

## Title: Recruitment

Approval by: Principal

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### Recruitment

The principal identifies staffing needs in the school together with the leadership team (DPA, PYP coordinator, MYP coordinator, Learning Support coordinator). This is generally done during the spring before the start of the next academic year but can be at any time if there is seen to be an immediate need.

Information about the post to be offered is placed on the website under careers opportunities and given to all staff via internal mail. The school uses outside agencies and external websites as well. The union is also consulted where necessary.

The search for candidates is several months before a position is to begin and involves a description of the post, the location of the school to sell it to a potential candidate, benefits and a brief overview of conditions. The principal, in consultation with other leadership, and if necessary relevant staff, draws up a long list for telephone or skype interview, and then narrows this down to a short list for face-to-face interviews. On site interviews are generally conducted for staff coming from overseas so that they can see the school, demonstrate their skills via taking lessons, and also have a series of interviews with relevant leadership.

The evaluation of candidates is done through a four point criteria:

- Qualifications
- Experience
- Motivation
- Suitability

The principal has responsibility for staffing and will make the final decision, though for each position he/she will consult and listen to relevant staff involved in the interview process.

All staff must have a police check and every appointment must follow the child protection policy to ensure child safety is paramount and strictly adhered to. Written references and telephone conversations with referees will also follow up child safety for each potential candidate offered a post.

Each new EU or EEC staff member has to have their teaching qualification evaluated by Udir and this includes a current police certificate. Any new member from outside the EU has to have qualifications validated by Nokut and Udir. For all staff, a temporary contract is offered until all Nokut and Udir requirements are satisfied. Residency for international staff, tax card and rental opportunities are all organized by the school with the chosen candidate.