



Recruitment Policy

RATIONALE

The school will select and appoint the most appropriate teachers and assistants in order to enable students to learn as effectively as possible. Within the existing laws of Saudi Arabia and the physical constraints of the school, the selection of staff will be fair and non-discriminatory on the grounds of gender, age, religion, nationality, colour and disability. Only fully qualified teachers will be appointed to teaching positions. Their qualifications should enable them to teach in maintained schools in the UK, Eire, USA, Canada, Australia and New Zealand. Teachers who have qualified to teach in other countries will be considered at the discretion of the Principal.

Although teachers' assistants need not be qualified, a relevant qualification to the specific post is desirable but not essential. Administrative staff will be appointed according to the relationship between their qualifications and experience, and the specific requirements of the administrative position.

Parent volunteers will be given equal consideration alongside other applicants for positions as teachers' assistants. However, their performance as volunteers will be taken into consideration during the selection procedure. In every case, the best candidate for each position will be selected.

BISR is committed to excellence. The policy on recruitment and repatriation is to employ exceptional teachers who are also dedicated to educational excellence, participation in all facets of School life in partnership with parents and pupils, and committed to open communication and feedback. Teachers will be provided with attractive professional remuneration and incentives, and will be supported in their professional endeavours while in the KSA, and as they prepare for repatriation after contract completion.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The school will select and appoint the most appropriate teachers and assistants in order to enable pupils to learn as effectively as possible.

All members of staff should provide a letter from a general practitioner stating that they are medically fit to work in a school environment in the capacity for which they are to be employed. Whenever it is not possible to secure this before an appointment is made, offers should be made subject to receipt of medical clearance.

October 2015

The Principal has the ultimate responsibility for the appointment of all teachers with the support of the Head of Primary and the Head of Secondary. UK contracted teachers will be appointed by the Principal

The Head of Primary or the Head of Secondary has the responsibility for the appointment of all Teaching and Learning Assistants with the support of the Principal, if required

Administrative staff will be appointed by the Bursar with the support of the Principal or members of the Senior Leadership Team.

It is the school's intention that the appointment of staff follows the principles and procedures as set out in this policy. However, in exceptional circumstances, it may be necessary to redeploy staff internally without posts being advertised, e.g. in the event of an employee leaving without providing the required notice period or to fill an appointment with consideration of key skills required

Where appropriate, and in particular when a member of the SLT is appointed, a member or members of the Board of Governors may be involved in the selection process

It is the school's intention that the appointment of staff follows the principles and procedures as set out in this policy. However, in exceptional circumstances, it may be necessary to redeploy staff internally without posts being advertised, e.g. in the event of an employee leaving without providing the required notice period or to fill an appointment with consideration of key skills required.

All members of staff should be available for work on every day that the school is open, including work, INSET and administrative days. However, discretion may be granted by the Principal for leave of absence that had been arranged prior to interview.

Candidates attending for interview may be paid up to 100 pounds towards expenses upon the presentation of receipts only if travelling specifically for interview. Travel must be by public transport, and in economy of second class accommodation.

APPOINTING UK CONTRACTED TEACHERS

All teachers should notify the Principal in writing, by 30 November if it is their intention to leave the school at or before the end of the current academic year. The terms and conditions of the contract of employment will be enforced unless there are mitigating circumstances.

Vacant positions will be advertised on the school's website and in relevant educational publications. If required, recruitment fairs and agencies will be used.

Applications will be considered for interview based on the needs of the school as identified in 2.1, and any additional needs that arise thereafter.

Short lists for interview will be drawn up by the relevant members of the SLT and/or middle management and the Principal and/or SLT will interview all short-listed candidates.

The HR department will make all interview appointments. The Principal's PA will make travel and accommodation arrangements.

The Principal will notify all candidates orally and by summary of offer in writing of the result of their application/interview, and the HR Manager will organise the contract/visa/medical arrangements for the successful candidates and also carry out background checks.

October 2015

Once offers of employment have been confirmed and accepted, candidates' details will be passed to the HR Department who will be responsible for preparing and sending all relevant information about the School to the candidate.

The Principal and/or SLT will create a reserve list of teachers who could be contacted in the event of a newly contracted teacher subsequently withdrawing from their contract
Additional interviews will only be conducted if a teacher shortage cannot be resolved locally

APPOINTING LOCALLY CONTRACTED TEACHERS

Vacancies will be advertised on the vacancy notice board and the school's website. Other local and regional publications may be used depending on the position available. The advertisement will be drafted by the HR department in consultation with the SLT and middle managers.

Details of the post and personal specification prepared by the HR Department in consultation with SLT or as required. Application forms and job descriptions should only be issued by the HR Department

All applications will be considered by the SLT who shall, in consultation with middle managers, produce a shortlist of candidates for interview and the HR Department will make all interview arrangements for short listed candidates.

The interview panel will consist of the Principal and at least one other relevant member of the SLT and/or middle manager. The Principal by summary of offer will notify all candidates orally and in writing of the result of their application/interview. The HR Department will administer the written aspects of this procedure.

Candidates will be offered the position for which they applied, placed onto the supply list or will be rejected. Unsuccessful candidates have an entitlement of a debrief or feedback upon request

A completed Interview Assessment sheet should be forwarded, together with the application details, to the HR Department.

The HR Department will prepare all the necessary paperwork and employment and job specifications

APPOINTING LOCALLY CONTRACTED TEACHING AND LEARNING ASSISTANTS

Vacancies will be advertised on the vacancy notice board and the school's website as well as through the weekly Newsletter.

Details of the post and personal specification prepared by the HR Department in consultation with SLT middle leaders as required. Application forms and job descriptions will be issued by the HR Department.

All applications will be sent directly to the HR Department

All applications will be considered by the relevant members of the SLT, middle managers and/or teachers in order to produce shortlists of candidates for interview.

The HR Department will make all interview arrangements.

The interview panel will consist of at least one relevant member of the SLT, middle manager and/or teacher.

The HR Department will notify all candidates in writing of the result of their application/interview. The HR Department will administer the written aspects of this procedure.

October 2015

Candidates will be offered the position for which they applied, placed onto the teaching and learning assistants' supply list or will be rejected.

A completed Interview Assessment sheet will be forwarded, together with the application details, to the HR Department.

The HR Department will prepare all the necessary paperwork and employment and job specifications

Unsuccessful candidates have an entitlement of a debrief or feedback upon request

INTERNAL APPOINTMENTS

Vacancies will be advertised by the relevant Senior Manager and posted on the vacancy notice board in the staffroom;

Applicants will be short listed for interview by the relevant members of the SLT;

Candidates will be interviewed by the Principal and/or relevant members of the SLT;

The Principal or Senior Manager leading the interviews will notify all candidates orally and in writing of the result of their application/interview. The Principal's PA and HR Department will administer the written aspects of this procedure;

The HR Department will prepare all the necessary paperwork and employment and job specifications

Unsuccessful candidates have an entitlement of a debrief or feedback upon request.

SUPPLY TEACHERS

All applications will be considered by the relevant SLT Manager who shall produce shortlists of candidates for interview;

The HR Department will make all interview arrangements;

The interview panel will consist of at least one relevant member of the SLT and/or middle manager;

The HR Department will notify all candidates orally and in writing of the result of their application/interview. The HR Department will administer the written aspects of this procedure;

A completed Interview Assessment sheet will be forwarded, together with the application details, to the HR Department. Candidates will be placed onto the supply list or will be rejected;

Unsuccessful candidates have an entitlement of a debrief or feedback upon request;

APPOINTING LOCALLY CONTRACTED ADMINISTRATIVE STAFF

Vacancies will be advertised on the vacancy notice board, the school's website, and via the Newsletter.

Details of the post and personal specification prepared by the HR Department in consultation with SLT department manager as required. Application forms and job descriptions should only be issued by the HR Department;

All applications should be sent directly to the HR Department

October 2015

All applications will be considered by the Bursar in association with relevant members of the SLT, and produce shortlists of candidates for interview;

The HR Department will make all interview arrangements;

The interview panel will consist of the Bursar and/or at least one other relevant member of the SLT and/or administrative staff.

The HR Department will notify all candidates orally and in writing of the result of their application/interview. The HR Department will administer the written aspects of this procedure.

Candidates will be offered the position for which they applied or will be rejected.

A completed Interview Assessment sheet should be forwarded, together with the application details, to the HR Department.

The HR Department will prepare all the necessary paperwork and employment and job specifications

Unsuccessful candidates have an entitlement of a debrief or feedback upon request

REDEPLOYMENT

Staff where appropriate may be redeployed for the following academic year. The needs of the school will take priority over individual wishes.

REFERENCES

The following schedules of checks should be provided ideally before an offer of appointment is offered; this applies to permanent, temporary and supply posts.

Teachers

- Three recent satisfactory references
- Verification of candidate's identity (passport)
- A DBS Disclosure
- Verification of a candidate's medical fitness
- Verification of qualifications (original version should be presented at interview and photocopies provided)
- Verification of professional status

Teaching and Learning Assistants and Administration

- Three recent satisfactory professional references
- Verification of candidate's identity (passport)
- A satisfactory DBS Disclosure
- Verification of a candidate's medical fitness
- Verification of qualifications (original version should be presented at interview and photocopies provided)

October 2015

Volunteers

- Two recent satisfactory professional references
- DBS Disclosure if available

Reviewed: December 2016

Responsibility: HR Manager