

POL/SF004 NLCS Dubai Recruitment Policy – Whole School

Policy Title:	Recruitment Policy – Whole School
Policy Number:	POL/SF004
Version:	Version 4
Effective Date:	September 2025
Scheduled Review Date:	September 2028
Supersedes:	Version 3 – Implemented November 2023
Policy Owner:	HR Manager
Approved By:	Senior Team

Introduction

North London Collegiate School Dubai is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people at all times. Attracting, recruiting and retaining staff of the highest calibre is of fundamental importance in achieving these aims.

This policy should be read in conjunction with the NLCS Dubai Safeguarding and Child Protection Policy.

Recruitment and Selection Process

1.1 Recruitment

Available positions are advertised through the Times Educational Supplement website (TES), on the school website and on other local digital platforms as appropriate. All job adverts include a comprehensive job description and person specification. The recruitment agency Teacher Horizons may be requested to provide suitable candidates as necessary, however applications are not accepted through unsolicited agencies.

All applicants are required to complete an online application form containing questions about their academic and employment history and their suitability for the role. Incomplete application forms will not be accepted and cannot be submitted.

1.2 Selection

Completed application forms are reviewed through iSchool Recruiter Application Tracking System (ATS). Should there be any gaps in academic or employment history, this must be questioned during the interview process and a satisfactory explanation obtained before an application can progress. A curriculum vitae will not be accepted in place of the completed application form, although may be uploaded in addition to the completed form and a letter of application. The online application form includes a digitally signed self-declaration stating suitability to work with children and requiring disclosure of any relevant criminal record or professional admonishments.

Candidates are long listed by members of the wider school leadership teams. All longlisted applicants will receive an invitation to complete a one-way digital interview through the Hireflix platform. The responses to these invitations are reviewed and a shortlist derived from this pool of candidates. Subsequent interviews will take place either in person or using video conferencing software, dependent upon the availability of candidates, interviewers and the position being recruited. At least one member of the interview panel must have completed appropriate safer recruitment training. No appointment will be made unless a candidate has been interviewed by the Principal or Vice Principal Academic.

Confirmation interviews with a member of the North London Collegiate School International team are arranged to take place upon acceptance of a formal contract offer for all teaching staff.

1.3 Use of Artificial Intelligence

The School does not use artificial intelligence software as a decision-making tool at any stage of the recruitment process, including in respect of external and internal applications and promotion proposals.

1.4 Diversity, Equity, Inclusion, Justice and Belonging

We believe that an inclusive community enriches learning and strengthens relationships. We celebrate diversity, champion equity, and seek to foster a genuine sense of belonging where all students, staff, and families feel valued, respected, and empowered to contribute.

Safer Recruitment Practices

2.1 Pre-employment Checks

In fulfilling its obligations, to carry out pre-employment checks NLCS Dubai does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, disability or age. The only exceptions to this are those stipulated by the Educator sector, whereby class teachers working in early years must be female.

2.2 Police and Child Protection Documentation

It is mandatory that every employee obtain copies of the following documentation in order to begin working at NLCS Dubai:

- International Child Protection Certificate (For employees who originate from or have resided in the UK)
- UAE police clearance certificate for current or former residents of the UAE
- Police clearance certificate from any country that the employee has resided in within the past 10 years

All such documents must be dated no more than six months prior to appointment. This requirement may be extended for employees who have no gap or change in their employment since the document was created.

All applicants will be checked against the barred list (or equivalent) for professionals in their home country, where this is available.

2.3 Online Background Checks

Online searches may be carried out at the shortlisting stage or after an offer of employment has been made (but prior to work commencing). The School will not carry out online searches as part of its initial sift of applications.

Wherever possible online searches will be undertaken by the Human Resources team. In carrying out online searches the School is looking for any publicly available information about an applicant that:

- may be relevant to their suitability to carry out the role for which they have applied
- may be relevant to their suitability to work at the School or in an education setting
- is of a safeguarding nature
- may have an impact on the School's reputation

Any information generated from online searches will be entered in an 'Online search results record'. Where online searches are undertaken on shortlisted applicants any relevant information generated will be provided to the interview panel for discussion with shortlisted applicants at interview. Where online searches are undertaken on the successful applicant only any relevant information generated will be discussed prior to employment commencing. All offers of employment will be conditional upon the School being satisfied that the successful applicant is suitable to work at the School in light of any information generated from online searches.

In evaluating any online information for relevance the School will use the following criteria:

- whether the information is relevant to the position applied for
- whether the information is relevant to the applicant's suitability to work at the School or in an education setting
- whether the information could have an impact on the School's reputation
- whether the information calls into doubt the applicant's willingness or ability to uphold the School's commitment to safeguarding and promoting the welfare of children
- the length of time since the information became publicly available and whether the applicant's circumstances have changed since the information was published
- whether the information reveals a pattern of concerning behaviour
- the relevant circumstances and the explanation(s) offered by the applicant

For successful candidates, the School will retain information generated through online searches for the duration of the individual's employment and in accordance with its Retention of Records Policy after employment ends.

For unsuccessful candidates, the School retains the information generated from online searches for six months from the date on which they are informed their application was unsuccessful, after which it will be securely destroyed.

2.4 References

References will be taken up on short listed candidates prior to interview where possible. Please note that no questions will be asked about health or medical fitness prior to any offer of employment being made.

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the School. One of the references must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the job description and person specification for the role for which the applicant has applied. If the referee is a current or previous employer, they will also be asked to confirm the following:

- the applicant's dates of employment, salary, job title/duties, reason for leaving, performance, sickness and disciplinary record
- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired), except where the issues were deemed to have resulted from allegations which were found to be unsubstantiated, unfounded, false or malicious
- whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or behaviour towards children, except where the allegation or concerns were found to be, unsubstantiated, unfounded, false or malicious.

Where a reference is taken over the telephone detailed notes will be taken with details of who was spoken to. The notes will then be signed and dated by the person taking the telephone reference.

The School will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials.

The School will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee before any appointment is confirmed.

If it has not been possible to obtain a reference prior to interview it will be reviewed upon receipt. In the event of any discrepancies, the applicant may be asked to provide further information or clarification, before an appointment can be confirmed.

If factual references are received, i.e. those that contain limited information such as job title and dates of employment, this will not necessarily disadvantage an applicant, although additional references may be sought, before an appointment can be confirmed. The school may at its discretion make telephone contact with any referee to verify details of the written reference provided.

The School treats all references given or received as confidential which means that the applicant will not be provided with a copy.

All internal candidates who apply for a new role at the school will have their application assessed in accordance with this procedure. A reference may be taken up on internal candidates as part of the application process but can be provided by colleagues as the school will be the most recent employer and will previously have taken up references from past employers.

Single Central Record

The HR department will hold and actively maintain a single central record of all relevant recruitment and employment documentation to cover all employees.

Roles and Responsibilities

3.1 School Principal

- Ensure that the school maintains recruitment and selection procedures which are safe and without bias
- Ensure that these procedures are reviewed to reflect legislative changes, changes in international good practice and government guidelines in line with the policy review schedule
- Promote the safety and wellbeing of children and young people at every stage of this process
- Ensure that staff receive appropriate safer recruitment training as necessary
- Line manage the HR Manager to ensure compliance with this policy
- Ensure that the single central record is actively maintained and covers all employees

3.2 Governing Body

- Ensure that the policy and procedures in place to govern recruitment and selection are in line with local and international legal requirements and good practice
- Ensure that the procedures laid out in this policy are adhered to by the Principal and other Senior Leaders

3.3 Diversity, Equity, Inclusion, Justice and Belonging

We believe that an inclusive community enriches learning and strengthens relationships. We celebrate diversity, champion equity, and seek to foster a genuine sense of belonging where all students, staff, and families feel valued, respected, and empowered to contribute.

References

(2023) *Keeping Children Safe In Education*. Department for Education. Available at:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1181955/Keeping_children_safe_in_education_2023.pdf (Accessed: 28 November 2023).