



BELVEDERE INTERNATIONAL SCHOOL

RECRUITMENT POLICY

2024-2025

+971 3 719 0000

info@belvedereinternationalschool.com

Hili, Al Ain, United Arab Emirates

www.belvedereinternationalschool.com





BELVEDERE INTERNATIONAL SCHOOL

Introduction

Our school is committed to offering the highest possible standards of teaching and learning. In order to achieve this goal, it is critical that our recruitment program systematically attracts, screens, and selects outstanding qualified and experienced professionals who are able to fulfil our mandate of educational excellence.

Policy

As a premier British International school operating in the Emirate of Abu Dhabi, we will recruit the best possible staff with full compliance to ADEK standards for teaching qualifications, relevant experience and security clearance. All staff will be hired on the basis of stringent criteria with respect to academic credentials, prior experience and the highest standards of moral character and cultural sensitivity, as required for working successfully in the UAE.

Positions will be advertised through our UK partners on appropriate websites such as Times Education Supplement (TES), Education Consultancy Agencies, local UAE sites and newspapers and UK and global recruitment agencies may be utilised for administrative recruitment or for positions that are difficult to fill. Job descriptions will be provided as well as literature about the school, the job, the country and the social and religious sensitivities necessary to be happy and successful working and living in the UAE. A two-year initial contract is the norm.

Responsibilities

The Principal will:

- Oversee the hiring of all staff and approve each hire.
- Ensure the policy and ADEK regulations are followed in all phases of recruitment such as seeking ADEK approvals for teachers and administrators.
- Monitor cover letters and CVs/select short-lists/participate in or conduct interviews of strong candidates, confirm experience and check references.
- Ensure that the following areas are capabilities of those to be hired: planning for and using differentiation, assessment for learning, data to inform instruction, inquiry based instructional methods, not relying heavily on textbooks as a resource, using ICT integration and developing students' 21st Century learning skills. For any gap in these areas, the candidate must provide strong indication of willingness to comply with these professional expectations upon being trained.

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Procedures

Advertising Positions:

The school will use the internet, our partners, recruitment agencies and newspapers and will advertise openings on the school's website. The expertise of reputable educational recruiters will be engaged to select high calibre, qualified candidates for leadership and senior posts. Candidates will be provided with detailed and specific information about the school and its curriculum, the host country, the local culture, and relevant job descriptions.

Candidates will be requested to supply the following:

- A letter of interest.
- Curriculum Vitae.
- Names of two professional referees including most recent line manager – these references will be contacted.
- Criminal records check from police in most recent country of domicile.
- Attested professional qualification/degree documents as required for UAE authentications for the position offered.

Candidates

The selection panel reviews suitable candidate applications. Strongest candidates will be shortlisted and invited for a personal or Skype interview with a team that includes at least one administrator, preferably the Principal. Those invited may be required to:

- Teach a demonstration lesson.
- Provide sample lesson plans.
- Explain their understanding of SEND and people of determination (AG&T) and inclusiveness.
- Give examples of ICT integration.
- Provide a professional portfolio showcasing their best work.

Interview Process

A panel consisting of the position's immediate line manager, the Principal or Vice Principal and/or a Section Head and possibly an established peer, will interview potential staff members. All candidates will undergo a consistent scripted process of questioning, to ensure fairness and common data. Candidates will be given the school's mission/vision/value statements and description of expectations of life in the UAE as a foreign educator, and be asked to respond to these in order to ensure a clear understanding of the school's aspirations.

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The Appointment

Appropriate school personnel will make a verbal offer to the chosen candidate following satisfactory reference checks. The candidate will have to be given ADEK approval for their role. In the event that the candidate meets all requirements a written offer and contract will be provided. The school will ensure the new appointee is as well informed and well treated as possible to ensure a smooth transition process into the community, the job, the UAE and the school itself.

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