



**GARDEN CITY  
BRITISH SCHOOL**

**Recruitment  
and  
Selection Policy**

# 2017/2018

Garden City British is committed to safeguarding and ensuring the welfare of all students which requires all staff to demonstrate this commitment in every aspect of their work. The staff of Garden City British School are its most important asset and it is therefore important to ensure an adequate supply of suitably qualified and experienced teaching, non-teaching, technical and administrative staff to meet the school's human resource requirements and to deliver the school's educational programme. Garden City British School is an international school delivering the CIE Cambridge International Primary Curriculum, the National Curriculum and MoE (Arabic, Islamic Studies and UAE Social Studies curriculum). It is therefore right and appropriate that the staff are recruited from the UAE and the UK as well as other parts of the world.

The appointment of all employees will be made on merit in the light of safeguarding students and applicants will be treated solely on the basis of their ability and potential, regardless of race, colour, nationality, ethnic origin,

age, gender, marital status, disability or socio-economic background.

The procedure for the appointment of the principal or vice principal differs from that of the other staff. Once the interview and appointment process is complete, an interview is required with ADEC who will approve or disapprove the appointment. Only on approval of ADEC will the appointment be confirmed.

Teacher appointments from outside the UAE must have their certificates attested including experience certificate from their own country and present these along with a current CRB/DBS(with maximum 6 months validity), the ADEC introduction form, a copy of their passport page with 6 months validity and 4 passport photographs. These are required by ADEC in order to get ADEC approval before a teacher work permit and a residency visa can be issued.

The Principal will be responsible for the appointments of all teaching staff and appointments below the level of Vice Principal will involve at least two members from the Management. The HR Manager is responsible for the

appointments of administrative staff. All potential appointments must be agreed by the Managing Director.

### **Recruitment Procedure**

- a) The Department Head through the Principal raise a requirement to the MD justifying the position attaching a proposed job description.
- b) MD in consultation with the Principal and HR Manager will approve or disapprove the request as appropriate.
- c) **HR will search for candidates from the School's CV Bank giving more preference to the Emirati Applicants for the suitable post.**
- d) Suitable candidates will then be called for an interview.
- e) HR Manager and Head of the Department will interview the candidates and send the shortlisted candidates to MD/Principal for the final interview
- f) If approved by MD/Principal, the interview sheet with comments are sent to HR for further formalities including the preparation

## of offer letter

Every vacant post (including acting or temporary) will be advertised in a manner likely to bring it to the notice of professionals qualified to fill the post, and will be equally accessible to all. In cases of internal appointments, the advertisement will be posted in writing to all possible applicants by internal email giving at least 5 working days for applications to be submitted.

All applicants for vacant posts advertised internally or externally will be provided with:

- A job description outlining the duties of the post and an indication of where the post fits into the organisational structure of the school
- An application form
- Information about the school and other general information:
  - a statement about the access to the school for applicants who may wish to see it or who may wish to consult the MD/Principal/HR Manager before making an application;

- The closing date for the receipt of applications.
- The salary level of the post including the overseas package for international appointments.

### **Short-listing**

The MD and Principal are responsible for the shortlisting of posts within the leadership team. For all the post outside the leadership team, the shortlisting will be responsibility of the MD, HR Manager / Principal, together with governors.

References will be sought set against the requirements of the job description. References are the property of the selection panel and strict confidentiality will be observed.

The criteria for selection will be consistently applied to all applicants. If the field of applicants is felt to be weak, the post may be re-advertised.

### **Interviews**

The format, style and duration of the interviews will be decided by the selection panel in consultation with the MD and Principal/HR Manager.

Before the interviews, the selection panel will agree on the line of


questioning to be followed and will ensure that similar questions are put to each candidate. The questions asked will be aimed at obtaining evidence of how each candidate meets the criteria.

The same areas of questioning will be covered for each applicant and no questions will be asked which would discriminate directly or indirectly on grounds of gender, marital status, race, disability, nationality or age. The interview will include questions that deal with the issues of child protection and safeguarding with each candidate.

The notes taken and documentation used in the interview will form part of the formal record of why candidates were or were not selected and will be retained for six months.

The offer of appointment by the selection panel is binding on both parties' subject to staff qualification requirements, satisfactory CRB/DBS/police clearance, medical checks and satisfactory references.

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<b>Approved By Board of Governors:</b>	

<b>Principal Approval:</b>	
<b>Review Date:</b>	<b>25/08/18</b>

Once appointed Garden City British School will arrange an appropriate orientation and induction programme for the new member of staff. \_

