



**STIRLING**  
SCHOOLS

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**Employment Policy**



ACCREDITED  
PROGRAMME

No.: SS-PR085  
Last Reviewed: October 2020

Stirling Schools is recognized and accredited by one of the world's most reputable and prominent organizations, City & Guilds, UK.

## **Rationale:**

Stirling Schools provide the best education services by bringing professional educators together and investing continuously in educational technologies and facilities. Thus, it is pivotal for Stirling Schools to recruit the faculty and staff with adequate qualifications and potential to meet the expectations of Stirling Schools Teacher Profile.

## **Aims:**

To provide an efficient process of recruitment and selection that will bring quality staff together to achieve short-term and long-term goals within Stirling Schools vision, mission, philosophy and educational framework.

## **Implementation:**

Stirling Schools Human Resources Departments in coordination with the Educational Board and other concerned departments is responsible for the recruitment process of the new staff. In accordance with Stirling Schools Equal Opportunities Policy, schools follow the following steps in the recruitment process.

1. Schools and departments to employ propose the vacancies and qualifications required for the candidates to the city/district boards and Stirling Schools Board of Directors.
2. Vacancies are announced on Stirling Schools websites, district management websites, school websites and other social platforms.
3. The candidates are supposed to submit their resumes on websites or in person at District Headquarters or Stirling Schools.
4. Without vacancies being announced, candidates can also submit their resumes on websites, via email, or in person.
5. Stirling Schools reserve the right to benefit from their valuable alumni and to collaborate with affiliated organizations and universities under Stirling Education in employment.
6. The candidate resumes are evaluated by Human Resources Departments. The evaluation is based on Stirling Schools Equal Opportunities Policy.
7. Selected candidates are invited for an interview with the administration and representatives/heads of the department to employ.
8. Should the candidate pass the first interview, a micro lesson must be delivered by the candidate teacher. The evaluation team consists of the

education coordinator, the head of the academic department, and experienced teachers and/or teacher trainers.

9. Should the candidate be approved by the evaluation team, he/she is taken into a probation period in which he/she teaches in a real classroom environment for 2 months. This period may change depending on special circumstances in the headquarters.
10. A contract is signed covering the probation period.
11. Should the candidate complete the probation period successfully, a yearly contract is signed with the new Stirling Schools teacher.
12. After each step the candidate is informed via email or phone call.
13. The whole process is conducted within the concerns of Stirling Schools mission, vision, philosophy, equal opportunities policy, and Stirling Schools Teacher Profile.