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Signed by	Position	Signature
Faten Boughanmi	Human Resources Manager	

1. Introduction

The English International School of Tunis (EIST) is committed to safeguarding and promoting the welfare of all children and young people under our care. We recognize that a robust recruitment process is essential to maintaining a safe and supportive learning environment.

Our **Safer Recruitment Policy** ensures that we attract, assess, and retain only individuals who meet the highest standards of professionalism, integrity, and suitability for working with children. This policy aligns with international best practices and legal requirements for child protection and safer recruitment.

Key principles of this policy include:

- Implementing rigorous screening and vetting procedures to prevent unsuitable individuals from working with children.
- Promoting a culture of vigilance, ensuring that all staff understand their responsibilities in safeguarding.
- Conducting thorough background checks, including identity verification, professional references, and criminal record checks.
- Providing ongoing training and monitoring to uphold safeguarding standards throughout employment.

At EIST, safeguarding is a shared responsibility, and all staff—whether paid or volunteer—are expected to uphold the highest standards of child protection. Through this policy, we reinforce our unwavering commitment to the safety, well-being, and development of every child in our school community.

2. Inviting Applications

EIST ensures that all vacancies are advertised on relevant platforms, including TES, Keyjob, and other appropriate local and international job boards, to attract a diverse and highly qualified pool of candidates. Each job posting will include:

- A clear statement reaffirming EIST's commitment to safeguarding and promoting the welfare of children.
- A comprehensive job description outlining key responsibilities, expectations, and required qualifications.
- A structured school application form designed to capture relevant candidate information in a consistent and organized manner.
- Transparent details regarding the salary range, employment terms, and benefits offered by the school.

Applicants will be required to submit a CV, a tailored cover letter, and any additional supporting documentation as specified in the job advertisement. EIST is dedicated

to ensuring a rigorous and equitable recruitment process that upholds the highest standards of child protection and professional integrity.

3. Identification of the Recruitment Panel

The selection and recruitment panel at EIST will be composed of trained staff members, ensuring a fair and thorough hiring process. At least one panel member will have completed accredited safer recruitment and child protection training, reinforcing our commitment to safeguarding and best practices in recruitment.

4. Shortlisting and References

Candidates will be shortlisted based on their qualifications, experience, and suitability for the role. Prior to the selection stage, two professional references will be required, with at least one reference obtained from the applicant's current or most recent employer.

References will be requested directly from referees via email, and follow-up phone calls may be conducted for further clarification if necessary. Additionally, the school reserves the right to contact previous employers who were not listed as referees to obtain a comprehensive assessment of the candidate's background.

The reference check will assess the following key areas:

- The candidate's effectiveness in planning, teaching, and assessment.
- The quality of their professional relationships with pupils, colleagues, and parents.
- The reason for the candidate's departure from their previous position.
- Any safeguarding concerns, including whether any issues have been raised regarding the individual's conduct.

5. The Selection Process

All shortlisted candidates will be invited to participate in a structured selection process tailored to the specific responsibilities of the role. The interview process will include:

- A presentation on the school, its values, and expectations.
- Questions addressing any gaps in employment history or discrepancies in the application.
- A thorough assessment of the candidate's suitability to work with children and their ability to safeguard their welfare.
- An opportunity for candidates to demonstrate their teaching skills and their understanding of child protection principles.

Whenever possible, interviews will be conducted in person to facilitate a comprehensive evaluation of the candidate.

6. Invitation to Interview

Candidates selected for an interview will receive:

- A formal written invitation confirming the interview details.
- A link to the virtual interview platform for international candidates or the location details for in-person interviews for local candidates.

7. Employment Checks

All successful candidates will be required to complete the following pre-employment checks:

- **Proof of identity** – Valid passport and birth certificate.
- **Verification of qualifications** – Certified copies of degrees, certificates, and relevant credentials.
- **Criminal background checks** – A DBS check or an equivalent international background check. UK applicants must provide an ACRO ICPC certificate, while local candidates must submit a B3 certificate.
- **Professional references** – A minimum of two references, including one from the candidate's most recent employer.
- **Police clearance certificates** – Required from the last five countries where the candidate has been employed.

All documentation will be securely recorded in the personnel file and maintained in the school's Single Central Record. Any unsatisfactory or incomplete checks will be immediately investigated and addressed.

8. Offer of Employment & Contract Signing

Once a candidate has successfully passed all stages of the recruitment process, a formal offer of employment will be made. This offer will include:

- A written offer letter confirming the role, salary, and benefits.
- A review of the terms and conditions of employment, including expected duties, probationary periods, and the school's policies on safeguarding and conduct.
- A formal employment contract that both parties will sign, indicating mutual agreement to the terms.

Candidates are expected to sign and return the contract before commencing employment. This process ensures that both the candidate and the school are fully aligned on expectations and responsibilities.

9. Induction

All new staff members will participate in a structured induction program designed to familiarize them with the school's safeguarding policies and professional expectations. The induction process will include:

- Regular meetings with line managers to provide guidance and monitor performance.
- Access to safeguarding training and continuous professional development opportunities.
- A probationary period to assess the candidate's suitability for the role and alignment with the school's standards.

10. Probationary Period

At the English International School of Tunis (EIST), all new staff appointments are subject to a probationary period. This period allows both the employee and the school to assess mutual suitability and to ensure that high professional and safeguarding standards are consistently met.

Duration of Probation

- For **teaching staff**, the standard contract is typically for **three years**, with a **one-year probationary period**.
- In certain cases, a **one- or two-year contract** may be offered, with a **shorter probationary period**, if this arrangement is mutually agreed upon by both parties.
- For **support staff**, the length of the probationary period will be specified in the employment contract and is usually between **04 months and one year**.

Probationary Assessment Criteria

During the probationary period, performance is closely monitored to ensure alignment with the school's values, safeguarding standards, and role expectations. The assessment will include:

- **For Teaching Staff:**
 - A minimum of **three satisfactory lesson observations** conducted by senior leaders/head of departments.
 - Evaluation of teaching quality, classroom management, student engagement, and safeguarding practices.

Three formal progress meetings/interviews will be held during the probationary year:

- **End of Term 1:** Initial review of classroom performance, integration into the school culture, understanding of safeguarding responsibilities, and a check-in

on the teacher's personal wellbeing and adaptation to the new environment.

- **Midterm 2:** Ongoing evaluation of teaching effectiveness, response to feedback, collaboration with staff and students, and an open discussion of workload balance and wellbeing.
- **End of Term 3:** Final assessment of overall performance, readiness for permanent appointment, alignment with the school's values and expectations, and a final reflection on the staff member's wellbeing and professional growth throughout the year.
- **For Support Staff:**
 - Performance will be reviewed against a set of clearly defined **Key Performance Indicators (KPIs)** specific to their role and responsibilities.
- **For All Staff:**
 - Professional conduct, punctuality, collaboration, responsiveness to feedback, and adherence to school policies—particularly safeguarding procedures—will be continuously monitored.

Ongoing Support

Staff will receive feedback through regular review meetings with their line manager, who will also offer guidance, resources, and support to help achieve successful integration into the school community.

Confirmation of Appointment

Upon successful completion of the probationary period, the staff member will receive written confirmation of their permanent appointment. If performance concerns arise during the probation, the period may be extended, or employment may be terminated in accordance with contractual terms and EIST policies.

This process ensures that all staff meet the high expectations of the school and are equipped to contribute positively to the safety, learning, and development of all students.