: Learners Today.. Leaders Tomorrow :

The Gulf English School

Recruitment Policy

Author: Leadership Team

Adoption/Review	Committee	Lead Personnel	Review Date:
Dec 2024		LT/HR	June 2026

This policy applies across all campuses:
GES Gharafa (Infants, Juniors, and Secondary)
GES Bin Omran

Responsible, **R**espectful, **R**esilience

Policy: C3.00

Our Vision

We aim to develop a responsible, respectful, resilient school community, supporting the highest level of personal achievement in a changing modern intercultural world.

V1	We aim to develop a responsible, respectful, resilient school community,
V2	supporting the highest level of personal achievement
V3	in a changing modern intercultural world.

Mission Statements

M1	We provide a high-quality education, focusing on skills, knowledge and application, enabling our community to strive and achieve excellence
M2	We aim to develop a culture of life-long learning, independence, ambition, which is continuously demonstrated by our community.
M3	Our community promotes diversity and global citizenship where individual differences are understood and celebrated.
M4	To drive the development of creative skills and critical awareness in our students.
M5	Our school community provides a safe, supportive, and stimulating learning environment that focusses on the well-being of all
M6	We aim to integrate the use of technology on a day-to-day basis to enhance our teaching and learning.

Our Core Values: The 3 R's

- ✓ **Responsible:** Driven, Ambitious, Achiever
- ✓ **Respectful:** Empathy, supportive, caring, diversity
- ✓ **Resilient:** Risk takers, empowered, committed

The Gulf English School Recruitment Policy

The Gulf English School is an equal opportunities employer. We value and actively seek to achieve a diverse and inclusive workforce. The school is committed to ensuring that the recruitment and selection of all staff is conducted in a fair, systematic, efficient, and effective manner, promoting equality of opportunity at every stage.

The Gulf English School places the highest importance on the safety and welfare of young people and students. We expect all members of staff, the board, volunteers, and anyone associated with the school to share this commitment. We are also committed to providing a safe, supportive environment for all employees. We adhere to Circular No.13 on regulations, procedures, and criteria of employee recruitment and accreditation at Private Schools and Kindergartens, as required by the Ministry of Education and Higher Education (MOEHE) in Qatar.

The school is dedicated to recruiting individuals who share and uphold our values of safeguarding, integrity, and excellence.

Aims of the Recruitment Policy:

- To recruit the best possible staff based on their merits, capabilities, and overall suitability for the role.
- To ensure that all job applicants are treated equally, fairly, and consistently.
- To guarantee that no applicant is discriminated against on any grounds.
- To ensure full compliance with the regulations and guidance of the Ministry of Education and the State of Qatar.
- To uphold the school's strong commitment to safeguarding and promoting the welfare of children and young people through the completion of all required checks.

Recruitment Procedure

1. Advertising the Post

- All vacancies will be advertised internally and externally to attract a broad and qualified pool of applicants.
- In certain cases where a suitable internal candidate is available, posts may be internally advertised only.
- Advertisements will include information about the role, the qualifications required, safeguarding responsibilities, and the school's commitment to equal opportunities.
- School may use specific recruitment website and the school website to advertise potential posts.
- School may use recruitment agencies to advertise potential vacancies.

2. Sourcing Candidates

- The Gulf English School uses a variety of platforms and reputable agencies to collate CVs and shortlist candidates for interviews.

- The school uses international recruitment agencies that specialise in providing high-quality teacher candidates to schools worldwide.
- Applications are also received directly via the school's dedicated HR inbox, through LinkedIn advertisements, and through referrals by current staff members whose professional contacts wish to apply.

3. Application Stage
- Applicants must submit a full CV that provide pertinent and critical information.
- Applications will be reviewed against objective criteria outlined in the job description and person specification.
- The Heads of school may screen the CV's before shortlisting for an interview.

4. Shortlisting
- Candidates are shortlisted based on their merits, qualifications, relevant experience, and suitability for the role.
- Objective, fair, and transparent criteria will be applied throughout the process.

5. Qualification and Experience Requirements
- All candidates must be able to demonstrate they have obtained the academic and/or vocational qualifications legally required for the post and claimed in their application.

For **teaching posts**, The Gulf English School's policy is to employ:
- Qualified teachers with QTS (Qualified Teacher Status) from the UK, PGCE or a post graduate degree in Education.
- Teachers who have completed a recognised teaching qualification abroad.
- Candidates must have a **minimum of two (2) years of experience teaching the British Curriculum at IGCSE level**. This is desirable but can be flexible depending on how strong the candidate is.
- The school welcomes Newly qualified teacher (ECT) who have a strong understanding of teaching and who are able to demonstrate their passion for teaching. The school may consider and provide further opportunity for the candidate to complete their ECT training in line with DfE standards here in Doha.
- Exceptions may apply to subjects following the MOEHE curriculum, such as **Arabic** and **Islamic Studies**, where British Curriculum experience may not be a strict requirement.
- Applicants' qualifications and previous work experience will be verified during the recruitment process.

6. Interview and Selection
- Interviews will be conducted either face-to-face or via video call.
- Interview questions will assess technical skills, subject knowledge, and safeguarding awareness.
- Safeguarding-specific questions are mandatory.
- At least one panel member must have completed Safer Recruitment training.

7. Provisional Job Offer

- A provisional offer of employment will be made to the successful candidate, subject to satisfactory completion of all pre-employment checks.

8. Pre-Employment Checks

Before confirming employment, the following checks must be completed:

- **References:** Minimum two references, including one from the current or most recent employer. References must be verified directly with the referee and not provided via the applicant.
- **Police Clearance:** Police background checks from all countries where the applicant has lived or worked.
- **International Child Protection Certificate (ICPC):** Required for British or UK-based teachers.
- **Medical and Fingerprint Clearance:** Candidates must complete a medical fitness declaration and may require a doctor's fitness-to-work certificate.
- **Qatar ID (QID):** Obtained post-arrival in Qatar.
- **Labour Contract:** Formal contract prepared following Qatar Labour Law.

9. MOEHE Nomination and Approval

- A nomination request is sent to MOEHE for approval.
- Employment is contingent upon receiving MOEHE approval.

Staff Induction

All newly appointed staff, whether full-time, part-time, temporary, or permanent, must complete an induction program, which includes:

- A tour of the school's facilities, including vital resources like fire exits.
- Introduction to the school's policies and procedures.
- Issuance of the Staff Handbook.
- Training on school-specific systems and platforms.
- Roles and Responsibilities

Head of Human Resources:

- Ensure recruitment procedures comply with DfE guidance, Qatari laws, and school standards.
- Oversee all recruitment processes, including those for governors, shadow teachers, and volunteers.

Heads of school, Senior Leaders, and HR Department:

- Ensure safe recruitment procedures are applied at every stage.
- Monitor compliance of contractors and external agencies.
- Promote child welfare and safeguarding in all recruitment activities.

References

A minimum of two professional references are required before final appointment.

Referees will be asked to confirm:

- Dates of employment, job title, duties, reason for leaving.
- Any disciplinary issues, especially relating to safeguarding concerns.
- Any safeguarding allegations or incidents, whether proven or unsubstantiated.
- References from friends, family, or open testimonials will not be accepted.

Discrepancies between the application form and references will be addressed directly with the applicant and/or referee.

Employment Offer

- The initial job and salary offer will be made by the Head of School/HR by email (or in person). Unless the offer is declined, the successful applicant should be reminded that the offer is conditional upon the receipt of two satisfactory written references (unless already received),
- The employment offer will include start date, salary, and employment benefits.
- A formal employment contract will be signed before or upon starting work.
- All newly recruited staff are placed on a **6-month probation period**, followed by a meeting with the Head of School and the General Manager. During this meeting, feedback is provided on the staff member's performance, how they have settled into the school, and their overall progress. This will also be an opportunity to discuss any concerns that either party may have.
- At the conclusion of the meeting, the **Leadership Team (LT)** will assess whether the probation period has been successful. They will decide if the staff member is to continue in their role for the following year, or if their contract will not be renewed. Alternatively, the probation period may be extended by another **2 months** at the discretion of the Head of School. In such cases, specific objectives will be set for the staff member to meet in order to demonstrate improvement and success by the next probation review. Failure to meet these objectives could result in the termination of the contract.
- Similarly, staff members are encouraged to provide feedback during this process and may choose to submit their notice of resignation after the **first contractual year**, or earlier if necessary, depending on the circumstances.

Recruitment Checks

In line with the Gulf English School's recruitment policy, the Head of School and HR Department will initiate the necessary recruitment checks for all successful applicants.

Unsatisfactory References, Medical Declarations, or Recruitment Checks

- If any of the references, medical declarations, or recruitment checks are found to be unsatisfactory, the head of School will directly contact the applicant to discuss the concerns, either in person or via phone/video call.
- Unless the applicant provides a satisfactory explanation (e.g., an error on the form), the offer of employment will be withdrawn, and the applicant will be informed of the reasons behind this decision.

Informing Unsuccessful Candidates After Interview

- The Head of school, in collaboration with the Head of HR, will oversee the process of notifying unsuccessful candidates following interviews.

Feedback to Unsuccessful Candidates

- While the school does not typically offer detailed feedback to unsuccessful candidates after an interview, feedback may be provided when it is believed to be genuinely helpful or when specific advice can be given for their future applications.

Additional Notes

- If an applicant fails to pass medical fitness checks or receives unsatisfactory references, the offer of employment will be withdrawn.
- No appointment will be finalized without full safeguarding compliance.
- Checks from countries other than the UK must include criminal records or police clearance certificates.
- All successful applicants are required to provide a fit-to-work medical declaration.
- Interviews will include safeguarding scenario questions and child protection discussions.

GES NEW STAFF CHECK LIST

Name:	**School:**	**Department:**	**Date Joined:**

Document Checklist:	Submitted: YES	Submitted: NO
Signed Offer Letter		
CV		
Passport Copy		
Signed Employee's manual		
Signed JD		
PGCE Certificate copy		
Attested documents • Transcripts • Letter from University • Degree certificate		
DBS		
ACRO Clearance certificate		
Medical Record		
Covid Vaccine certificate		
References		

Marriage Certificate		