



SCHOOL OF KNOWLEDGE, SHARJAH

STAFF SELECTION AND RECRUITMENT POLICY

School of Knowledge is a private school situated in Sharjah providing education for students from Kindergarten to Grades 6, aged from 4 years to 11 years. The school is now very strongly proposing the

UAE National Agenda - - - - UAE Vision 2021

“Education is a fundamental element for the development of a nation and the best investment in its youth.”

The UAE vision 2021 sets out the National Agenda for the UAE to be among the most innovative nations in the world.



Innovation is the generation of new and creative ideas and use of new or improved approaches.

School of Knowledge is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children. The School is also committed to providing a supportive and flexible working environment to all its members of staff. The School recognizes that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest caliber who share this commitment.

The aims of the School's recruitment policy are as follows:

- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equally and consistently;
- to ensure compliance with all relevant recommendations of The Ministry of Education.
- to ensure that the School meets its commitment to safeguarding and promoting the welfare of children by carrying out all necessary pre-employment checks.

Recruitment and selection procedure

In SOK, the following steps are followed for selection and recruitment:

Step 1- Following an Ad that is usually put in the local newspapers or after a discussion with the Parent Council- all C.Vs of eligible candidates are vetted by the Principal.

Step 2- The selected CVs are then passed on to the Junior Coordinator who then calls the candidate for an interview.

Step 3- After a formal interview by the Principal, wherein the candidate's relevant skills and experience will be discussed in more detail , the candidate is then interviewed by the Vice Principal and in most cases a lesson demonstration is taken by the HODs/ Grade leaders.

Step 4- If the candidate is found to be eligible, he/she is appointed and a temporary appointment letter is offered to him/her.

Once the candidate becomes a part of the SOK family he/she is given ample professional support to meet the needs of the students and the organization.

EDUCATIONAL QUALIFICATION OF TEACHERS

Teachers are hired based on their educational qualifications. A teacher should have the following qualifications to be selected as a teacher

- (i) A Bachelor's degree/ A Master's degree in any recognized subject
- (ii) A degree in Education
- (iii) 2 to 3 years' experience if a degree of education is not there

Previous experience plays an important role where placement of teachers is considered.