

Paradis International College	Doc. Ref. :
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Recruitment Policy	

Disclaimer

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1. The Paradis International College is committed to:

Attracting and recruiting individuals who are best suited to meet the standards for the job. Decisions on the suitability of applicants will be made without regard to gender, race, disability, religion or similar belief, age, sexual orientation, marital status or membership or non-membership of a trade union.

2. Scope

The principles described in this procedure will apply in relation to everyone who applies to work at the Paradis International College including:

- Staff employed on a permanent basis
- Temporary and casual Staff

3. Recruitment Documentation:

Prior to advertising, a job description which describes the purpose, duties and responsibilities must be available. The qualifications, skills, experience, knowledge, aptitudes and abilities that are essential and desirable for the post should also be identified. They will not include any potentially discriminatory requirements. The job description and person specification will be used throughout the recruitment process to develop the shortlisting and selection criteria.

A draft advertisement is drawn up by the HR Office (school psychologist) and approved by the Director of College before the role is advertised.

4. Application procedure

We collaborate with the **ejobs.ro** platform for posting recruitment announcements. Each CV is loaded and remains on the platform. Based on the job criteria, we select the most suitable candidates. For direct applications we only accept CVs in Europass format. The information regarding the candidates for direct candidacy is retained for 2 years, only after receiving in writing the agreement regarding their retention in the database. For the candidates who access the ejobs platform, at the moment they submit their application they agree with the terms and data protection offered by the platform. Candidates applying directly to our school have to send a resume, cover letter, names, telephone number and email addresses of two professional referees to: contact@paradis-college.ro For the candidates who apply on ejobs platform and meet our job criterias are contact and request to send us the contacts for two people to provide references.

5. Acknowledgment

Due to the large number of applications often received, only shortlisted candidates will be notified of the outcome of their application.

6. Application Screening

HR Office (school psychologist) retains and records all original application materials, does the initial reviews of the applications and forwards to the manager all longlisted staff applications.

7. Shortlisting

Shortlisting takes place as soon as possible after the closing date.

8. Interview

An interview is scheduled with applicants who meet the requirements of the job. As far as possible applicants must be met in person even where there is only one candidate and including for internal appointments.

When an interview in person is not possible, a Skype-interview (or equivalent) will be organised.

School Director, school psychologist and DLS Officer should interview applicants to ensure that they are good candidates for employment at Paradis International College.

Applicants will be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail. Further assessment is introduced, such as skills tests, or an observed lesson.

All candidates are asked to bring the following with them to interview:

- Documentary evidence of their ID (original, not a photocopy);
- Original documents (not photocopies) confirm any educational and professional qualifications that are necessary for the post.

Safer recruitment means that all applicants (Contracted or None-Contracted Volunteers) will:

Provide at least two referees including at least one who can comment on the applicant's suitability to work with children, and one from their most recent employee. . Ideally, these should cover roughly five years in a person's career history. Referees will be asked to write a general reference as part of the reference form (see the appendix), in order to provide a better picture of the candidate. References should be taken up **before the interview**. If a reference is taken over the telephone, detailed notes will be taken, dated and signed. If, for whatever reason, references are not obtained prior to the interview, the candidate should also be asked at interview if there is anything he/she wishes to declare or discuss in light of the

questions that have been (or will be) put to their referees. It is vital that references are obtained and scrutinised before a person's appointment is confirmed and before he/she starts work.

- Provide evidence of identity, qualifications and the right to live and work in Romania be checked through the appropriate Criminal Records Bureau. All foreigners to Romania to provide an International Police Clearance or if from the UK an ENHANCED DBS disclosure
- All locally recruited staff to provide a Romanian Police Check (Criminal Record) issued within the last six months of commencement for the post and a Certificate of behavioral integrity
- be interviewed by a suitably qualified and experienced panel (see appendix 2)
- Candidates are asked for a full, chronological career history since leaving secondary school. They will be asked to provide reasons for any gaps in the Career History section of their resume. This employment history / CV is required.
- In the case of teachers, it is expected that they will conduct 'demo lessons' in the presence of at least two suitably qualified observers.
- All teachers in Romania serve a probationary period up to 3 months in duration, during which time a probationary will be asked to leave should any safeguarding issues arise, and the appropriate authorities be notified.
- All new colleagues will be 1:1 mentored and the mentor will report their findings and informal thoughts to the School Director for at least 3 months

The Advert

All adverts for positions at Paradis will follow best practice safeguarding guidelines and include a phrase which will make potential/actual offenders not apply for positions, the phrase will be *'Paradis International College takes its duty of care to all its students extremely seriously, and it will be diligent in following up all references, background checks and police checks to ensure the continued safety of all our students'*.

The Interview

This will be conducted by the Director of College, HR officer (school psychologist) and DLS officer, who will explore the candidate's suitability to work with children, including body language and motivations.

After Interview:

The choice of the candidate will be determined by the interview panel. A firm offer cannot be made until all pre-employment checks have been completed. A conditional offer may be made pending Police Check Clearances only. Candidates who were interviewed but not selected must be notified by phone or by email. In no way the school should attempt to influence a person to break a contract already signed with another school.

Induction:

The new employee must report to the secretary on their first day at work to fill in required legal paperwork (see appendix 3) and get complementary information. New employees will have training and orientation activities including a campus tour with introductions, guidelines in the use of telephones and other equipment, assistance with the setup of an email account, specific training for the job and other departmental expectations.

Also, every new employee has a mentor from the first day that will help them to know the principles and values of Paradis. The mentor also has a support role throughout the year. Older employees help in this process through supervision or feedback meetings.

For safeguarding and to promote the welfare of children the induction programme also includes training to ensure staff feel confident about all aspects of child protection: awareness, types, signs/symptoms, prevention, policies and laws, reporting process, children's curricula, local authority support and resources available.

Probation

A probationary period applies to all newly appointed staff and is precisely stipulated in each individual Contract of employment. After the end of the probationary period, the manager / head of department informs the new employee about the activity carried out and if the probationary period has ended.

- **Describe his / her management style (where applicable):**

- **How effective the candidate is in creating and managing change (where appropriate):**

- **Example of a candidate demonstration initiative:**

- **Do you consider the candidate to be suitable for working with children? If the answer is yes/no please motivate/describe:**

- **The reason for leaving the current position?**

- **Eligibility for re-employment (comment):**

Reference named by:

Position and department:

Reference taken by Paradis International College: Solcan Florina

Date:

Appendix 2.

Teacher Interview Questions

Teacher Relationships With Students

1. What kind of students do you like to work with? What type of students could you teach most effectively?
2. You give an assignment. A student ridicules the assignment, saying it doesn't make sense. What would you do?
3. How do you help students experience success?
4. How would you individualize instruction for students?
5. What procedures do you use to evaluate student progress besides using tests?
6. How would you challenge the slow learner and the advanced learner within the same class?
8. How would you involve students in community projects?

9. What is your motivation in working with children?

Teacher Relationships With Colleagues

1. What kind of teachers would you prefer to work with? Why?
2. What activities would you like to work with in our school?
3. What quality or qualities do you have that would enhance our teaching staff?
4. Who should be responsible for discipline in a school? Why?
5. What needs and/or expectations do you have of the school administration?

Teacher Relationships With Parents

1. What do you feel is the most effective way to communicate with parents? Describe how you have used this/these technique(s).
2. Describe the reasons why you would contact parents.
3. How would you involve parents in student projects?

Instructional Techniques

1. Describe any school experience you have had, particularly in student teaching (or in another teaching position) that has prepared you for a full-time position at our school.
2. How would you integrate technology into the curriculum you would teach?
3. Describe any innovative projects you have been involved in developing.
4. Give an example of how you have used cooperative learning in your classroom.
5. What four words would students use to describe your teaching strategies?
6. What rules do you have for your classroom?
7. Describe your teaching style and how you accommodate the different learning styles of the students in your classes.

Questions for non-teaching staff

1. Please give us a description of your career path.
2. What were your reasons for choosing this field?
3. Tell us about your professional experience.
4. What would be the most important skills you have developed so far?
5. Describe a normal working day.
- 6. What do you think are the reasons for working with children?**
7. What aspects do you think you have improved about yourself?
8. What projects / activities have you been involved in?

Appendix 3. Documents required for employment:

1. Cv in europass format
2. 2 references/ contact phone numbers
3. Certificate of behavioral integrity
4. Criminal record
5. Occupational medicine aptitude sheet - proof that the employer is healthy
6. Study documents in original and copy
7. Copy and original of the identity card, passport, birth certificate
8. Civil status document
9. Certificate of Employment Seniority