



Beaconhouse Private School Al Ain

Employment (Staff Eligibility Policy & Procedure) 2025-2026

(Reviewed in August 2025)

Reviewed by:	SLT
Review Date:	August 2025
Next Review Date:	June 2026
SLT's Signature:	
Principal's Signature:	
Board Governor's Signature:	



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Purpose:

This policy establishes the criteria and procedures for employing staff in accordance with the UAE Labor Law (Federal Decree-Law No. 33 of 2021) and ADEK requirements. It ensures that only qualified, licensed, and suitable staff are recruited to protect students, maintain compliance, and deliver high-quality education.

Aim:

- To foster a sense of unity, equality, and school identity.
- To encourage self-discipline, responsibility, and professional presentation.
- To minimize clothing-related distractions that can disrupt teaching and learning.
- To ensure student and staff dress aligns with health, safety, and cultural norms.
- To reinforce respect for the school environment and the diverse community it serves.

Scope:

This policy applies to all staff categories:

- **Academic staff:** Teachers, Heads of Department, Coordinators, Leaders.
- **Administrative Staff:** Admin Staff, HR, Finance, IT, Reception.
- **Support Staff:** Teaching Assistants, Bus drivers, bus nannies, cleaners, security, maintenance.
- **External/part-time staff:** Specialists, consultants, visiting instructors, Individual Assistant

Policy Statement:

The school will:

- Ensure staff meet ADEK and UAE Labor Law eligibility requirements.
- Recruit through transparent, fair, and non-discriminatory processes.
- Verify academic, professional, and background credentials.
- Maintain student safety by hiring only staff who pass child protection, medical, and security checks.

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Eligibility Criteria:

4.1 Minimum age: 21 years old.

- Valid UAE residence visa and work permit (sponsored by the school).
- Medically fit (confirmed by a UAE-approved medical authority).
- No criminal record (Police Clearance Certificate from home country + UAE).
- Employment contract issued in line with MOHRE regulations.

4.2 ADEK Academic Staff Requirements

- Bachelor's degree in Education or subject-related field (attested).
- Minimum 2 years teaching experience (unless exempted).
- Valid ADEK Teaching License (TLS) or provisional permit and equivalency certificate
- Language proficiency (IELTS 6 Academic or equivalent for English-medium; native Arabic for Arabic/Islamic Studies) and 7 for English
- Leadership staff must meet ADEK senior leadership standards.

4.3 Support & Operational Staff Requirements

- Teaching Assistants: High school diploma (minimum), preference for higher education.
- Administrative staff: Relevant qualifications and/or professional experience.
- Bus drivers & supervisors: Valid UAE driving license (for drivers), DOT-approved training, and ADEK child protection clearance.
- All staff must complete ADEK's mandatory safeguarding training.

5. Recruitment & Selection Procedure

Step 1 – Manpower Planning

- HR and SLT identify staffing needs in line with ADEK ratios and school license.
- Vacancies approved by the Principal and Regional Office HR.

Step 2 – Job Advertisement & Application

- Job descriptions prepared in line with ADEK standards.
- Advertised internally and externally ensuring equal opportunity.

Step 3 – Shortlisting & Interviews

- HR screens CVs against ADEK criteria.
- Interviews conducted by panel (HR, Principal/Line Manager).
- Teaching candidates deliver a demo lesson as required.

Step 4 – Document Collection

Candidates must provide:

- Passport & Emirates ID copy.
- Attested academic certificates.
- Experience certificates.
- Police clearance (home country + UAE).
- Medical fitness certificate (post-offer).
- References (minimum 2 professional).

Step 5 – Verification & Compliance

- HR verifies attestation of academic documents.
- ADEK profile submitted
- Security clearance submitted via ADEK portal.

Step 6 – Job Offer & Contract

- Conditional offer issued subject to approvals.
- Employment contract prepared in accordance with UAE Labor Law & MOHRE.
- Staff sign contract; MOHRE registration completed.

Step 7 – Onboarding

- ADEK safeguarding and child protection induction.
- Orientation on school policies, health & safety, and professional code of conduct and cultural consideration policy
- Assignment of mentor (for teachers) during probation.

Contract and Legal Compliance:

- Employment contracts must align with UAE Labor Law (leave, gratuity, working hours, termination).
- All staff probationary period is 3 months and can be extended to 6 months (per UAE law).
- Staff must comply with ADEK Code of Conduct and school policies.

Continuous Professional Development (CPD):

- Teachers: Must complete ADEK-mandated CPD hours annually.
- Non-teaching staff: Regular training in safeguarding, safety, and role-specific skills.



- HR tracks CPD completion for ADEK inspections.

Monitoring & Review:

- HR to maintain an eligibility checklist file for each staff member.
- HR audits documents annually for ADEK compliance.
- Policy reviewed annually or upon amendments to ADEK or UAE Labor Law.

Record-Keeping Requirements:

For each employee, HR must maintain a secure file including:

- Attested academic qualifications.
- Police clearance (updated if required).
- ADEK TLS license/provisional approval if required
- Employment contract and MOHRE registration.
- Training/CPD records.

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