

TEACHER RECRUITMENT POLICY

1. Our school has been growing exponentially and thus blessed, we plan in May of the previous year for the necessary recruitments that we will need for the next academic year.
2. Our requirement for the number of teachers and their necessary qualification, is then sent to the governing body of the school for their sanction and further advice.
3. The sanctioned positions are then advertised for, either through the school website or through the local dailies, asking for relevant CVs.
4. Teacher Recruitment Committee (**HR, the School Manager, the Managing Trustee, the Principal, and a Senior teacher**) selects for interview and demonstration classes, after judicious scrutiny of the CVs received.
5. The candidates are informed over mail and telephone about the date and day of interview and the topic for demonstration lesson is also discussed.
6. The Senior school coordinator is then handed over the schedule for the demonstration classes to be arranged.
7. At the Demo classes another teacher for the subject under consideration and the Principal are expected to fill up the interview card and submit to office, after taking in to account an opinion of the students.
8. The office then calls upon the best candidate and follows procedure towards appointment of the teacher/ teachers for the relevant vacancy.
9. All ad hoc, mid-year appointments or appointments as necessary, follow the same procedure.