



ABU DHABI

Recruitment Procedures

D – Employment & HR Policies & Procedures

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Section A: Recruitment Procedures

1 Recruitment procedures

These procedures are fully compliant with the Recruitment Policy.

There are a number of key stages in recruiting and selecting for a post as outlined below:

1.1 Preparation stage

- The recruitment and selection process should not commence until a full evaluation of the School's need for the role has been made.
- All new or modified posts must be reviewed to ensure it is clear what is required from the role. All positions must have an up-to-date job description.
- The salary and package (where applicable) should reflect equal pay for work of equal value.

1.2 Approval

- Where the recruitment relates to an entirely new role at the School and/or is an addition to the approved FTE headcount, the Headmaster/Bursar must firstly present the rationale to the Education Committee for teachers or the relevant Board Committee for non-teaching employees, and if agreed, to the Finance & Premises Committee for final approval.
- For the recruitment of replacement employees, refer to section B below.

1.3 Advertising

- Formal written authorisation from the both the Headmaster and the Bursar must be sought prior to advertising.
- As a minimum, all vacancies will normally be advertised within the School and on the School's website.
- Other than vacancies for which only internal candidates will be considered, applicants will always be required to apply online by completing the School's application form.
- External advertising and the use of a recruitment agency should be considered only where there is a need for a wider candidate pool and it is deemed to be cost effective.
- All adverts must be placed through the HR Department ('HR').

1.4 Shortlisting

- HR will produce an initial long-list of candidates that will be passed onto the responsible employees for their review, along with the application forms and accompanying information. From this long-list, the responsible employees will produce a final shortlist of candidates.
- HR will co-ordinate the interview schedule either by SKYPE or at the School premises.

1.5 Interviewing

- All interviews must be carried out by a minimum of 2 people, at least 1 of whom must have received formal Safer Recruitment Training and would therefore act as the Chair.

- Selection is a two-way process: candidates are assessing the role and the School so those representing the School should consider how best to convey a positive image.
- Key interview questions and the structure of the interview should be prepared in advance and consistently applied to all candidates for each individual post.
- An interview will be the key component of all appointment decisions; however, the use of other selection methods, such as lesson observations or presentations, should be used where appropriate.
- Notes recording the salient points of the interview should be kept and passed to HR upon completion of the process. These notes should record the key strengths and weaknesses of each candidate to facilitate formal feedback where appropriate. The Chair of the interview panel should record the decisions as to who has been successful and any other appointable candidates. All other notes and documents used in the interview process should then be shredded for Data Protection purposes.

1.6 Selection

- Based upon knowledge of the vacant role, the School environment and the data collected at interview, the best candidate for the role should be identified.
- Unsuccessful interview candidates will receive, as a minimum, telephone or email notification of the outcome.
- Unsuccessful candidates not interviewed will be notified of the outcome by email.

1.7 References

- Prior to final interview HR will take up wherever possible 2 references from all of the shortlisted candidates in line with KCSIE requirements; this must include the candidate's most recent employer where possible.
- Referees will not be contacted without the candidates' consent and the information provided will be treated as confidential.

1.8 Appointment

- The preferred approach will usually be a verbal offer made by HR.
- Once the candidate has accepted the position, HR will produce the necessary contract and employment documentation.

1.9 Pre-Employment

- The documents used to carry out the pre-employment checks will be those as defined by the safeguarding procedures including an **enhanced DBS check** (all employees) and **prohibition from teaching register check** (teachers only).
- The School will also carry out the following pre-employment checks:

Identity: Before an offer of employment is made, applicants will be required to provide evidence of identity including date of birth. The School asks for proof of the date of birth of all applicants in accordance with the statutory guidance. Proof of the date of birth is necessary so that the School may verify the identity and check for any unexplained discrepancies in the employment and education histories of applicants. However, it remains an aim of the Recruitment Policy that the School does not discriminate against applicants on the grounds of age.

Address: Before an offer of employment is made, applicants will be required to provide evidence of their current address.

Qualifications: Where an applicant refers to any educational, professional or other relevant qualifications, the School requires that the original documents confirming these are produced by the applicant prior to starting employment with the School for checking by HR, the School's PRO Department and, as required, for processing the application for an ADEK Licence.

Criminal records check: Prior to employment, all applicants will also undertake a local Police check and any other UAE security and immigration checks required to allow the employment to proceed.

1.10 Medical Fitness

- The School is legally required to verify the medical fitness of anyone hired from overseas to be appointed to a post at the School, **after** an offer of employment has been made but **before** the role can be taken up.

1.11 Induction

- HR will co-ordinate an appropriate Induction plan which will include safeguarding, fire and health & safety training.

1.12 Probationary Period

- All appointments are subject to a probationary period of up to 6 months, with a first review after 3 months (at which point the appointment may be confirmed).
- During the probationary period, the normal notice period to terminate the employment for whatever reason, by either the employee or the School, is 4 weeks except for in a case of gross misconduct or in circumstances where the competence of the employee is not at the required standard to fulfil the role, when the employment contract can be terminated by the School without notice.

Section B: Approval procedures for the recruitment of additional or replacement employees

Where changes to employment levels at the School are sought, the following procedures must be followed:

1. Replacing an existing employee

1.1 Subject to paragraph 1.2 below, when an employee is leaving the School, and a direct replacement is sought, the Headmaster/Bursar shall:

- (a) Notify the Board (for information only and via the Clerk);
- (b) Advertise for, interview and recruit a replacement without further recourse to the Board other than to inform the Board of the outcome via the Clerk.

1.2 The procedure in 1.1 above will only apply if each of the following criteria is met:

(a) During the planned annual recruitment cycle (for teachers):

- The replacement employee(s) are to be employed within the same department's overall FTE headcount and pay scale;
- The overall employment costs resulting from the recruitment cycle are within 103% of the total cost of the total employees being replaced.

(b) Outside of the planned annual recruitment cycle (for all employees):

- The replacement employee(s) are to be employed within the same department's overall FTE headcount and pay scale;
- The employment costs remain within cost (or less) of the employee being replaced.

1.3 If any one or more of the criteria set out in section 1.2 above are not met, the Headmaster/Bursar must obtain Board approval in accordance with section 3 below.

2. Recruitment of a member of the Senior Leadership Team ('SLT')

2.1 Recruitment, whether as a direct replacement or otherwise, of any member of the SLT shall be carried out in consultation with the Board.

3. Obtaining approval

3.1 In the event that the recruitment of an individual requires Board approval under sections 1 or 2 above, the following procedures must be followed:

(a) For teachers, the Headmaster must first present the rationale to the Education Committee and, if agreed by the Education Committee, to the Finance & Premises Committee for final approval.

(b) For non-teaching employees (support staff), the Headmaster/Bursar must present the rationale to the Finance & Premises Committee for final approval.

4. Permanent changes to the terms and conditions of employment of an existing employee

4.1 When an existing employee is to permanently change from a local hire to an overseas contract, the Headmaster/Bursar must, before any change is made, present the case to the relevant Board Committee and if agreed by the relevant Board Committee, to the Finance & Premises Committee for final approval. For the avoidance of doubt, permanently in this paragraph means for a period longer than the remainder of the academic year in question.

4.2 When an existing employee is to be promoted, given a new job title or new duties which result in the existing employee's remuneration moving outside the approved School's pay scale for that position, the Headmaster/Bursar must firstly present the rationale to the Education Committee for teachers or the relevant Board Committee for non-teaching employees, and if agreed, to the Finance & Premises Committee for final approval.

4.3 Where there is an internal appointment to replace an existing employee and there are no changes to the remuneration package, the Headmaster/Bursar need only advise the Board through the Clerk.

5. Information to be submitted to the Board

5.1 On an annual basis, the School will submit a summary of teaching and non-teaching employees headcount and FTE information to the Board, broken down on the basis of:

- (a) Overseas and local hire;
- (b) Married/single status;
- (c) Number of employees' children receiving educational allowance;
- (d) Total overtime costs;
- (e) Teachers/support FTE headcount by department.