



18a – Recruitment Policy

1. Statutory Policies	Part 4 – Suitability of Staff
ISI	18a – Recruitment Policy
NMS	
Author Led	Headteacher
Date of Review	August 2025
Next Review	July 2026
Comment	Annual Review
Website	Yes

Ratified

Related Policies:

Child Protection and Safeguarding Policy

Staff Code of Conduct Policy

Purpose

- The recruitment process enables us to recruit staff with the necessary qualities to fulfil our mission whilst ensuring:
- That staff appointed to posts involving teaching responsibilities are properly qualified and have had their qualifications, backgrounds and professional histories thoroughly checked.
- That our recruitment process is fair and equitable, legally compliant and aligned with best practice worldwide.
- That our recruitment process further enhances the reputation of the school, both as an employer and as a provider of exceptional education.

Conflicts of Interest

Internal candidates or others personally known to the interview team must be treated in the same way as all other candidates. External candidates are to declare if they know a member of staff.

The Recruitment Process

Whilst we recognise that the recruitment of teachers in the field of international schools often has to be opportunistic and fast-moving, the following procedure should be followed:

1. Justification for recruitment before recruitment begins, we will consider the following:

- Is it necessary to fill the vacancy?
- Does the role require changes in duties and responsibilities?
- Could the work be accommodated in other ways?
- What terms and conditions are being offered for the post? Are they appropriate and consistent with the rest of the school?
- Is the position full/part time?
- Is the position a permanent, fixed-term project or occasional position?
- Is the position part of the ratified staffing budget for the academic year?
- The Board must be kept fully informed at all stages of the recruitment process.

2. Job Description

The Headteacher will confirm the Job Description for teaching jobs. Human Resources will do this for non-teaching jobs. This will normally involve:

- Identifying essential and desirable criteria, including:
- Qualifications
- Experience
- Skills
- Special requirements (eg ability to work with specific age groups) Confirming the details of the advertisement.

3. Advertising

We normally advertise all vacancies internally and externally. However, where we feel that existing staff have the prerequisite skills, we may only advertise posts internally.

We advertise teaching positions through TES and Teacher Horizons. We advertise non-teaching positions through local media.

All applicants must complete an application form. Our positions should be posted for a minimum of two weeks, ideally 4.

Enquirers receive to recruitment information detailing the job description and requirements of the post.

4. Shortlisting

Candidates may submit a CV and supporting letter as well as the application form. However, a CV will not be accepted in place of the completed application form.

Candidates will only be shortlisted for interview if they meet the essential criteria defined in the person specification.

Shortlisting for teaching jobs must be undertaken by at least two individuals. This should normally be the, the Headteacher and/or a member of The SLT and/or Head of HR.

They will then contact candidates that are shortlisted with information regarding the interview time and date.

Shortlisting for non-teaching jobs will be conducted by Human Resources, with the possible inclusion of the Headteacher for more senior administrative positions.

5. Interviewing

The interviews for teaching jobs are conducted by the Senior Leadership Team, but who have the necessary qualifications to do so.

The process may involve a preliminary on-line meeting and/or an interview in person, depending on logistics. The interviews for non-teaching jobs will involve at least the Head of HR, with the Headteacher and Senior Leadership Team (SLT) involved for more senior administrative positions.

All candidates will be subject to the same format of interviews and the same core questions. All questions must be related to the job requirements and the candidate's suitability to undertake the role.

Care must be taken to avoid questions which are discriminatory and there must be a question which interrogates the candidate's understanding of issues regarding safeguarding. With the candidate's permission, questions regarding the candidate's personal circumstances may be asked to determine the candidate's suitability and eligibility to work and live in Morocco.

There must be at least 1 member on the interview panel who has undertaken the Safer Recruitment training and holds the necessary qualification.

6. Appointment, Employment Checks and References

Following the interview process the Headteacher will consult colleagues to determine the successful candidate. The choice of candidate will usually be established by consensus. Where a consensus cannot be achieved, the Headteacher will have the final decision. At this stage of the process The Board will be contacted notifying them of the final appointment.

If the candidate selected does not take up the appointment, any decision to offer the appointment to the second-choice applicant will be confirmed by the Headteacher after consultation with the interview team.

An offer of employment on behalf of the school is made first by email through an Offer Letter by the Headteacher or Human Resources as appropriate. This will detail the main points of the provisional position offer, including salary, duration of contract and key benefits. It must be made clear, however, that the offer is conditional upon the satisfactory completion of references, satisfactory evidence of eligibility to work in Morocco and other appropriate employment checks.

Employment checks include:

- Pre-employment checks of identity, employment history checks (gaps), and references.
- Post-offer checks such as Criminal record checks from relevant countries to the extent possible, given that many staff will have an extensive history of international employment.

- International Child Protection Certificate (ICPC) or equivalent non-conviction forms—obtained by UK teachers prior to joining.
- Prohibition checks, EEA checks and Section 128 checks; these checks are all conducted through subscription to COBIS services.
- Social media background checks (e.g. Facebook, Instagram, Twitter)

Only when all the above checks have been obtained and cleared will the school regard the offer of employment as legally binding.

Teaching staff must be closely supervised (if they are expected to start teaching) until the ICPC or equivalent is available.

Checks for prohibition from management are required for governors and Senior Leadership (including non-teaching staff)

Unsuccessful candidates must be notified as early as possible of the outcome of their interview.

Employment references should be obtained from at least the last or current employer in writing. This includes internal candidates as well as external candidates. References must be requested directly and not be 'open' and must use the school's Reference Form

References should make specific reference to suitability to work with children.

7. Confidentiality

All application details are treated confidentially. It is the responsibility of the Headteacher to ensure that suitable arrangements for confidentiality are maintained.

It is important to ensure that personal data (such as application forms, CVs) is shared only with those directly involved in the recruitment process.

8. Documentation and Retention of Records

The Human Resources will keep notes detailing the reasons for selection. If an applicant is appointed, the school retains any relevant information provided on their application form (together with any attachments) on their personnel file. A written record of the recruitment and interview process is retained.

If an applicant is unsuccessful, all documentation relating to their application will be destroyed in the appropriate manner.

9. Feedback

All unsuccessful interviewed candidates will be notified by the school. Where requested and practical, the Headteacher will provide feedback to unsuccessful candidates. Candidates often wish to gain feedback, in relation to either initial selection and/or interview, for their own development.

This feedback should be judged against the selection criteria. It should be honest, but constructive. It is important to realise that a prospective employer can be held liable for unfair selection by a candidate and this feedback can be used as evidence.

10. Unsolicited Applications

The school may, from time to time, receive from time-to-time unsolicited applications, typically by way of receipt of a speculative letter or email.

In such circumstances, the communication should be acknowledged, and the author referred to appropriate websites for reference to current and future vacancies. The unsolicited applications may also be kept on file and potential applicants contacted if there is a relevant vacancy which they can be invited to apply for.

Ratified

Appendix 1

Who should be on the Staff Central Register (SCR)?

Anyone who is engaged in regular work for schools with opportunity for contact with children – regulated activity.

This usually will not include external contractors (identity to be checked on arrival to the site), but it does include:

- All staff (including non-teaching staff)
- Interns
- Regular volunteers*
- Supply staff
- Peripatetic (visiting music teachers, for example) staff
- Governors
- Catering and Cleaning staff
- Drivers

*one-off volunteers need not be on the SCR; however, they must not be unsupervised or undertake any kind of personal care.

Ratified

Appendix 2

Further notes on background checks:

Every column of the SCR should have a date.

1. Identity Check

Date will either be the date an original passport is seen (and copy taken). The same date that identity and nationality are checked can be the date that 'right to work in the Morocco' is confirmed.

2. Qualifications Check

Candidates should bring original copies of degree/PGCE certificates and copies made by Human Resources; Human Resources will make a note of the date when the document was seen and checked

Alternatively, where no original certificate is supplied, the check needs to be the same date as the Prohibition check.

3. Barred List Check

The Barred List check MUST precede the start date of employment.

4. ICPC or Criminal Record Check

The date entered for the ICPC or criminal record check should be the date that the original document is seen. Until this is witnessed, teachers should be under 'close supervision'.

5. Prohibition Checks

For those teachers not from the UK and therefore do not fall under the UK Prohibition from Teaching Check, 'non-UK' will be entered in the appropriate column.

6. Employment History Check

This is formally the date the Application Form is received and read Checks for gaps in employment history should be investigated during the interview process and any relevant information added as a 'note'.

7. Medical Check

In Morocco, a medical check is required as part of the work authorisation process.

8. Checks on Governors

These should be centrally managed by HR to avoid gaps in the SCR.

Appendix 3

Supervision of visiting speakers.

Students should be protected from the risks of radicalisation (see Safeguarding and Child Protection Policy). For this reason, SLT should carry out reasonable background checks (for example, internet searches) on all invited speakers, whether invited by staff or by students. Records should be kept of such searches.

Visiting speakers should be regarded in the same category as members of staff who have not yet presented their ICPC and other background checks. They should be under “supervision”. Visiting speakers should never be left, unaccompanied, with the school’s students.

Ratified