

Pakistan Islamia Higher Secondary School Sharjah



Staff Recruitment Policy (2024-2025)



Staff recruiting process

Efficiency, Consistency, Innovation

Introduction

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. The School is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the School expects all staff to share this commitment. PIHSS is committed to providing a supportive and flexible working environment to its staff. The School recognizes that to achieve these aims, it is of fundamental importance to attract, recruit, and retain staff of the highest caliber who share these commitments.

Policy Statement

PIHSS believes that getting the right workforce for the school is a major milestone to get into the right direction of success and development. The school ensures to choose the right employees who are suitable for the roles which are assigned to them.

Moreover, the school invests time and resources in the recruitment process by carefully selecting the educators' team who help to navigate the educational process and contribute to the student's personal and social development.

PIHSS Aims for the Recruiting Process

PIHSS has the following aims that will be considered priority throughout the academic year.

These are:

- ✓ To ensure that the best possible staff are recruited based on their merits, abilities, and suitability for the position
- ✓ To ensure that all job applicants are considered equitably and consistently
- ✓ To establish high standards for the quality of teaching and learning processes
- ✓ To ensure the well-being and the safety of the students within the school
- ✓ To ensure compliance with all legislations, suggestions, and guidelines of the school governing body

- ✓ To ensure fair, effective, and open procedures of recruitment so that no individual or group may disadvantage
- ✓ To emphasize that skilled people become part of our organization who have positive attitudes and aptitude towards their profession

Equal Opportunities for All

PIHSS is devoted to establishing a system of recruitment where there will be no distinction in:

- Selection process
- Sexual or gender identity
- Political or religious views
- Cast or race
- Skin color
- Nationalistic sentiments
- Beliefs or disbeliefs

Vacancy Advertisements

Before the job, the school will review its workforce needs by considering all academic or financial aspects. The vacancy for the right person will be published online and the job specifications will be enlisted. The recruitment plan will align with each post or role is selected through SPEA recruitment approval policy.

Recruit and Selection Procedure

The selection procedure involves various steps to ensure the most qualified candidates are selected.

Identifying the need	<p>List of Vacancies from different departments mentioning the reasons for the same.</p> <p>Based on data submitted by the relevant heads regarding the requirements of the teachers/staff, an ad is prepared.</p>
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Job Posting and Advertisement	The ads are placed on social media platforms and school website.
Application Screening	The resumes received through different platforms are reviewed and screened out as per the requirement.
Interview and Demonstration process	The shortlisted candidates are then given a date for an interview. <i>Initial Interview:</i> In-person interviews are conducted to assess the candidate's communication skills, personality, and alignment with school culture.
Final Interview	The final Interview is conducted by the principal for a deeper evaluation of the shortlisted candidates. Then if required, the candidates are given the date for a demonstration for further evaluation
Finalizing the candidate	On having a successful demo, the documents are collected for further approval.
Obtaining Approvals from the relevant authorities (e.g. SPEA)	Initial clearance and approvals are obtained from the authorities
Offer Letter	Once we receive the security clearance and SPEA approval, the candidate is being informed to join over the phone. The offer letter is signed by the Principal and thus given to the candidate. After signing the offer letter, the candidate is asked to sign in the joining report form. That date is considered the official joining date of the candidate. Once the joining report is filled by the candidate, it is then signed by the Principal and the document goes to the candidate's personal file.

Onboarding process	The newly hired candidate gets familiarize with the school’s policies, curriculum, facilities, and team and is provided any necessary training to help the candidate adapt to the school environment
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Interview

The school will short-list applicants according to the relevance and applicability of their professional attributes and personal qualities that are relevant to the role. Short-listed applicants will be invited to attend a formal interview at the School at which their relevant skills and experience will be discussed in more detail and questions will always be asked about their suitability to work with children. For certain posts the selection process may involve undertaking relevant tasks or tests. The interview will be structured to ensure that all candidates are treated in the same way, with the exception of questions asked to clarify information given on the application form/curriculum vitae or to follow up issues raised at interview. No questions of a personal nature will be asked, or any that may be deemed discriminatory.

Policy Review

This policy will be reviewed every year under the legislation of the school governing body and the school’s internal mechanism. Any changes to this policy will be done upon recommendations of the board and the further areas of improvement will be narrowed down to ensure effective implementation.

Interview Assessment Form



المدرسة الباكستانية الإسلامية الثانوية الخاصة ذ.م.م.
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بطاقة تقييم مقابلة شخصية لمرشح وظيفة
Interview Assessment Form for Candidate

صورة شخصية Photo	رقم الطلب Application NO	تاريخ المقابلة Interview Date
	اسم المرشح Candidate Name	
	مادة التدريس Teaching Subject	التخصص Major



الدرجة Mark	النتيجة Result	العناصر / Items	المعايير / Criteria
4		الشخصية والمظهر العام Personality and general appearance	السلوك المهني و الأخلاقي Professional and ethical conduct
4		التواصل الفعال والثقة بالنفس Effective communication and self-confidence	
8		الإلمام بثقافة دولة الإمارات العربية المتحدة Familiarity with the UAE Culture	
7		الإلمام باللوائح والنظم والقوانين Knowledge of regulation, rules, and laws	
7		الفكر الابتكاري Innovation Thinking	
30		المجموع / Total	
6		الإلمام بالمادة العلمية Knowledge of the subject material	المعرفة المهنية Professional Knowledge
6		استراتيجيات التدريس Teaching Strategies	
4		البيئة الصفية والوسائط التعليمية Classroom environment and teaching aids	
4		مراحل التقويم وأدواته Phases and tools of evaluation	
20		المجموع / Total	



المدرسة الإسلامية الثانوية الخاصة ذ.م.م.
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النتيجة Result	الدرجة Mark	العناصر / Items	المعايير / Criteria
	7	امتلاك مهارة حل المشكلات و اتخاذ القرارات Has the skill of problem solving and decision making	مهارات القيادة Leadership Skills
	7	القدرة على إدارة التغيير وفقا للمستجدات التربوية The ability to manage the changes according to the Educational Updates	
	7	القدرة على تدريب الأفراد و تطوير قدراتهم وفقا لاحتياجاتهم The ability to train individuals and develop their abilities according to their needs	
	7	يملك المهارات اللازمة لتقييم أداء الأفراد و الأداء المؤسسي The ability of Evaluating and assessing the individual's performance	
	7	القدرة على تحفيز الأفراد و تعزيز ثقتهم في قدراتهم و امكانياتهم The ability to motivate individuals and enhance their confidence in their abilities and capabilities	
	4	القدرة على توظيف التقنية الرقمية و البرامج الالكترونية في العمل التربوي The ability to utilize the digital technology and electronic software in educational work	
	7	القدرة على الإشراف العام على مختلف برامج الرعاية الطلابية و تحسين المستوى التحصيلي The ability to supervise the various student care programs and improve the achievement level	
	4	القيادة على إدارة (الاجتماعات - فرق العمل - الموارد بأنواعها) The ability of managing the meeting, teams, and resources	
	50	المجموع / Total	
	100	الدرجة النهائية / Final Result	

Teacher's Demonstration Evaluation Form

PAKISTAN ISLAMIA HIGHER SECONDARY SCHOOL, SHARJAH

Teacher's Demonstration Evaluation Form

Date: _____

Candidate's Name: _____

Subject of demo: _____ Topics: _____

Grade: _____ Length of demo: _____

Rating Key: 5= Outstanding 4= Exceeds Expectations 3= Meets Expectations 2= Requires Improvement 1= Below expectations					
Attributes and Performance					
1. Introduction given (of both, self and topic)	5	4	3	2	1
2. Dress, neatness and appearance.	5	4	3	2	1
3. Writing on the board, figures/diagrams (visual aids).	5	4	3	2	1
4. Usage of classroom language	5	4	3	2	1
5. Circulated during class to check all the students.	5	4	3	2	1
6. Eye contact with students.	5	4	3	2	1
7. Gesture and posture.	5	4	3	2	1
8. Spoke loudly and clearly.	5	4	3	2	1
9. Communication (language, choice of words, grammar and fluency).	5	4	3	2	1
10. Encouraged students to ask questions.	5	4	3	2	1
11. Aroused students' interest and encourages them for participation	5	4	3	2	1
12. Used words and expressions within the student level of understanding	5	4	3	2	1
13. Subject matter knowledge /command on subject/topic	5	4	3	2	1
14. Presented subject matter clearly and systematically	5	4	3	2	1
15. Answered the questions	5	4	3	2	1
16. Class control.	5	4	3	2	1
17. Conclusion/summarization made; or lecture abruptly ended.	5	4	3	2	1
18. Confidence level exhibited.	5	4	3	2	1
19. Showed dynamism and enthusiasm.	5	4	3	2	1
Comments:	Total				
	Final Score				

Recommended Not Recommended

ADDITIONAL COMMENTS:

Demo Conducted By:

Name: _____ Signature: _____

Collective Candidate Evaluation Report



PAKISTAN ISLAMIA HIGHER SECONDARY SCHOOL, SHARJAH

Collective Evaluation Report of Potential Candidates

Date: _____



Sr. #	Name	Subject	Cycle	Evaluation out of 10				Total	Average	Recommendations
				Member 1	Member 2	Member 3	Member 4			
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										

Evaluation Committee Members			
Member 1	Member 2	Member 3	Member 4
Name:	Name:	Name:	Name:
Sign:	Sign:	Sign:	Sign:

Final Declaration Form



Declaration

Declaration

I (full name) Job Type:

declare that I have received and reviewed a copy of the code of conduct for educational professionals in general education institutions and understood its content and pledge to abide by the provisions contained therein.

Signature:

Date: / /