



Dubai International Private School Al Garhoud

Recruitment and Selection Policy 2023-2024

DIPS Vision:

DIPS, in partnership with parents and community, strives to ensure all students are digitally literate, lifelong learners, productive citizens, and nurture their well-being in an inclusive learning environment.

Tel: 04-282-3524

04-282-3513

KG: 04-282-3472

Fax: 04-282-3524

P.O.Box: 15495

Email:

dischool@dischool.com

www.dipschool.ae



Dubai International Private School

DIS, in partnership with parents and community, strives to prepare every student to be digitally literate, a lifelong learner, and a productive citizen.

Recruitment and Selection Policy

1. Purpose

The purpose of this document is to set out **Dubai International Private School's** policy in relation to the recruitment and selection of staff that aims to attract the best possible applicants, deter prospective applicants who are unsuitable for work with children or young people and identify and reject applicants who are unsuitable for work with children and young people.

2. Scope

The principles set out in this policy apply to all appointments made once a decision to recruit has been taken.

3. Policy Statement

Dubai International Private School recognizes the need to recruit the best possible staff to all posts. We are committed to a fair, thorough and consistent approach to recruitment and selection and believe this to be the most effective way of ensuring the delivery of quality services.

We believe that all applicants for jobs are entitled to fair and equal treatment and protection from discrimination.

Dubai International Private School will follow procedures that comply with UAE employment law, MOE and KHDA education legislation and codes of practice, other relevant national requirements and which aim to achieve best practice.

All appointees will be subject to employment checks including

- Qualification certificates
- Experience history
- Proof of Right of Work eligibility
- Police Clearance Certificate

The school has a standard procedure in the recruiting and screening new employees.

This is initiated by a need analysis carried out through the assistance of head of departments, other administrative staff, and head of sections who will outline the requirement for the next year.

4. Principles

Our Policy is founded on the following key principles

- Prior to a decision to recruit, all posts will be subject to a review which will cover the need for the post, the duties and responsibilities as set out in the job description and the skills and attributes required by the person appointed.
- The school's website identifies the posts needed and candidates post their CVs accordingly.
- The school uses recruitment agencies as another resource.
- Staff will be appointed on merit.
- Teaching Staff will have to demonstrate a lesson in the presence of senior leadership members.
- The process of selection will conform to all legal requirements
- The process of selection will be open and accountable taking into account the confidentiality of individual applicants.
- Managers involved in appointing staff will have the appropriate skills and experience for the task, with at least one member of the senior leadership team
- Application forms will require full completion, including a full history of employment and training since the applicant left school. This record should provide start and end dates with reasons for leaving employment. Any gaps should be explained.

5. Recruitment and Selection Training

To support the principles of fair recruitment and selection in practice, individuals involved in the process will receive training which will include the technical skills required to prepare and review job descriptions and person specifications as well as interview and decision making techniques which will build competence in relation to child protection and promoting diversity and encouraging equality of opportunity.

All vacancies will require an interview of short-listed candidates and these will be face-to-face unless the candidate is in another country. In this case the interview will be conducted virtually. Online interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview. Applicants will be required to explain satisfactorily any gaps in employment, explain satisfactorily any discrepancies in the information available to the selection panel.

6. References

Wherever possible, references will be taken up on all shortlisted candidates prior to interview. References will not be shared with the appointment panel

before interview unless there is a specific need to explore particular issues with the applicant at interview.

Where a candidate is not currently working with children, but has done in the past, a reference must be obtained from the employer who most recently employed the applicant to work with children.

7. Employment checks

All successful applicants will be required to provide proof of identity, complete a disclosure application and receive a satisfactory clearance, provide actual certificates of qualification.

8. Induction

All staff new to the school will receive induction training that will include the school's safeguarding policy and guidance on safe working practices. Regular meetings will be held during the first 3 months of employment between the new employee and appropriate line manager to ensure an understanding of the continuing responsibility for promoting the welfare of young people.