



# ABUDHABI INDIAN SCHOOL TEACHER RECRUITMENT & RETENTION POLICY

## SCHOOL TEACHER RECRUITMENT & RETENTION POLICY

Name of Policy	:	School Teacher Recruitment & Retention Policy
Purpose of Policy	:	Guideline the recruitment process of Staff in the School
Approval for this Policy given by	:	Hon. Chairman (BOG)
Responsibility for its update	:	Principal
Policy applies to	:	To all the teachers of Abu Dhabi Indian School
Date of Approval	:	01-09-2017
Proposed Date of Review	:	01-09-2019

## TEACHER RECRUITMENT POLICY FOR ABUDHABI INDIAN SCHOOL

### INTRODUCTION

We have high standards in all we do in Abu Dhabi Indian School and aim to further these by the recruitment of high-quality teaching staff. Safety and protection of our students is of paramount importance to us and appropriate attention to their safety is reflected in our recruitment procedure in accordance with our safeguarding policy.

Recruitment and employment of trained applicants is active, selective, competitive, and based on the concept of preferential hiring.

The process of preferential hiring requires:

- the establishment of a pool of qualified applicants who most closely match the CBSE and Abu Dhabi Education Council's requirements "Profile of an Effective Teacher";
- Selection from the applicant pool;
- Consideration of students' education and welfare which matches the CBSE school system.

This process calls for looking beyond certification/licensure qualifications of applicants. It requires rigorous efforts to hire the best qualified candidates to consistently achieve ever higher levels of student growth and development within the private schools of UAE.

The Management of Abu Dhabi Indian School has developed and implemented a strategic plan to recruit and retain qualified teachers.

The strategic plan:

- identify recruitment and retention goals;

- implement strategies to achieve the goals;
- identify specific teaching shortage areas and geographically hard-to-fill areas; and
- establish a continuing community outreach program to encourage and assist residents of communities experiencing high teacher turnover to become teachers.

Primary considerations for employment shall be the needs of students and programs at schools. Hiring shall be based on the selection of eligible professionals who most exemplify the Management's "Profile of an Effective Teacher."

### **TEACHER PLACEMENT:**

Placement of teachers shall be by matching the qualifications, personal attributes, and training of the individual with the requirements of the position. An effective match of the qualifications of the individual with the requirements of the position ensures attainment of the School's mission.

### **TENURE:**

Tenure in the Department is obtained by continued employment based on successful completion of probationary requirements and demonstrated competency at progressively higher levels of performance. Upon being hired, teachers shall serve no less than three months of probation and upon successful completion and obtaining ADEC approval, they shall be hired. Any probationary teacher rated "unsatisfactory" through monthly lesson observations shall be dismissed.

Any probationary teacher rated "marginal" in the monthly rating, shall be given immediate assistance for the next three months, and shall be dismissed if not rated "effective" or better in the tenure given to her.

### **We always seek to recruit teachers who are:**

- Appropriately qualified as per the requirements of the CBSE and Abu Dhabi Educational Council.

- Experienced in teaching in the respective disciplines
- Professional in appearance and attitude
- Friendly and helpful
- Genuinely interested in the school and its development
- Genuinely interested in the students
- Enthusiastic about their profession
- Appropriately dressed for the teaching of under 18s

### **INITIAL APPLICATION**

All prospective applicants are informed to make the CV in the school's format which is available on the school's website as easy download.

- All gaps in their CV will need to be explained satisfactorily
- Proof of identity and proof of qualifications will be required with UAE attestations.
- Applicants who are on visit visa will not be considered for employment.
- References

At least two references will be taken up for each candidate, prior to appointment, one of which should be from their most recent employer. The reference will specifically ask if there is any reason why the candidate should not be considered for the teaching student's below 18 years of age. References will be requested by email, but the referee should be contacted direct to validate the authenticity. Where a teacher provides a written reference, the referee will be contacted and authenticity validated as a matter of course.

### **SELECTION PROCESS:**

All the prospective applicants will be go through the following process:

- Written test in the respective subject discipline.
- To teach a trial (demonstration) lesson.

After a satisfactory performance of the candidate in both the written test and the demonstration lesson, the third step is the interview.

The interview team consists of the Principal, Vice Principal and the subject expert. The candidate will be asked to join the institution subject to the successful completion of his or her interview and the approval of the Management.

## **DOCUMENTATION**

Successful candidates will:

- Provide a full, detailed CV without gaps (to be retained in the teacher's file).
- Provide original copies of all relevant qualifications and proof of identity. These will be photocopied and the photocopies endorsed with the phrase: 'seen by (interviewer)' and dated. These photocopies must also be retained in the teacher's file.
- A full suitability check of criminal records must be provided before they commence employment. They will need to provide a police certificate of good conduct from the most recent country in which they are or were residing.
- Where appropriate, provide a certificate of good conduct.
- The name(s) of next of kin for emergency contact.

## **RECRUITMENT POLICY IN RELATION TO AVAILABLE VACANCIES:**

Newly recruited teachers will be placed according to the availability of vacancies subject to the requirement. Retention policy in relation to teacher's performance and commitment to welfare of the children and the school.

At Abu Dhabi Indian School, we believe that every teacher has to start somewhere, and sometimes a junior group is an ideal place. However, we know that new teachers need a lot of support for both their own development and also to maintain the high standards of teaching to meet the demands of the students.

Retention Policy is to provide qualified and experienced teachers the following:

- Direct admission to the children
- 50% concession of the tuition fee
- Full leave salary for the months of July and August inclusive of all allowances as per the contract
- Timely recognition of the teacher's contribution towards the school.
- Contract of employment
- Job specification
- New teacher induction training by the concerned SLT.
- Transport Facility to and from the school

