submit the following:

- Application Form (available in the school website) duly filled in.
- Copies of relevant Certificates.
- Copies of Passport, Emirates ID, Medical Insurance and Visa Details
- A Passport Size Photograph

## **RECRUITMENT AND SELECTION PROCESS**

The received applications will be scrutinized and names of suitable candidates will be short listed for the Preliminary Interview by the Principal / Advisor to BOG. After this phase, the selected teaching staff candidates will be asked to give a live demo lesson which will be assessed by Head of the concerned sections and other selected staff members.

In the case of Administrative Staff and other staffs, their proficiency in the required skills will be verified by the heads of the concerned sections.

Based on the report from the Head of the Sections, names of candidates will be short listed for the Final Interview. This interview will be conducted by the members of the Board of Governors, particularly teaching staff with Education Committee Coordinator and Administrative Staff with the Treasurer. Based on this interview, the final candidate will be selected.

If it is decided to make an offer of employment following the final interview, any such offer will be conditional on the following:

- The agreement of a mutually acceptable start date
- The agreement on salary and other benefits
- Having the required attestations from the home country and local authorities.
- Getting a license from Abu Dhabi Education Council

If the above conditions are satisfied and the offer is accepted then the applicant will be issued with a contract of employment as confirmation of employment.

All Staff appointments are subject to a three months probationary period during which the notice period to terminate the employment for whatever reason, by either the employee or the school is four weeks. The school also reserves the right to extend this probationary period should it deem necessary.

## **IDENTITY CHECKS**

These will be carried out on all appointments to the school's workforce before an appointment is made. Acceptable proofs of identity may include birth certificate, driving license or passport, combined with evidence of proof of address.

## **REFERENCES**

References will be taken up on short listed candidates prior to interview unless otherwise stated on the application form.

All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children.

Neither referee should be a relative or someone known to the applicant solely as a friend.

## **SELECTION PROCESS**

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

## **UNSUCCESSFUL CANDIDATES**

Unsuccessful candidates should be contacted as soon as possible. It is good practice to

- provide feedback where requested, for example: Start positively thanking them for attending the interview
- Take care not to make any discriminatory remarks. Any feedback should only relate to the person specification and job description, remaining tactful to ensure feelings are not hurt.
- The feedback should aim to help the candidate in future interviews, not to damage confidence

## POST APPOINTMENT INDUCTION PROGRAM

All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices.

Regular meetings will be held during the first 3 months of employment between the new employee and the concerned head.

## CONFIRMATION OF APPOINTMENT

After the completion of the probation period satisfactorily, Principal will evaluate the staff based on the feedbacks from the heads of the concerned sections and forward this report to the Governing Body. Based on this report, the employee will be made permanent or in special circumstance where it is necessary, they will extend the probation period.

