



**Safer Recruitment Policy**  
**2023-2024**

**Reviewed: August 2023**

**Next Review: August 2024**

## **1. General Principles**

Providence English Private School (PEPS) is committed to recruiting and retaining highly qualified and dedicated staff members who share our vision and values. This Recruitment Policy outlines our guidelines and procedures for attracting, selecting, and appointing qualified individuals to join our school community. Our hiring requirements are consistently reviewed and evaluated to be aligned with local guidelines and policies.

## **2. Inclusivity and Equal Opportunity**

PEPS is firmly committed to providing equal employment opportunities to all, regardless of race, color, religion, gender, sexual orientation, national origin, age, disability, or any other protected category. Our recruitment process is free from discrimination, and we actively encourage candidates from diverse backgrounds to apply. All employment decisions are based on merit, qualifications, and fitness for the role, in alignment with our Inclusivity and Equal Opportunity Policy.

## **3. Recruitment Process**

**Vacancy Announcement:** When a vacancy arises, the HR and Administration Department are informed in advance to ensure timely posting of job opportunities.

**Advertising Platforms:** Job will be created and checked by HR and Senior Leader for approval. Then will be posted on multiple mediums such as, School website, LinkedIn, local platforms (free & Paid) and recruitment agencies where needed.

**Job Advertisement:** Vacancy announcements include comprehensive job specifications, educational requirements, and experience criteria. Our educational requirements adhere to the guidelines and regulations set by the Sharjah Private Education Authority (SPEA) and the Ministry of Education, UAE.

**Screening and Short listing:** Received applications are meticulously screened to assess qualifications and experience, ensuring alignment with the advertised position's requirements.

**Interview and Evaluation:** Shortlisted candidates are invited for an interview conducted by a board of evaluators, which may include the Principal, Vice Principal, Academic Supervisor and Head of the respective department. For teaching or academic positions, candidates may also be required to give a class demonstration and participate in a written test if deemed necessary.

**Reference Checks:** All shortlisted candidates applying must provide contacts of at least two references. Teaching position with prior experience must submit contact of their previous Principal/Director of their previous and current school. If applying for administrative job, at least two references must be submitted. All references must be from professionals who are able to comment on the applicant's suitability for the post. Referees are contacted directly by HR of PEPS or any senior/middle managers as directed.

**Offer and Processing:** Once a candidate is selected, they are provided with an offer letter containing details about the job, salary, and other allowances. Subsequently, the selected candidate proceeds with

verification and visa processing. All offer letters are subject to reference check and approval of Sharjah Private Education Authority.

#### **4. Steps of Verification**

**Police Clearance and Equivalency:** The selected candidate is required to obtain a police clearance certificate from any emirate in the UAE and must be dated of no longer than 3 months. All approved staff must seek equivalency for their qualifications from the Ministry of Education, UAE as requested by SPEA.

**Probationary Period:** In the event that educational certificates are not equalized but are attested, the candidate may join the school on a probationary basis. Equalization of their certificates must be completed before the conclusion of the probationary period for permanent appointment.

**Approvals and Visa Processing:** All educational and experience certificates, along with the police clearance certificate, are submitted to the Sharjah Private Education Authority (SPEA) online for approval to initiate the candidate's labor contract and visa processing.

#### **5. Contract and Visa**

**Labor Contract:** The candidate must sign a labor contract registered with the Ministry of Labor, UAE.

**Medical Fitness and Emirates ID:** After signing the labor contract, the candidate undergoes a medical fitness examination and applies for an Emirates Identity Card.

**Residence Visa:** The school applies for the candidate's residence visa. In some cases, a new staff may have a spouse sponsor visa. In that case that school applies for a labor card. After approval of residence visa and labor card, then than candidate is full illegible to work on the school premises as PEPS employee.

#### **6. Induction**

Newly employed staff will complete an induction program that includes:

- Introduction to SLT members and their roles at the school
- Introduction to the schools' Vision and Mission
- Introduction to PEPS general rules, policies and procedures
- Introduction to the school communication platforms and technology used
- Training on school platforms and softwares where needed
- Introduction to customs and traditions in the UAE

**All new hires must:**

- Complete safeguarding and child protection programmes and provide certificate from one of our authorized partners (British Council & Sharjah Private Academy)
- Sign employee code of conduct and MOE code of ethics
- Read and acknowledge the understanding of essential school policies such as Safeguarding, Confidentiality, Child protection and code of conduct.
- Attend any required training that relates to their role.

## **7. Employee Record**

The HR department will create and maintain a physical and digital employee file at the school.

Some of the records to be saved:

- Full contact details and emergency contact
- Home address in UAE and Home Country
- CV & Interview Notes
- Reference letters and police clearance certificate
- Teacher License
- Passport, National ID and Residency copy
- Equivalency and Attested certificates copies
- Employment contract and offer letter
- Signed copy of the Code of conduct and confidentiality policy
- Safeguarding certificate

Other documents will be filed in the employees file as required.

## **8. Policy Review**

This Recruitment and Equal Opportunity Policy will be periodically reviewed and updated to ensure compliance with relevant laws and regulations and to reflect any changes in the school's recruitment procedures.

For any inquiries related to this policy or the recruitment process, please contact the Human Resources Department at [info@peps.ae](mailto:info@peps.ae)

### **Linked Policies:**

[Code of conduct](#)

[Child protection & Safeguarding Policy](#)

[Confidentiality Agreement](#)

**Reviewed: 24-August- 2023**

**By: Director Ziad Badr; Principal Marwa Daa & Vice Principal Haitham Kanaan**