

## EMPLOYMENT

### Recruitment and Selection

#### **Job Advertisement and Interviews**

Vacancies are advertised on our website and through TES-online.

Applicants are interviewed by Skype or face-to-face. Human Resources is informed of any successful interview. Former employees of the school with an outstanding record may be re-hired should a vacancy arise.

#### **Background Checks**

Applicants should be aware that at least two references will be contacted and a thorough background check will be conducted. Upon receipt of positive feedbacks from the referees, the selected applicant will receive an offer of employment which is valid for 3 calendar days.

#### **Job Descriptions**

Job descriptions are updated whenever there are changes in duties and responsibilities and whenever new positions are created. A copy of the job description will be sent to the candidate for signature as an acknowledgement that he/she fully understands his/her roles and responsibilities. The Job Description of each position can be located on the School network.

#### **Employment Contract**

The contract is a formal agreement between Wales International School and the Employee which outlines the terms and conditions of the job. The contract shall be for a limited period and can be renewed for further periods thereafter by mutual agreement between both parties.

#### **Visa and ADEC Licence Application**

Upon acceptance of the contract of employment, the following documents must be submitted to the HR Department. All documents are checked for authenticity.

1. Updated CV copy
2. Clear, colour copy of passport (validity should be more than six months)
3. Attested Education Qualification certificate & T.O.R (for teachers)
4. Qualified Teacher Status (QTS) - *only for Teachers*
5. Police Clearance and CRB or DBS
6. Photos (at least 12 pcs)
7. Referees details ( at least two)

8. ADEC Leaving Certificate from previous school (*only for those who previously worked as a Teacher in UAE*)
9. Self-Introduction Document from ADEC
10. Copy of Experience Letter from previous employment
11. Copy of Residence Visa cancellation (if applicable)
12. Parent/Guardian name and contact number in the country of origin
13. Air-travel information (*hired from abroad*)
14. Marriage certificate (*attested*) (*for those who will live in the school accommodation*)
15. Passport copy of husband/father (*for husband/father sponsorship*)
16. NOC letter from husband/father (*for husband/father sponsorship*)
17. Continuity Certificate from previous insurance (*previously working in UAE*) or copy of the current insurance card

## Terms and Conditions of Employment

### **Probationary Period**

Wales International School employees have a six (6) months probationary period. During this period the new hires will undergo continuous professional development (CPD) and performance management review (PMR). The Line Manager will discuss with the employee regarding his/her work performance.

Employers can terminate the services of the employee during the probationary period and vice versa

Salaries are paid into the employee's bank account by the last working day of the month. All employees are required to open a bank account for this purpose and to inform the accountant of the details as soon as possible after taking up employment. Failure to do this may result in a delay in the payment of his/her salary. **N.B.** At the end of the academic year, all staff will receive payment of salary for June, July and August on the last official day in July. For staff completing one year of a two year contract, the August salary may, at the discretion of the Administration, be paid at the end of August.

## Emiratization Policy

In line with the Abu Dhabi Emiratization policy, Wales International School is committed to hiring UAE Nationals and to offering them the training and support that they need. Nationals Candidates are recruited on the basis of their suitability to meet our requirements and specifications as described in our job description. We would offer an excellent career opportunity to the qualified UAE nationals who would be willing to take the challenge of learning and working in Wales International School. An outstanding salary and benefits plus an equal opportunity for development and progression will be given to its UAE national