

NOOR AL KHALEEJ INTERNATIONAL SCHOOL DOHA. QATAR



TEACHER RECRUITMENT AND HIRING POLICY



CONTENT

- Vision
- Mission
- Introduction
- Purpose

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- Vision
- Mission
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- Purpose
- Significance of Teacher Professional
- Ongoing Professional Development
- Types/Focus of Continuous Professional Development
- Professional Development Requests

VISION

To provide and preserve the highest standards of excellence in quality education.

MISSION

To provide students with opportunities to pursue excellence in education in a multi-cultural environment where they learn universally accepted values and norms that will assist them to become confident, global citizens.

The backbone of any school is its' professional staff. Research indicates that the number one factor in student learning is the teacher in front of them. Noor Al Khaleej International is committed to hiring qualified, experienced teachers who take very seriously their teaching responsibilities.

Process:

A review of incoming session needs, increase of sections is conducted by the Principal. When teachers are required ads are placed in a local newspaper by the principal. The ads detail the subject and grade level specifics as well as the required qualifications relative to each advertised position. The deadline for receipt of CVs from interested candidates is specified in the posting. Upon receipt of the CVs they are reviewed by the Principal, the Head teacher to verify that qualifications and experience requirements are in line with those posted in the newspaper. All CVs from suitable candidates are kept and selected candidates are telephoned to request that they come to the school for an interview with the Principal, the Head teacher. Candidates are not discriminated against based upon race, colour, gender or religion. Qualifications and experience are the only initial limiting factors in the screening process for the specified category.

Following the initial interview candidates selected to continue in the process are invited to return to the school to conduct a demo lesson on a topic provided to them by the school. The topic of the demo is specific to the subject and Year level of the open position. The candidate will be advised that the school has Smart Board capabilities to assist in the demo lesson.

This demo lesson is observed in a regular classroom of students by the Principal or Head teacher. Each observer scores the candidate and makes relevant notes on the appropriate form. The scoring sheets are returned to the principal and are attached to the candidate's CV.

A short demo lesson is also conducted and observed by a panel consisting of the principal, the head teacher, Year specific coordinators, subject lead teachers or subject or level specific teachers.

Candidates who are successfully screened following the demo lesson with a panel will be interviewed by the panel members and asked subject and grade specific questions as well at this same time. Each panel member will score the candidate on the appropriate form.

Candidates who presented a demo lesson but not to a panel may be invited back to the school to be interviewed and scored by the panel.

Based upon the results of the panel interviews hiring recommendations with all relevant documentation will go to the Chairman for a final interview and employment decision.

Candidates who are interviewed by the Chairman are advised of the hiring decision.

All CVs and relevant scoring sheets are kept for future reference and candidates not initially selected may be contacted to continue in the hiring process detailed above.