


**RAHA INTERNATIONAL SCHOOL**

**GARDENS CAMPUS**

POLICIES

Policy title	Recruitment Policy
Policy number	GC_POL_RP_013_24
Policy Version	1
Effective date	October 2023
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Prepared by	Name
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Approving Committee	Name	Signature
Vice Principal	Carol Michelle Pratt	

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## What do we have to Offer as a School?

- The truly international IB school in the UAE
- A school where you are part of a truly international community
- A school where you will leave a better teacher than when you arrived

- A school that follows a curriculum designed to make our students better learners and the world a better place
- A school that believes in continual improvement for every person in the community
- Excellent facilities – 12 buildings in 12 acres (green space)
- Genuinely inclusive
- Excellent student, teacher relationships
- Supportive parents
- Strong staff community
- A group that provides a good package
- A group that provides Professional Development for all staff
- A group that has education at its heart
- A city that is the capital of the UAE – sports (NBA, Formula One, Lion King, UFC Fight Island, Andrea Bocelli)
- A city that is truly international
- A city that thrives on opportunity
- A city that is safe and secure

Who do we Appeal to?

<b>PROS</b>	<b>CONS</b>
<p><b>All</b></p> <p>Lifestyle and weather</p> <p>IB and IB values</p> <p>Career opportunities</p> <p>Student ratio (26:1)</p> <p>Availability of PD (Taaleem)</p> <p>Staff diverse in terms of age and culture</p>	<p><b>All</b></p> <p>60/40 Gratuity</p> <p>Accommodation prices high</p> <p>Set up costs high</p> <p>Need to buy a car</p> <p>Health insurance</p> <p>Family visas not paid for</p>
<p><b>Singles</b></p> <p>No experience necessary</p> <p>Nonrestrictive lifestyle (to an extent)</p> <p>Community of young staff at school</p>	<p><b>Singles</b></p> <p>Salary package for those applying from within AD in competitor schools</p>

<p>Salary</p> <p>Accommodation provided</p> <p>Focus on innovation</p> <p>Transparent salary package</p> <p>Helpful support staff</p> <p>Wonderful students</p> <p>Housing allowance</p> <p>Vibrant school and staff</p> <p><b>Families</b></p> <p>Free school places</p> <p>Good level of schooling</p> <p>Ability to get help and childcare at home</p> <p>Lots to do in AD with kids</p> <p><b>Older couples and singles</b></p> <p>An adventure before retirement</p> <p>Travel opportunities</p>	<p><b>Families</b></p> <p>Cost of having a family in AD</p> <p>No childcare at campus</p> <p>Meetings, ECAs after school</p> <p>Lack of further education opportunities for children</p> <p><b>Older couples and singles</b></p> <p>Max 10 years' experience on appointment with regards to salary</p>
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Recruitment Avenues

- Taaleem website
- Raha website
- Advertising in TES
- Advertising in other international publications (online or otherwise)
- Advertising in AD/Dubai publications
- Direct contact with universities
- Word of mouth through current staff
- IB careers portal
- Social media (Linked In)
- Open days for potential staff

<u>RESIGNATION TIMELINES</u>	
October	Any revised structure confirmed. Senior team intentions given to Heads/Principal to review and update recruitment dates
November	Recruitment timeline explained to staff Possible non-renewal of contract discussed at SMT Possible probation issues discussed at SMT Staff intentions sent for return by 4 <sup>th</sup> December  First Job adverts placed for senior team intentions
December	All posts advertised Probation signed off where teaching is VG or O Interviews from early adverts Senior team contract signed
January	New contracts given out to teachers Taaleem Job fairs Interviews
February	Probation - signed off any remaining staff Interviews continued
April	PORs advertised and interviews carried out

Adverts:

- Raha website - December
- Advertising in TES - December
- Direct contact with universities - TBC
- Word of mouth through current staff - December
- Social media (Linked In)
- Open days for potential staff - November
- LinkedIn

### Agencies:

Agencies can only be used for exceptional circumstances. For example, if the advert has been posted on the TES and 2 rounds of interviews have taken place. Only approved agencies can be used. The list of approved agencies are;

- International Teacher Solutions
- Coda Talent
- Workaway Recruitment
- Go Global Education
- Teach Anywhere
- Transform Education

### Interviews:

- Joint interviews where possible and should include middle leaders and Heads of School
- SLT positions should include VP/P

### References:

- Requested as early as possible by HR/PA
- 3 references of which **one MUST be the current Principal**

### ADEK Approval:

It must be communicated clearly to all prospective staff that any offer of employment at Raha International School is subject to ADEK approval. This will be obtained by the HR department.

### Making Offers:

When the decision is made to make an offer, then the HR officer will draw up a Letter of Intent (LOI) immediately. At this point, the HR officer will make a final check on qualifications. The aim should be to send the LOI within 24hrs. This should be sent with a further offer of further discussing the post and context. Once the LOI has been signed and returned, the HR officer will begin the process of drawing up the contract. This involves requesting documentation such as copies of passports, qualifications and police checks.

### DATA Protection / Forms:

If a candidate has been unsuccessful, their CV and any other paperwork provided by the candidate, should be destroyed by the end of the recruitment cycle. An interviewer may keep their own written notes for reference. However, these should be filed securely.

Written documents pertaining to successful candidates should be passed to HR and filed accordingly. The HR interview forms should be completed for all interviewed candidates.

### Questions:

#### Quick Screening Questions

- What experience do you have of teaching the IB curriculum?
- What is your current school and how long have you taught there?
- What are your family circumstances?
- What are your teaching (and subject specific) qualifications?
- What is your visa situation?
- What is your favorite part of your job?
- What is the least favorite part of your job?

### Values

<b>Value</b>	<b>Possible question/scenario</b>
<ul style="list-style-type: none"> <li>• Growth mindset</li> </ul>	Why do you think that some students do better in your subject (secondary)/Maths (Primary)?

<ul style="list-style-type: none"> <li>• Power of co-curricular</li> </ul>	What co-curricular contribution do you make to your current school? Why do you get involved in this area?
<ul style="list-style-type: none"> <li>• Importance of relationships and student wellbeing</li> </ul>	Tell me about a situation where behavior has been an issue in your classroom. How did you handle the situation?
<ul style="list-style-type: none"> <li>• Development of Leadership</li> </ul>	How do you develop leadership in your students?
<ul style="list-style-type: none"> <li>• Student engagement</li> </ul>	In the last lesson that you taught, how did you ensure that students were engaged throughout the lesson?
<ul style="list-style-type: none"> <li>• Belief in CPD for teacher and school</li> </ul>	What is the most valuable CPD that you have received in the past couple of years? What was the impact?

### Attitudes

Attitude	Possible question/scenario
<ul style="list-style-type: none"> <li>• Empathetic and collegial</li> </ul>	Tell me about your current team. What works well, what doesn't work so well? What role do you play within your current team?
<ul style="list-style-type: none"> <li>• Flexible and resilient</li> </ul>	What will you not compromise on, professionally?
<ul style="list-style-type: none"> <li>• Genuine and positive</li> </ul>	What is the worst part of your current job?
<ul style="list-style-type: none"> <li>• Reflective and emotionally intelligent</li> </ul>	Do you feel that there is an emotional aspect to learning? How do you manage this? Tell me about the last mistake that your line manager made.



<ul style="list-style-type: none"> <li>• Takes pride in their work</li> </ul>	<p>Tell me about the last time that you felt genuine pride in what you had achieved in the classroom.</p> <p>Tell me about the last time that you were disappointed with the attainment of the children in your class? Why were you disappointed? What was the follow up?</p>
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### Experience

Experience	Possible question
<ul style="list-style-type: none"> <li>• Aware of current thinking, in terms of pedagogy and their own subject. Including the use of technology in learning.</li> </ul>	<p>What was the last new initiative that you tried to implement in your class? Why? What was the outcome? What did you learn from it?</p>
<ul style="list-style-type: none"> <li>• Has experience of teaching the IB, especially courses that we offer at Uptown. Ideally, has been involved in the IB learning community.</li> </ul>	<p>What can you tell us about the IB/the Ethos of the IB?</p> <p>How does the IB differ to your national curriculum in practice/assessment? Can you give me an example of inquiry-based learning/a conceptual approach to learning?</p>
<ul style="list-style-type: none"> <li>• Has experience of working internationally, especially Dubai</li> </ul>	<p>What do you think will be the major challenges of living in the UAE/an Islamic country?</p>

### Approaches

Approach	Possible questions
<ul style="list-style-type: none"> <li>• Have good subject and pedagogical knowledge and believes in CPD</li> </ul>	<p>Think back to the last lesson that you taught. Tell me about it. Why did you do that? How did you assess the students' progress in the lesson? How did you use</p>

	<p>your assessment to adjust the activity in the classroom?</p> <p>Tell me how you would teach xxx</p> <p>Tell me about the last PD that you experienced. What were the pros and cons of the experience?</p>
<ul style="list-style-type: none"> <li>• Are expert at planning quality learning experiences, including creating a stimulating educational environment</li> </ul>	<p>What does your class look like, sound like and feel like?</p> <p>Tell me how you planned the last lesson that you taught.</p>
<ul style="list-style-type: none"> <li>• Understands the ethos of concept driven, inquiry-based learning and rationale of the learner profile and international mindedness.</li> </ul>	<p>See above</p>
<ul style="list-style-type: none"> <li>• Understand that engaging the students is central to learning</li> </ul>	<p>What would you look for when judging the success of a lesson?</p>
<ul style="list-style-type: none"> <li>• Understand how a growth mindset can lead to high expectations being fulfilled</li> </ul>	<p>What do you think is the main obstacle for success in your subject/in learning?</p>
<ul style="list-style-type: none"> <li>• Understands how to challenge and support every student through various methods of differentiation</li> </ul>	<p>See above</p>
<ul style="list-style-type: none"> <li>• Understands that quality assessment is intertwined with learning experiences and takes a variety of forms</li> </ul>	<p>See above</p>
<ul style="list-style-type: none"> <li>• Understands the importance of safeguarding children</li> </ul>	<p>Tell me about an incident when the safety of a child (or children) in your class was compromised. What did you do? How was it resolved? What did you learn from the experience?</p> <p>What does Duty of Care mean to you in the context of teaching?</p>

## Interview Questions

### INTERVIEW QUESTIONS (DELETE IF REQUIRED)

Candidate:	Post:	Date:	Interviewer:
<b>1 Preparation for the post, the school, and the country</b>			
<p><b>Example questions</b></p> <p><b>Why are you looking to leave your current position?</b></p> <p><b>Why would you like to move to Dubai?</b></p> <p><b>Why would you like to work at RIS?</b></p> <p><b>What would be the most challenging aspect of the move?</b></p> <p><b>How would working at Uptown be similar/different to your current post?</b></p> <p><b>How would working in the UAE be similar/different to previous experiences?</b></p>			<p><b>Notes</b></p>
<b>2 Teaching and learning experience</b>			

### **Example questions**

**Give an example of when you have had to change your approach to improve the engagement of your students?**

**If we were to come into your classroom, what would we see?**

**Tell us about a lesson you have taught in the last week.**

**What went well? What could have been better?**

**Tell us about the last time you provided a personalised approach to developing a particular student. Was it effective? How do you know?**

**Tell us about something in your subject that you find inspiring or that you really enjoy teaching.**

**How do you ensure that the learning environment is safe, stimulating and purposeful?**

**Tell us about a situation where behaviour was an issue in your classroom. How did you respond? How did you resolve the issue?**

**How do you ensure that every student in your class receives an appropriate level of challenge?**

**What do you consider when planning a lesson?**

**How do you monitor/evaluate learning during the lesson?**

**What would be your ideal cross-curricular (or inter-disciplinary) collaboration be?**

**Inquiry-based and concept-driven learning significant features of IB programmes. What does this look like in your classroom? Can you give an example from a recent lesson?**

### **Notes**

## **3 Leadership experience**

**Example questions**

**Talk me through how you have assessed the effectiveness of teaching and learning in your school. How have you used that assessment to inform best practice?**

**Tell us about a difficult conversation that you have had to have with a member of staff. How did you approach the conversation?**

**Explain your input into the development, strategic planning and communication of your school's vision.**

**Give us an example of when you facilitated change in your current school. What was the impact of the change and what did you learn from the process?**

**Please provide an example of how you have moved a colleague's teaching forward from good to outstanding.**

**How do you ensure that staff are held accountable for their performance?**

**Please provide an example of when you have used data to ensure that staff were held accountable for their student's progress.**

**Could you tell us about how you have maximised the use of current facilities at your school? What were the challenges you faced?**

**Notes**

**4 Contributions to whole school and the wider community**

**Example questions**

**What extra-curricular activities are you involved with?**

**How have you promoted your subject within the school? Examples of initiatives.**

**Give an example of how you have acted as an advocate for the school in the wider**

**Notes**

**community**

**5 Professional learning**

**Example questions**

**What are your current professional learning areas of focus?**

**What was the last piece of research / course / professional learning session that inspired you?**

**How do you keep up to date with contemporary educational research?**

**What was the last educational text that you read?**

**Notes**

**6 Values, attitudes, people**

**Example questions**

**What are the values of your current school? Which ones resonate the most with you?**

**How do you build strong working relationships with your students?**

**What frustrates you?**

**How has your teaching practice been shaped by your understanding of your identity?**

**Could you tell me about a time when you had a challenging situation with a parent**

**Notes**

**or a colleague? How did you resolve it?**  
**Why do you think students are successful in your lessons?**  
**How do you promote excellence and high expectations with your students?**

## 7 Miscellaneous

**Example questions**  
**How have you changed since your first years as a teacher?**  
  
**After a year in your classroom, what would you want a student to say about their experience?**  
**What can you tell us about the ethos of the IB?**

**Notes**

<b>INTERVIEW OVERVIEW</b>	
<b>Interviewer:</b>	<b>Location: GC</b>
<b>Date:</b>	<b>Source:</b>
<b>APPLICANT</b>	
<b>Name:</b>	<b>Family Name:</b>
<b>Section:</b> EY / Primary / Secondary /	<b>Position:</b>

Admin / Ancillary	
<b>Position Other:</b>	
<b>Bachelor's Degree:</b>	<b>Master's degree:</b> Yes / No
<b>Teaching Qualification:</b> Yes / No	<b>Years of Teaching Experience:</b>
<b>Gender:</b> Male / Female	<b>Status:</b> Married / Single
<b>Children:</b>	<b>Children's Age:</b>
<b>Contract:</b> Local / : Overseas	<b>Point of Hire:</b> In UAE / : Outside UAE
<b>Notice Period:</b>	<b>Date of Joining:</b>
<b>HR USE</b>	
<b>Salary Scale:</b>	<b>Contract:</b>
<b>Child School Places:</b>	<b>Accommodation:</b>
<b>Relocation Allowance:</b>	<b>Furniture Allowance:</b>
<b>Flights Destination:</b>	<b>Medical Insurance:</b>
<b>Offer:</b>	<b>Passport #:</b>
<b>Ref Request:</b> 1 : 2	<b>Contract:</b>
<b>Oracle:</b>	<b>Payroll:</b>
<b>CTC:</b>	<b>Email Address:</b>

<b>Ref Request:</b> 1 : 2	<b>Contract:</b>
<b>Oracle:</b>	<b>Payroll:</b>
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## Revision Log

Date	Changes	Reviewed By
Nov 2022		Pali Nahal
Oct 2023		Pali Nahal
Aug 2024	Policy Review	Carol Pratt