



# INTERNATIONAL SCHOOL OF THE SACRED HEART

## HIRING POLICY AND PROCEDURES

---

International School of the Sacred Heart has a long tradition marked by a distinctive spirit of developing the whole person. In this spirit we work to foster a balance in students, to include their intellectual, spiritual, physical and emotional well-being. We inspire faculty and students to be active, informed, and responsible citizens locally, nationally, and globally. All members of the school model and teach skills needed to build community and we look for passionate teachers who are willing to make valuable contributions to school and student life. We promote a safe and welcoming environment in which each person is valued, cared for and respected. We adhere to the Council of International Schools' [Code of Ethics](#).

At the International School of the Sacred Heart employment decisions such as recruitment, dismissal, promotion are based on the ability to do the job and to embrace the educational philosophy and Goals and Criteria. ISSH is committed to safeguarding students and protecting them from harm. Those applying for a position at the school will be required to undergo a background check and sign a Code of Conduct agreement.

### Procedure for Hiring:

- Advertisements will be placed on the school website, and/or with Schrole or with local professional teaching organizations;
- When needed we will attend overseas recruitment fairs;
- Interview with shortlisted applicants either face to face or on Google Meet. The Head of School and at least one member of the Leadership Team are on the interview panel;
- Before an official offer of employment is made, confidential inquiries will be sent to the three named referees and personal contact will be made (phone or Google Meet). The confidential inquiry form has a question on it that specifically asks if the referee has any reason to be concerned about the suitability of that person to work with young people and this safeguarding question is also included in a personal follow up with each referee.
- A formal letter of offer is made to the successful candidate.
- The HR office produces the contract and follows the onboarding checklist.
- If the new hire is not simply replacing a person in an existing position, then approval is needed from the Managing Director and Chair of the Board of Directors/Trustees.

### Application Requirements:

Applicants will:

- Submit a cover letter describing why they want to work at International School of the Sacred Heart and how they can contribute to our school and its Goals
- Submit a current Curriculum Vitae
- Provide contact information with email address and telephone number for three referees who are familiar with their performance as an educator or other relevant employment
- Provide clear copies of their current teaching credentials (except staff)
- An offer of employment is extended on the condition the school receives a background check that indicates the person is safe to work with children.
- For faculty hired in Japan, candidates are required to sign a letter indicating their commitment to Child Protection and Safeguarding; this is in addition to the Code of Conduct agreement. When Japan develops an official background check process (DBS), this will be required for faculty in Japan (anticipated 2027).