



## 1. INTRODUCTION

At EFIA, we believe that qualified and competent staff form the foundation of quality education. In alignment with the ADEK guidelines, EFIA ensures that every employee academic, administrative, and support is appointed based on appropriate qualifications, experience, and professional licensing requirements. This policy establishes EFIA's internal standards and procedures for ensuring all staff members meet the required eligibility criteria and maintain ongoing professional growth

## 2. PURPOSE

- To define minimum qualification, experience, and licensing standards for EFIA staff..
- To Ensure alignment with ADEK's Staff Eligibility Policy
- Ensure continuous compliance through regular review, record keeping, and staff training.

## 3. EFIA STAFF CLASSIFICATION

| Category               | Position Examples  | Key Oversight                         |
|------------------------|--|---------------------------------------|
| Leadership Staff       | Principal, Vice Principal  | Governing Board                       |
| Head of Department     | Inclusion, Registration, Subjects  | Principal / Vice Principal            |
| Teaching Staff         | Class Teacher, Subject Teacher, Inclusion Teacher                                | Vice Principal/Supervisors            |
| Teaching Support Staff | Teacher Assistant, Inclusion Assistant, Individual Assistant                     | Section Coordinators / Class Teachers |
| Non-Teaching Staff     | Counselor, Nurse, HSO, Administrative, Transport, House cleaning, Security Staff | Principal / Vice Principal            |

## 4. EFIA MINIMUM ELIGIBILITY REQUIREMENTS

### Teaching Staff

| Position                     | Minimum Qualification                                     | Additional Requirement                                     | Experience                         |
|------------------------------|---|--|------------------------------------|
| Class Teacher (KG & Primary) | Bachelor's Degree in Education or Early Childhood (QFE 7) | Teaching License (or Diploma in Early Childhood Education) | Minimum 2 year teaching experience |



| Position                 | Minimum Qualification  | Additional Requirement                      | Experience                                       |
|--------------------------|--|---|--|
| <b>Subject Teacher</b>   | Bachelor's or Master's in relevant subject + B.Ed                        | Teaching License or PG Diploma in Education | Minimum 2 year teaching experience               |
| <b>Inclusion Teacher</b> | Bachelor's in Special Education or any degree + CPD/Diploma in Inclusion | ADEK-recognized SEN certification           | 2 year experience with students of determination |
| <b>EAL / ESL Teacher</b> | Bachelor's in any field + TEFL/TESOL/CELTA Certification                 | IELTS 7 or equivalent                       | Preferred 1 year experience                      |

## Leadership Staff

| Position                   | Minimum Qualification  | Additional Requirement                | Experience                       |
|----------------------------|--|---------------------------------------|----------------------------------|
| <b>Principal</b>           | Master's in Education / Leadership (QFE 9)                     | Educational Leadership CPD            | 8 years (3 in leadership roles)  |
| <b>Vice Principal</b>      | Bachelor's / PG Diploma (QFE 8)                                | Leadership Training / CPD             | 6 years (3 in teaching)          |
| <b>Head of Inclusion</b>   | Bachelor's in Special Education or any subject + Inclusion CPD | ADEK-approved Inclusion Certification | 3 years (2 as Inclusion Teacher) |
| <b>HOD / Senior Leader</b> | Bachelor's / PG Diploma +B.Ed                                  | Professional Teaching License         | 3 years teaching experience      |

## Teaching Support Staff

| Position                                     | Minimum Qualification                                      | Training Requirement           | Experience                  |
|--|--|--------------------------------|-----------------------------|
| <b>Teacher Assistant</b>                     | Bachelor's Degree in Education with Bachelor's or Master's | Induction & in-house CPD       | Preferred 1 year experience |
| <b>Inclusion Assistant</b>                   | Certificate/Diploma in Special Education (QFE 5)           | 40 hours of Inclusion training | 2 year experience           |
| <b>Individual Assistant (Shadow Teacher)</b> | Recommendation by Head of Inclusion                        | ADEK-compliant orientation     | -                           |



## ✚ Non-Teaching Staff

| Position                                 | Minimum Qualification                                    | Licensing Requirement          | Experience                          |
|--|--|--------------------------------|-------------------------------------|
| <b>Counselor</b>                         | Bachelor's / Master's in Psychology / Counseling         | Valid DCD License              | 2 years (none for UAE Nationals)    |
| <b>Social Worker</b>                     | Bachelor's in Social Work or Sociology                   | Valid DCD License              | 2 years                             |
| <b>Nurse / Health Professional</b>       | As per UAE Health Authorities Qualification Requirements | Valid HAAD / DOH License       | As per Health Authority regulations |
| <b>Health &amp; Safety Officer (HSO)</b> | Bachelor's in H&S / Science / Engineering                | NEBOSH or IOSH Certified       | 3–5 years depending on risk level   |
| <b>Administrative / Support Staff</b>    | Bachelor's or Master's / Diploma or relevant certificate | QCC / ADEK license as required | Based on position                   |

Note: MOFA attestation and equivalency certificates for all academic qualifications must be submitted

## 5. CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)

EFIA ensures every staff member participates in at least **20 hours of CPD annually**, which may include:

- ADEK or CBSE-approved training programs.
- Internal EFIA workshops and PD sessions.
- Inclusion, behavior management, and safeguarding courses.
- Leadership development or curriculum enhancement training.

*All CPD hours are recorded in the EFIA Portal for ADEK inspection readiness.*

## 6. LICENSING AND VERIFICATION

EFIA complies with all **ADEK, MoE, and DCD** licensing frameworks.

Before appointment, Head of Registration Department will:

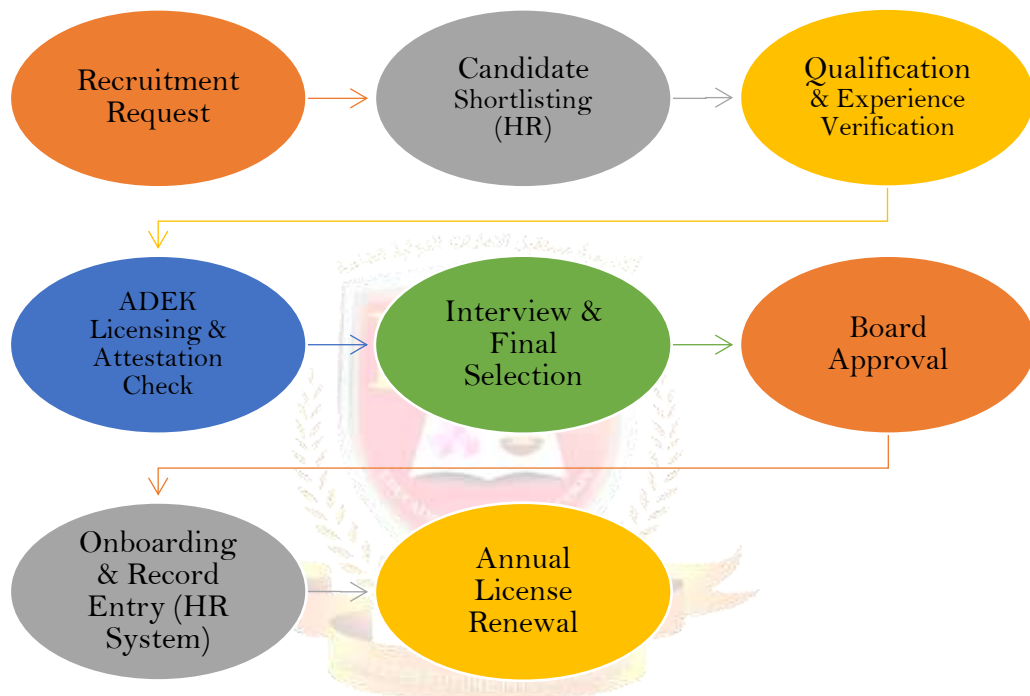
- Verify **academic equivalency via MOE**.
- Conduct **referral and background checks** to verify prior employment history, character, and any potential safeguarding concerns.
- Ensure **licensure validity** (ADEK, DCD, DOH, QCC as applicable).
- Maintain a digital record of all staff qualifications.
- Reject or hold appointments pending missing documentation.



## 7. NON-COMPLIANCE

- Any staff member who fails to meet the eligibility requirements will be placed under a compliance improvement plan.
- Continued non-compliance beyond ADEK's grace period may result in contract suspension or role reassignment.
- EFIA reserves the right to report non-compliance cases to ADEK for further action.

## 8. EFIA STAFF ELIGIBILITY COMPLIANCE FLOW



## 9. POLICY REVIEW & APPROVAL

This Policy is subject to changes as per the school and UAE law and revised version will be submitted for approval as per the process

Saji Oommen  
Principal