



Policy:	RECRUITMENT
Date Published	September 2019
Evaluation & Review:	Reviewed in June 2023, June 2024, April 2025, next review: Apr/May 2026
Rationale:	Global English School adopts a transparent approach in the recruitment process. The number of probable vacancies at various levels is estimated during the month of February / March. Candidates are hired from South East Asian Countries, Indian Sub-continent and locally available sources. All effort is made to select UAE nationals and GCC nationalities for teaching, technical and administrative positions.
Roles of Responsibility	Managing Director, Executive Director, Principal, Chairman-SGB, HR Department

### **Policy Statement**

Global English School adopts a transparent approach in the recruitment process. The number of probable vacancies at various levels is estimated during the month of February / March. Candidates are hired from South East Asian Countries, Indian Sub-continent and locally available sources. All effort is made to select UAE nationals and GCC nationalities for teaching, technical and administrative positions.

### **RECRUITMENT PROCESS**

Advertisement is issued in leading dailies of the location where the recruitment process is conducted. Applications received are scrutinized based on the requirement. The main parameters considered for short listing are ADEK requirements, qualification standards, experience level, communication skills and adaptability.

Advertisements /notifications are issued in local media to attract the UAE nationals and other GCC nationals. All the available openings are posted in the website as well.

GES Follows the ADEK policy on qualifications and experience of the candidates for all positions.

### **Principal and Vice Principal**

GES employs candidates as Principals and Vice Principals who have valid ADEK issued Appointment Letters.

Following are the requirement for consideration:

- University degree in education (Bachelor's degree or equivalent from a recognised and accredited educational institution, and all certificates and qualifications must be duly notarised and attested) and a minimum of Ten years of teaching experience and three years of School management experience.
- Or a university degree in School management (Bachelor's degree or equivalent from a recognised and accredited educational institution, and all certificates and

qualifications must be duly notarised and attested), and a minimum of four years of School management experience.

- Or a university degree in a different field (Bachelor's or equivalent from a recognised and accredited educational institution, and all certificates and qualifications must be duly notarised and attested), and a recognised and accredited diploma in educational leadership, and a minimum of Ten years teaching experience and three years of School management experience.

Priority is given to any Principal or Vice Principal who has the following:

- A Master's degree or another degree in Educational Leadership or management (from a recognised and accredited educational institution, and all certificates and qualifications must be duly notarised and attested).
- Holders of Doctoral Degree is highly appreciated.
- Minimum International English Language Testing System ("IELTS") Academic score of six or equivalent for non-native English speakers.

### **Teaching Faculty**

GES employs candidates as teachers and faculty members who have valid ADEK issued Appointment Letters.

Following are the requirement for consideration:

- University degree in education (Bachelor's degree or equivalent from a recognised and accredited educational institution, and all certificates and qualifications must be duly notarised and attested) and a minimum of two years of teaching experience.
- Or university degree in the subject to be taught (Bachelor's degree or equivalent from recognised and accredited educational institution, and all certificates and qualifications must be duly notarised and attested), and an accredited and recognised teaching certificate or license, and a minimum of two years of experience in teaching the subject.
- Or university degree in the subject to be taught (Bachelor's degree or equivalent from a recognised and accredited educational institution, and all certificates and qualifications must be duly notarised and attested), and a minimum of four years of experience in teaching the subject.
- A qualification in teaching from a recognized university is mandatory for all teaching positions (such as CACHE 3, Bachelor of education, PGCE, SACE. Integrated honors degree with education is accepted (eg. Bachelor of Elementary Education/Secondary Education).
- Qualifications acquired through distance education and / or unrecognized universities are not accepted.
- All qualifying certificates need to be equalized with the UAE standards and such equivalency should be through the established process in the UAE.
- All the teaching and non-teaching staff (except service and support staff) must have ADEK approval obtained prior to joining in the position.

Priority is given to a teacher that has the following:

Minimum IELTS Academic score of six or equivalent for non-native English speakers and those who have completed their education in a language other than English.

### **Administrative Support Staff**

- GES employs a HAAD-licensed registered School nurse and report to ADEK with a copy of the valid license, together with evidence of full-time employment at the School, which is in the form of:

- A copy of a School health services provision agreement covering the current school year signed by the School with a HAAD-licensed healthcare provider and includes the name of the HAAD-licensed registered School nurse assigned by the healthcare provider to the School.
- Or a valid work permit and residency visa issued by the relevant government entities in the UAE for the HAAD-licensed registered School nurse, along with the employment contract signed between the School and the School nurse and attested by the relevant government entities.
- For social or psychological specialists or student counsellor positions, some specializations such as (Sociology, Psychology) with a university degree (Bachelor's degree or equivalent from a recognised and accredited educational institution, and all certificates and qualifications must be duly notarised and attested). GES also satisfies the conditions of employment of all other relevant government entities, such as the Department of Transport for drivers and bus supervisors, the Ministry of Interior for security guards etc.

The shortlisted candidates are called for a written test followed by personal interview by a team comprising of Management representative, Academic Head, Subject Expert and HR Consultant. The comprehensive written test consists of two parts. The first part covers the general aptitude in teaching, IT skills and English language skills. The second part encompasses the respective subject such as English, Mathematics, Physics, Chemistry, Biology, Geography, Business Studies etc. Their subject knowledge is tested here keeping the Cambridge Curriculum standards into consideration. These are developed by our experienced teachers and psychologists that really test the candidates' ability to think innovatively as teachers.

Successful candidates are interviewed by the panel narrated above. General aptitude towards the profession, communication skills, presentation skills, issues related to human psychology, subject knowledge, and attitude towards innovation, extracurricular achievements, adaptation skills etc. are tested during the personal interview process. Mock teaching sessions are also held wherever required.

Candidates found acceptable to our standard are given an offer letter. On acceptance of the terms and conditions of appointment mentioned in the offer letter, the candidate is required to sign a contract of employment upon which the candidate is inducted.

Selected candidate is briefed and made aware of the school's policies and procedures, UAE laws etc.

### **VETTING PROCESS / APPROVAL PROCESS:**

Following are the major steps in the vetting process of appointment:

- All the selected candidates are required to submit their qualifying certificates duly attested by their respective Foreign Affairs Department and by the Foreign Affairs Ministry of UAE.
- Obtain the approval of the Ministry of Education / ADEK for the post.
- Medical Examination and obtaining fitness certificate from the Health Authority of UAE
- Obtaining Medical Insurance from the respective authority
- Permission/approval from the Labour Department of UAE.
- Obtaining VISA from the Interior Ministry of UAE.
- Interview by the appointed panel of the Ministry of Education.
- Police verification of the candidate and clearance certificate.
- Candidate relocating from other countries must obtain Police Clearance Certificate from the originating country.

## **INDUCTION UPON JOINING**

The Teacher Induction Program supports the growth and professional development of new teachers. It is a step in a continuum of professional learning for teachers to support effective teaching, learning, and assessment practices. It provides a full year of professional support so that new teachers can continue to develop the requisite skills and knowledge that will support increased success as teachers. By helping new teachers achieve their full potential, our vision is achieving high levels of student performance. Our induction program consists of the following elements:

- mentoring for new teachers by experienced teachers
- professional development and training in areas such as Literacy and Numeracy strategies, Student Success, Safe Schools, Classroom management, effective parent communication skills, and instructional strategies that address the learning and culture of students with special needs and other diverse learners.

## **PROBATION**

The newly appointed staff will be on probation for a period not less than 3 months (3 months to 1 year depending upon the candidate). Upon satisfactory completion of the probation period, the candidate is absorbed.

### **Teacher Appraisal:**

All the staff undergoes a thorough appraisal, say 360-degree evaluation process that is designed to be transparent and fair. The successful performance of a staff is measured based on feedback from self-assessment, assessment of the immediate superior, Academic Head / Manager, students and parent community and finally third-party audit. Performance based incentives are offered to all the staff members.

Quite a few measures are also instituted to motivate the staff members by way of non-monetary incentives. These include appreciation of the diligent and dedicated service, awards and accolades for offering exemplary additional services without affecting the duty roster etc.

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