



Recruitment & Induction Policy

2022/2023

Nourishing the Human Potential



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Introduction

The safe recruitment of staff is the first step to safeguarding and promoting the welfare of the children in education. EMC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

Overview

This policy acknowledges that there are UK statutory requirements that should be followed, where possible in accordance with Moroccan Legislation, for the appointment of staff in schools. Although these requirements may change from time-to-time, they must be met. In accordance with this, it is important to review this policy on an annual basis.

Equal opportunities

The school will ensure that no job applicant or employee is discriminated against on the grounds of race, gender, religion, nationality or disability and we will proactively monitor and review this over time, and make changes where required to address any imbalance. Recruitment and selection procedures and practices are regularly reviewed to ensure that no individual is put at a disadvantage either directly or indirectly.

In accordance with the spirit of this policy statement, employees are given an equal opportunity to progress within the organisation, and this will be monitored and reviewed on an ongoing basis by the school, with changes made where necessary to address any imbalance.

Safe Recruitment Policy

Prospective Applicants

Prospective applicants will be supplied, as a minimum, with the following:

- The school's Safeguarding Policy
- The school's Recruitment Policy (this document)

All prospective applicants must submit a curriculum vitae.

The Interview Process

The interviewing process will happen face to face when possible, or online (when the candidate cannot attend an interview in person) and will have at least three stages. The applicant will first be interviewed by the Head of School. The second interview will take place with a member of the School Leadership Team.

Decisions about moving the recruitment process forward following the interviews will be with the Head of School for all positions.



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Short-listing and References

Short-listing of candidates will be against the personal specifications for the post. The candidates' professional references are always contacted before finalizing the recruitment, so that any discrepancies can be probed during the selection stage.

At least three references will be sought directly from the referee, preferably a previous manager. References or testimonials provided by the candidate can be accepted directly from the referee. Referees will always be contacted by telephone or email. A detailed written note will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about the candidate's:

- ability to teach to a high standard
- ability to work as a member of a team
- level of professional conduct
- attitude to work and whether they were a positive influence on others
- suitability for working with children and young people
- any disciplinary warnings, including time-expired warnings, and warnings that relate to the safeguarding of children
- the candidate's general suitability for this post.

Applicant Checks

All successful applicants are required:

- to provide proof of identity
- to supply a Curriculum Vitae that covers all periods of employment
- to supply the necessary documents to enable the school to carry out a DBS check and receive satisfactory clearance (for UK based staff)
- to supply a recent police check (dated within 3 months of application)
- to provide written references if possible
- to provide the contact details of three referees
- to provide evidence of qualifications (the original certificates, degrees and undergraduate transcript)
- to complete a declaration of medical fitness

Upon arrival, the school will apply for a work permit for all staff from outside Morocco.

Employment Offer

It may be possible to negotiate a provisional start date with the preferred candidate, however, with the exception of DBS disclosures, the checks detailed above must all be completed BEFORE a person's appointment is confirmed. In the case of DBS disclosures, the certificate must be obtained before or as soon as practicable after appointment.



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Staff Handbook and Staff Code of Conduct

In addition to signing work contracts, staff will also be asked to sign the internal regulations when they arrive at EMC, before the school year begins. The internal regulations stipulate all of the expectations in regard to work conditions and should be referred to at any point when you are unsure of the expectations in regard to work. The Staff Handbook will be updated each year and staff will be required to sign them at the start of each year.

Where a member of staff has been removed from their position as a result of breaches of standard child safeguarding practice, the school will be obliged to inform the appropriate authorities (Refer Child Safeguarding Policy) of the circumstances relating to their dismissal and will take action to do this within a maximum period of one month from the time of dismissal.

Induction Policy

Induction of New Teachers at EMC

The purpose of this policy is to ensure that all teachers are aware of what is involved in the induction process at EMC, but also to ensure a smooth and efficient start for all new members of staff.

Safeguarding Children and Child Protection will feature prominently in every induction programme.

Overview

The induction of new teachers at EMC is vital for the wellbeing of our staff and children and can set the foundation for the success of any appointment. We understand that starting work in a new environment may be a challenge if enough procedures and protocols are not in place. The leadership team will ensure that every new member of staff is given the appropriate time, support and attention during the induction period. This will be done in accordance with their experience, abilities and based on the position held in the school at the time of the appointment.

The arrangements made for introducing a new employee to the duties of the post, and to the school, provide the foundation for successful and safe contributions to the school. The Induction Programme is designed to help new employees become familiar with the requirements of their position and to learn about the school culture, ethos, priorities, aims and working practices effectively and efficiently so that they become knowledgeable and confident as quickly as possible.

Main Objectives for the Induction

- Ensure the new member of staff feels comfortable in the new working environment, and is ready to start work and give his/her best;
- Ensure the new member of staff is well aware of school policies and procedures, knows his/her line manager and is aware of all relevant routine practices in the school related to the school's expectations;
- Enable the colleague to contribute to improving and developing the overall effectiveness of the school, raising pupil achievement and meeting the needs of pupils, parents and the wider community;
- Contribute to the colleague's sense of job satisfaction and personal achievement.



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Induction Programme Timeline

The induction programme will start immediately after the appointment has been made and will continue throughout the probation period.

STEPS AND SPECIFIC ACTIONS (WITHIN THE TIMELINE)

1• AFTER THE JOB HAS BEEN OFFERED (Before the start of the induction process):

- All relevant checks will be done by the school (DBS, prohibition from teaching or management checks, etc....);
- If the above are confirmed and clear, the newly appointed member of staff will be put in contact with the relevant line manager (via email) and sharing of information will start;
- The new member of staff will have to complete Educare online courses, which will be requested by the school before the beginning of the academic year;
- The new member of staff will have to complete all of the documents and forms in the staff recruitment folder as requested by HR;

2• AUGUST INDUCTION PERIOD (Before the actual induction week starts, when possible):

- Support with getting accommodated with the city and country customs/traditions
- Support with all the paper-work for the work permit

3• AUGUST INDUCTION PERIOD (The actual induction week):

- Provide information and training on the school's policies and procedures;
- Provide Child Protection information – including outlining responsibilities;
- Explain the school's Staff Code of Conduct to ensure that all staff new to the school understand what is expected of them at the school and gain support to achieve those expectations;
- Identify and address any specific training needs.

THE INDUCTION PROGRAMME WILL ALSO INCLUDE:

- A meeting with the School Leadership Team
- Signing that the Handbook (including all school policies and procedures) has been read and understood;
- Explanation of help and support available;
- Details of other relevant individuals with responsibilities for induction.

Management and Organisation of Induction

Responsibility for Induction

The Head of School is responsible for the overall management and organisation of induction of new teacher employees.

The Leadership Team is responsible for the overall management and induction of teachers in the area of finding accommodation, supporting with bank account, medical checks and all other non-academic areas.

- Make arrangements to ensure that a new member of staff is welcomed;
- Ensure that immediate needs are identified before taking up the position, where possible;
- Provide, if appropriate, a tour of the school and information about facilities, answering questions and giving practical advice;
- Introduce key personnel;
- Ensure that an Induction Programme is provided, delivered and evaluated.



New Employee Induction Checklist

Name of New employee

Date.....

Organisation	Done
Introduction to Colleagues	
Orientation to the School Building	
Orientation to the Moroccan culture	
Orientation to the neighborhood	
School drive account provided	
Shown basic floor plan	
Birthday added to School Calendar	
Class List shared (when available)	

Forms and Other Administrative Aspects	Done
Contract of Employment signed	
Diplomas received	
Medical Note received	
Copy of ID received	
Copy of CV received	

Health and Safety	Done
Safeguarding Policy explained	
Staff Policy explained	
Fire Policy and procedure explained	
Introduction to the nurse / First Aid on Campus	
Health and Safety & First Aid Policy explained	
Evacuation Training by Site Manager	
Code of Conduct explained	

Performance and Development	Done
Unlimited Access to Safeguarding Training	