

Recruitment and Selection Policy

This policy covers the provisions for the recruitment and selection of staff at RAK AAG.

Approval Authority: CEO and Principal

1. Policy Purpose

RAK AAG attracts and retains high performing staff to achieve its strategic goals and who are aligned to the values and ethos of its Mission and Vision. The school achieves the alignment of staff utilizing principles outlined in the Recruitment and Selection Policy.

The Policy simultaneously ensures the school meets all legislative obligations including MoE and MoL in the provision of well-managed operations, a performance culture and a workforce mix and profile appropriate to school needs and sustainability.

2. Scope of Policy

This Policy applies to continuing and fixed-term appointments of Academic Level and Professional staff Levels.

3. Policy Statement

This Policy provides the school with the flexibilities to appoint high performing staff using a competitive process underpinned by the principles of merit, equity, and transparency. In doing so, the school practices ethical, fair and impartial staff selection procedures, free from conflict of interest and characterized by confidentiality and respect for the privacy of an applicant's personal information.

4. Criteria

A **Job Description** articulates the inherent requirements of the position to be performed, thus certain criteria are followed for the selection of the candidate.

It covers the skills, knowledge and experience, relevant leadership competencies and academic career pathway, and, the capability to 'live the mission'. Selection Criteria therefore form the basis of assessment of an applicant's capability to perform the inherent requirements of the position through the short-listing, interview and referee checking process.

5. Merit

Appointment is based on merit assessed against the Position Description Selection Criteria. At the point of short-listing, the Recruitment Committee must be satisfied that applicants are capable of performing the inherent requirements of the position through a comparative assessment of each applicant against the selection criteria.

6. Equity

All school staff involved in the recruitment and selection process is expected to practice the principles of equal opportunity and anti-discrimination which is consistent with the essential characteristics of the school mission and concern for social justice and equity.

7. Confidentiality

The confidentiality of the staff selection process must be maintained under all circumstances. Applications and referee reports must be stored securely and details of applications, interviews or any other aspect of the selection process should not be discussed outside of the Recruitment Committee. Breaches of confidentiality and their impact on the school and individuals are regarded as serious matters.

Application and personal information collected from applicants for advertised positions must only be used to complete the recruitment and selection process.

8. Appeals

Any appeals in relation to the recruitment and selection process will be addressed accordingly.

9. Approvals

The approval authorities for the recruitment and appointment of staff are documented in and approved by the Principal and CEO.

The school reserves the right to make no appointment to positions which have been advertised, to invite persons to apply for advertised positions, to appoint by invitation or to make a direct appointment to a position without recourse to advertisement in order to meet the school requirements and needs.

10. Committee

The purpose of this committee is to actively recruit/encourage qualified applicants for required position. The committee is responsible for “short listing” the applicants for interviews. Committee members are as follows; Principal, Head of Teaching and Learning, School Counselor, P.A to the Principal and HOD (depends on the subject area required).

11. Interview Assessment Form (form attached)

This form will be a summary of the interview process. After the interviews have been completed, all Interview Assessment Forms and/ or interview notes must be returned to the Chair of the panel to correlate and retain for feedback.

12. Appointment of Candidate

Once the candidate is successfully chosen, the school will prepare the offer letter which contains: date of joining, salary package/benefits, and job description etc., Offer letter needs to be mutually agreed and signed by both parties.

13. Review

From time to time the school may make changes to this Policy and relevant guidelines to improve the effectiveness of its operation.