



AFIA Recruitment Policy

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Recruitment Policy

At AFIA, we believe that a fair and transparent recruitment process should be followed for all vacancies within the school. This is to ensure that the right candidate is appointed for the right role, without discrimination.

Objectives:

- Attract and employ an ever-increasing number of applicants to apply in the organisation.
- Create a talent pool of candidates to enable the selection of best candidates for the organisation.
- To attract and engage people it needs to achieve its overall organisational objectives.

Purpose:

We recognise that our staff are fundamental to our success and the success of our students. Therefore, having a clear, strategic, and professional approach to recruitment is critical when trying to attract and retain staff of the highest calibre.

The purpose of this policy is to ensure that a transparent and unbiased recruitment and selection process is followed; one that results in the appointment of the best candidate, based solely on merit and best-fit with our organisational goals, missions and visions.

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. AFIA is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the school expects all staff, shadow teachers and volunteers to share this commitment. (Refer to the School's Safeguarding and Child Protection Policy.) In line with Qatari legal requirements, the School takes very seriously its duty of care for all pupils. In order to help safeguard and promote the welfare of all its pupils the school is committed to the implementation of a thorough and consistent Safer Recruitment Policy.

The recruitment and selection procedure should help the management to ensure that these criteria are addressed.

Our Recruitment and Selection Policy will:

- be fair and consistent.
- select the best possible applicant to fill the vacancy.
- ensure qualification checking matches to the job requirement.
- conform to statutory regulations as mandated from government bodies.
- be opened for all internal, local, and international applicants.
- Open to staff's nomination or referrals.
- Ensure that the school meets its commitment to safeguarding and promoting the welfare of students by carrying out all necessary Pre employment checks.

Recruitment Procedure:

Recruitment and Selection policy must follow stages and processes outlined below to ensure that the organisation will be able to select a suitable candidate, carefully and appropriately for the vacancy:

- identification of vacancies
- selection process
- deployment
- preparation of Letter of Appointment
- staff induction or orientation

1. Identification of vacancies

The following procedure should be used when a vacancy is identified:

- Identification of the job post
- Ensure the Job Description and person specification are up to date.
- Employment package is carefully put together to present a professional image of the organisation.
- Gather CVs for screening and evaluation.
- External advert in the local publication.
- Internal advert within the organisation and nomination.

2. THE SELECTION PROCESS

Appropriate selection procedures must be used for each post. Procedures may vary, at its simplest; this may involve a straightforward interview and skills testing.

The appointing manager should be present during the interview process and will approach relevant people to assist with short listed candidates during the interview and evaluation process. At least two people should be involved in selection of shortlisted candidates.

The appointing manager will:

- decide on the interview criteria and determine which areas to concentrate on with the questioning.
- At the interview, the appointing manager will ensure that the Interview Record Form is completed as fully as possible. When interviewing, they will ensure that Equal Opportunities is strictly adhered to, with no discrimination shown on the grounds of sex, religion, age, disability or ethnic origin.
- When all candidates have been interviewed, the panel will choose the shortlisted candidates for lesson demonstration in case of teaching position. At least two staff members from the SLT will attend the lesson demonstration. The comments on the lesson demo will be recorded in writing on the interview record form. Any skill testing, if needed, will also be conducted at this stage.

- The appointing manager will ensure choosing the best candidate from the short-listed candidates for the post. The appointing manager will arrange to inform the human resource department for the successful candidate as soon as possible, agreeing on a commencement joining date and salary package to be offered.
- After interviewing all the applicants, the panel will forward the CVs to HR categorize the candidates into three (3) classifications:
 - With offer
 - On hold
 - No offer/Rejected.
- Applicants should be selected as per the job description. It is the responsibility of the appointing manager at this stage to record (in writing) the reasons why an applicant is shortlisted or not.
- All interview records should be kept confidential and returned to the Human Resources Department for filing.
- Upon return of the Interview Record Form, the Human Resources Department will:
 - a) Inform all unsuccessful candidates with outcome of interview within one to two working days.
 - b) Inform the appointee, offering the post providing the necessary documents requires by the management.
 - c) initiate a personnel file and computer entry for the new member of staff.
 - d) Notify the Manager if the appointee accepts or refuses the offer, or if there are any other details to be cleared.
 - e) Discuss the total package including the benefits clearly with the appointee.

3. DEPLOYMENT

Human Resource Department ensures that the following are available and ready. The following are essential to ensure that the organisation selects the best candidate for the post:

- pre-employment undertaking
- qualification checking
- reference checking and Police Clearance

1. PREPARATION OF LETTER OF APPOINTMENT

Human Resource Department will prepare a letter of appointment once the shortlisted candidate accepts the offer. In the Letter of Appointment, the details of the employment benefits, salary package, documents requirement and the terms and condition is clearly stated.

The Letter of Appointments will be served to the candidate. The candidate has given the right to read a clear understanding of the offer. Signing of the Letter of Appointment will serve as an acknowledgement and acceptance.

5. STAFF INDUCTION

The Human Resources Department will arrange, in conjunction with the appointing manager an individual programme of induction for the new staff which will be arranged and agreed at least one week before the appointee commences.

The content and nature of the induction process will vary according to the role and previous experience of the new staff member but should include the following:

- Confirm the conduct expected of teaching and non-teaching staff within the school.
- Provide training and information about the school's mission, vision, goals, policies and procedures.
- Support the new staff in a way that is appropriate for their role.
- Provide individual information about what support and assistance is available, and what reasonable.
- Provide new employees the opportunity to discuss any issues or concerns about their role or responsibilities.
- Policies and procedures in relation to safeguarding and promoting welfare e.g., child protection, anti-bullying, anti-racism, physical intervention, internet safety, respect of customs and laws of the State of Qatar.
- Safe practice and the standards of conduct and behaviour expected of staff in school.
- All relevant employee procedures.

Each team leader will prepare detailed PD induction plan for his /her team. New staff will be followed up intensively during probationary period where the SLT will observe and then arrange a review meeting with the new staff member to discuss the role and any concerns.

The probationary period also allows an employer to come to a formal decision as to whether to continue their employment as well as for the employee to withdraw from the role should they wish to do so.

The organisation will do an annual staff induction before school opening. This will include old and new staffs. The purpose is to re-iterate or update new policies and procedures within the school organisation including any statutory regulations from State of Qatar.

