



مدرسة الرشيد الأمريكية الخاصة
Al Rashed American Private School

معلوم نافعة وأخلاق راقية
مدرسة الرشيد الأمريكية الخاصة

Safer Recruitment Policy

Al Rashed American Private School

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1. Introduction:

This policy aims to ensure that fair safe recruitment and selection is always conducted. ARAS recognizes its staff as being fundamental to its success. A strategic and professional approach to safer recruitment processes helps ARAS to attract and appoint employees in both the academic and administration limbs of the business with the necessary skills, expertise, qualifications, and attributes to fulfill its strategic objectives and make a positive contribution to ARAS. This policy provides the procedures for appointing new members of staff and the checks that need to be done to ensure the candidate is suitable to work in a school.

2. Recruitment Policy Statement:

Al Rushed American Private School is committed to providing the best possible care and education to its students, and to safeguarding and promoting the welfare of children and young people. ARAS is also committed to providing a supportive and flexible working environment to all its members of staff. ARAS recognizes that to achieve these aims, it is of fundamental importance to attract, recruit, and retain staff of the highest caliber who share this commitment. The aims of ARAS 's safer recruitment policy are as follows:

- ARAS is committed to attracting, selecting, and retaining employees who will successfully and positively contribute to Aras's values.
- ARAS is committed to encouraging and motivating UAE to join its staff.
- ARAS is committed to safeguarding and promoting the welfare of all its students and expects all employees to share this commitment
- ARAS seeks to achieve a diverse and inclusive workforce including employees from different backgrounds, with different skills and abilities.
- ARAS is committed to ensuring the safer recruitment and selection of all employees are conducted in a manner that is systematic, efficient, effective, and promotes equality of opportunity.
- All candidates will be treated fairly and on merit. No individual or potential candidate shall receive favorable treatment or consideration on

the grounds of race, color, ethnic origin, nationality, national origin, religion or belief, gender, age, disability, marital status, or pregnancy.

- To ensure compliance with all relevant legislation, recommendations, guidance, and best practices including statutory guidance published by UAE labor law, MoE, and SPEA

Staff involved in safer recruitment and selection of staff are safer recruitment trained and are responsible for familiarizing themselves with and complying with the provisions of this policy. Advice and support are available at all stages of the recruitment process from HR.

3. Recruitment approval and budget:

It is essential for the success of ARAS that this policy and procedure help define the recruitment needs for each academic year in advance of the start of the recruitment timeline. The procedure should result in a very precise roadmap to be executed per role/section/dept. These needs may be adapted during the recruitment timeline to reflect regular updates from admission trends and immediate needs.

The safer recruitment and selection process should therefore not commence until a full evaluation of the need for the role as against the specific department's strategic plans and budget has been completed. The recruitment plan shall be approved by the Board of trustees, Principal, Vice Principal and Head of HR.

4. Vacancy:

Vacancies can arise for many reasons. A post may become vacant due to expiry of a fixed term contract, resignation, maternity leave, or ill health.

5. Job Profile and Candidate Specifications:

Recruitment is determined after the meeting of the recruitment committee consisting of (senior management resource officers) to determine the needs and specifications of employees, job profiles, specifications of candidates in

accordance with the needs of the educational institution. Then the job profile and the candidate's specifications form the basis for the declaration and are submitted to the chairman of the board of directors for final review and approval.

During recruitment, we are committed to providing a safe and happy environment for all our employees where our students can thrive and learn. We are committed to protecting and promoting the well-being of all our staff and students. All employees undergo a medical examination and a criminal record check.

6. Recruitment & Selection Procedures:

• Advertising

To ensure equality of opportunity, the School will advertise vacant posts to encourage as wide a field of applicants as possible.

All documentation relating to applicants will be treated confidentially under data protection legislation.

• Application Forms

The school uses its own application form and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role. All applicants will be made aware that providing false information is an offense and could result in the application being rejected.

• Shortlisting

Shortlisting will be undertaken by at least two people from the recruitment panel. Candidates will be assessed against the person's specifications.

• References

References will only be sought for shortlisted applicants and will be sent immediately after shortlisting to enable investigation as needed during the interview. Two professional/character references must be provided. These

will always be sought and obtained directly from the referee and their purpose is to provide objective and information to support appointment decisions. The school does not accept open references or references from relatives.

- **Interviews**

HR will arrange interviews to take place with shortlisted candidates after receiving the shortlist. Candidates are given at least 2 clear days' notice to request time to attend and prepare for the interview. HR will before the interview conduct and report back on any pre-employment checks carried out on the candidate's name(s). If an internal candidate is not shortlisted, they must be informed and given verbal feedback before the interviews take place.

The selection and interview process should be:

- Transparent
- Timely and cost-effective
- Equitable

Safer recruitment and selection must be conducted as an evidence-based process and candidates will be assessed against agreed selection criteria based on relevant knowledge, skills, competencies, experience, and qualification to perform the role as outlined in the candidate specification. All decisions must be recorded in an interview assessment form covering the following:

- Presentation/lesson plan (if required)
- Pre-determined competency-based questions
- Safeguarding & Child Protection questions

- Inclusion Questions

About academic employees the candidates should specifically meet the academic qualifications required by SPEA for their role so that appropriate approval can be later obtained, have at least 2 years of teaching experience and preferably work within an American school. Any skills tests (e.g. presentation or lesson observation) must be directly related to the role and measured against objective criteria. Candidates must be notified of the details of any skills test when they are invited for interview. Interview competency-based questions must relate to the job requirements as exemplified in the candidate specification and the candidate's suitability for the position. The candidate specification should be used as the basis for determining the interview questions.

7. Offer of Appointment and New Employee Process:

Once a selection decision has been made a written offer of employment and job description will be sent to the candidate This will be subject to the usual requirements including:

- Attestation of educational and professional qualifications by relevant local authorities of the issuing country, the UAE Embassy in the issuing country, and the Ministry of Foreign Affairs
- Provision of copies of transcripts of all modules studied.
- Evidence of any other relevant academic or professional qualifications required for the position.
- Passing all necessary medical examinations as per UAE government

requirements for employment and issuance of residence visa (where applicable)

- Satisfactory criminal background checks
- Administrative approval from the Ministry of Interior

When all these conditions are met, the appointment decision is made and the contract is signed between the two parties after making the appointment decision and all the above, then the work and labor procedures are made for the employee (labor card).

Once the contract of employment is signed and returned to HR the employee's details will be entered in the HR Masterfile. A central register of safer recruitment checks and signed Acknowledgement of Employee Handbook, Code of Conduct, and Tolerance Charter is maintained by HR for staff. Employee files are held centrally and securely in the HR office. The successful candidate will commence their employment subject to all checks and procedures having been satisfactorily completed.

8. Induction:

The line manager is responsible for the overall induction of a new member of staff. The aim is to help the new member of staff to adjust quickly to the new working environment, to achieve maximum working efficiency in the shortest possible time. The length and content of the induction program will vary depending on the nature of the new member of staff's role and date of joining. As part of induction all new employees will receive information and training on the school's safeguarding and child protection policy and will

receive the Employee handbook linking all policies, code of conduct, Tolerance charter and Ministry of Education.

9. Policy Review

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