



# Recruitment Policy

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## **INTRODUCTION**

As a Catholic International School we believe that teaching is a vocation, a calling, not just a job. Like our students, Seisen International School's faculty members represent many different nationalities and faiths. In keeping with our mission, we seek to build a diverse community that represents a variety of backgrounds and experiences. We believe that our students' learning, interactions and growth is more exciting and enriching when they interact with peers and teachers who bring a diversity of backgrounds, life experiences, and perspectives to campus. Seisen International School is committed to promoting diversity, inclusion, equity and anti racist principles in its recruitment and staffing practices.

This policy describes how faculty and staff will be respected and supported through all the stages of employment at Seisen International School - recruitment, induction, retention and end of employment.

### **Part A: Recruitment**

The purpose of this section of the policy is to set out the minimum requirements of a recruitment process that aims to:

- Ensure a good fit with Seisen International School's Mission, Guiding Principles and DEIJ commitments.
- Ensure effective adoption of safer recruitment practices.
- Ensure DEIJ practices are followed during recruitment.
- Ensure that qualifications and experience match the role on offer (ES / KG teachers need to have a degree and teacher certification for the age group they will be assigned, and secondary teachers need to have a degree in the subject which they will teach, as well as qualified teacher status/ certification, business office specialists need to have qualifications/ experience in the field).
- Ensure that applicants who are unsuitable to work with children and young people are identified and refused consideration for the application/ recruitment process.

#### **A1 Recruitment Stage Standards**

As a longstanding school member of Search Associates recruitment agency Seisen International School aligns with the following Recruitment Stage Standards from the agency. **Our recruitment process is not limited to one recruitment agency.**

Seisen International School applies these standards to all recruitment practices when also using other recruitment services / advertisements/ methods of recruitment. The school makes clear to the candidate the policies and procedures which are in line with current best practices related to child protection for international school recruitment.

- A. In line with current best practices for international recruitment, the school carries out all requisite background and reference checks.
- B. Employee well-being, confidence and satisfaction are always a high priority.

- C. All obligations of any contract agreed with an employee are faithfully fulfilled.
- D. All policies affecting employees are fair, reasonable, supportive, transparent and bias-free.
- E. All communications with employees (present and future) are clear, effective, timely and respectful.
- F. In keeping with Search Associates' commitment to helping shape a more inclusive and diverse international school community, the principles of diversity, equity and inclusion (DEI) are respected and implemented throughout the school and in every aspect of the school's life and operations.
- G. The school and its recruiters understand and accept that all offers of employment should be made in writing as soon as possible, clearly stating the date by which the candidate must accept or decline the offer.
- H. The school will allow the candidate to see the complete contract, or at least a sample contract together with key details of salary and benefits and give the candidate sufficient time to review this information carefully and discuss it with a school representative if the candidate so wishes.
- I. At Search Associates job fairs this "sufficient time" will be a minimum of 24 hours or until the end of the fair, whichever occurs later. When a job is offered outside of a Search Associates job fair, the expectation is that the school will allow up to 72 hours from the time the candidate receives the contract.
- J. The school's policies, as they relate to dependents, including explanation of dependent status, housing, allowances for children, school tuition, and flights are made visible to the candidate.
- K. The school uses the recruitment process as an opportunity to introduce potential candidates to living and working conditions in the host country, including any challenges related to diversity, equity and inclusion (DEI).
- L. The school is committed to respecting diversity, equity and inclusion (DEI) in all its forms throughout the school community.

## **A2 Advertising of vacancies**

All advertisements will include our commitments to Student Safeguarding and DEI/J

<https://www.seisen.com/join-us/employment>

In the interest of transparency the school will provide to prospective shortlisted applicants -

- \* the school's safeguarding and child protection policy;
- \* the school's recruitment policy
- \* self disclosure form

All prospective applicants must complete a Seisen International School application form and submit an up to date curriculum vitae with the professional contact details of 3 references and a letter of application outlining how they are suited to the position.

Shortlisting of candidates is conducted by HOS and relevant principals.

Pre Interview informal conversation ( involving but not limited to an explanation/ discussion of Catholic school context, role on offer, Safeguarding Policy, PD Policy, Package, support teachers from moment of signing to arrival, housing etc.)

Candidates may be sourced internally or externally depending on school needs and strategic planning. Not every position may be advertised internally.

### **A3 Composition of Recruitment Panels**

Recruitment Panels for faculty recruitment consist of the Head of School, Relevant Principal, IB Coordinator when applicable, and relevant Heads of Department.

Recruitment panels for staff consist of the Head of School, Business Manager, and relevant Head of Office Department.

Each member of the recruitment panel has undergone internal or external training in safer recruitment procedures. All those responsible for recruiting will receive internal training and support to ensure consistency of approach and practice with diversity, equity, inclusion, and justice in mind. Regular training in scenario based approaches for interview questions will be highlighted prior to recruitment season.

If any member of faculty or staff involved in the recruitment process has a close personal or familial relationship with any applicant, they must declare it as soon as they are aware of the individual's application to avoid any conflict of interest or bias in the selection and decision-making process. They must recuse themselves from the interview process.

For a number of years the appointment of principals at SIS by the Head of the Board has usually involved the interview process with the Board Chair, at times accompanied by another Board member. More recently the HOS has been involved in these interviews.

Moving forward should decisions be made to externally advertise the position through various agencies and networks and to internally also accept applications from current faculty, a panel of colleagues from the relevant divisions will be assembled through interested volunteers to also interview candidates.

The role of the panel is to ask pertinent reflective questions on the following areas:

**Instructional Leadership** - Requires effective leadership in the development, alignment and monitoring of instructional and assessment strategies that enhance learning and teaching.

**School Climate**- Fosters an internationally minded, balanced, academically rigorous, positive and safe school climate.

**Human Resources Leadership** - Requires a focus on the selection, development, evaluation and retention of quality, instructional and support personnel.

**Organizational Management** - Requires the support, management and oversight of resources in the division.

**Communication and Community Relations** - Requires a focus on communication and collaboration within the school community.

**Professionalism** - Focuses on personal and professional interactions and behavior.

**Student Progress** - Focuses on student progress consistent with the school's mission and goals.

Questions may also include references to leadership style, areas and methods of school improvement, DEIJ.

External candidates may also ask the panel questions in regards to school culture, classroom practices, etc.

The role of the panelist is to act as a professional eye upon the candidates applying. Please note that a professional confidential manner must be maintained especially surrounding discussion of current colleagues who may apply.

The Head of School and Board Chair will take under advisement the impression of panelists about each candidate, **but this is not a voting system nor does the panel choose the successful candidate.**

#### **A4 References and Referee Verification**

Aligned with the recommendations of the International Task Force on Child Protection (ITFCP), we hold ourselves to a high standard of effective recruiting practices with specific attention to child protection.

Seisen International School will:

- a) Perform 'live contact' ( phone, zoom, face to face) reference checks of at least 2 references
- b) Perform one reference check from direct supervisor of candidate (minimum level of Assistant Principal)
- c) Contact all references through business email / business phone numbers
- d) Verify credentials
- e) Conduct internet checks of all prospective employees
- f) Require Police background checks
- g) Referees will always be asked specific questions about:
  - the candidate's suitability for working with children and young people;
  - any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children or otherwise;
  - any formal capability matters or issues that have been raised; and the candidate's suitability for this post.
  - any concerns about the candidate working unattended with children.
  - any of the candidate's colleagues, students or parents expressing such concerns.
  - whether you would rehire the candidate (Why or why not according to the response received).

h) Seisen International School will always verify the identity of referees by using only business email addresses and telephone numbers, unless retired, in which case personal numbers will be checked using online directory services and other available professional sources. A detailed written note will be kept of such exchanges using a school template for this purpose.

- i) Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- j) Review and update recruitment practices as per ITFCP recommendations/ requirements

## **A5 The Selection Process**

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an in person or virtual interview of short-listed candidates

Candidates will always be required to:

- explain any gaps in employment;
- explain any anomalies or discrepancies in the information available to recruiters;
- declare any information that is likely to appear on a background check;
- demonstrate their capacity to safeguard and protect the welfare of children and young people;
- share their motivation for working in education; and
- discuss their background.
- respond to scenarios of student safeguarding/ DEIJ related situation

All successful applicants are required to:

- provide proof of identity (passport, birth certificate, driving license)
- complete an International Child Protection Certificate (ICPC) and/or DBS (Disclosure and Barring Service- police clearance) application and receive satisfactory clearance (UK applicants).
- provide police clearance certificates from their country of origin and all countries where they have lived and worked as an adult prior to taking up their new position at Seisen International School.
- provide original certificates of professional qualifications, and transcripts, as deemed appropriate by the school.
- provide satisfactory references.

## **Single Central Record**

In addition to the various faculty and staff records kept in school and on individual personnel files, the school must keep a single central record of recruitment and vetting checks. The single central record must cover all faculty staff (including supply staff, and support/ non-academic staff) who work at the school.

Confirmation that these checks have been carried out along with the date the check was undertaken/obtained must be logged on this record for all employees of the school by Human Resources.

## **A6 Safer Recruitment and Induction**

All faculty and staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices.

Regular meetings will be held during the first six months of employment between the new employee(s) and the appropriate leaders/ manager(s).

From August 2025, August to November is considered to be the probationary period of employment. Formal observations need to be made e.g. observation by the first week of October, teachers may be placed on a performance improvement plan thereafter. Unless there is a serious safeguarding related issue or a series of minor safeguarding related issues, the teacher would need to finish out their first year of contract.

During the probationary period and beyond a teacher is expected to demonstrate consistently high standards of personal and professional conduct.

- ◆ Abide by SIS student safeguarding policy
- ◆ Ensure teaching practices align with Seisen International School's learning principles, behavior management guidelines, and foster collaboration with colleagues and leadership.
- ◆ Have proper and professional regard for the Catholic ethos, policies and practices of the school
- ◆ Model the skills and attitudes of the Seisen Student and Teacher Profile and support Seisen's Guiding Principles
- ◆ Treat students with dignity, build relationships rooted in mutual respect, and at all times observe proper boundaries appropriate to a teacher's professional position, knowing when to refer concerns to appropriate personnel
- ◆ Attend divisional, curriculum, and committee meetings as scheduled
- ◆ Work closely with the SST to be aware of student diagnoses and IEPs and follow recommendations for adaptations and programs, teaching strategies, health concerns or behavioral plans
- ◆ Maintain high standards in their own attendance, punctuality, and professional dress
- ◆ Adhere to the terms and conditions pertaining to teacher professional service and employment provided in the faculty handbook and outlined in teacher contracts

## **PART B: ONBOARDING**

### **B1 Purpose of Onboarding**

We seek to attract teachers who are:

- Willing to embrace the school's Catholic identity and Mission
- Committed to Social Justice
- Dynamic, passionate and compassionate educators
- Dedicated to students and who foster positive professional relationships with them
- Enthusiastic about teaching within a multicultural environment with a commitment to global-mindedness and a high degree of intercultural competence
- Flexible in approach and who have a collaborative style
- Committed to their own personal and professional lifelong learning
- Resilient and Pragmatic
- Willing to step up and help out by actively participating in extracurricular activities, school development projects and other school activities
- Inquiry-based and concept-driven educators
- In possession of a Positive / Growth mindset

In order to support these teachers exhibiting these characteristics we seek to put priorities in place to give new faculty and staff a sense of belonging to our school community, to our workplace culture, systems and routines.

We wish to ensure a differentiated approach to support faculty and staff transitioning from different types of school or workplace and from different global and local contexts.

We acknowledge that by our support of new staff and faculty we all, including our students, benefit from their feeling of being respected, accepted, supported and belonging.

The duration of the onboarding stage in the employment cycle is the whole period between when the candidate accepts the offer of employment and twelve weeks after their arrival whilst acknowledging that elements of induction will continue throughout the first year.

### **B2 Induction Stage Standards**

Seisen International School takes into account the following Induction Stage Standards from Search Associates in order to ensure a strong employee environment:

1. The school has established policies and practices with a view to ensuring a positive onboarding/orientation experience for the new employee and her/his dependents.
2. The school has established clear channels and principles of good communication in order to deal effectively and in a timely manner with all employment-related matters during the onboarding/orientation stage.
3. The school's channels of communication are transparent, well documented, well understood and consistently implemented by all those involved in the school's onboarding/orientation process at every level of seniority in the school's leadership and management structure.



4. School representatives involved in the school's onboarding/orientation process gain the confidence of new employees and inspire a high level of professional satisfaction among them.
5. The school has designed and implemented its onboarding/orientation process so as to promote good cross-cultural understanding and to provide the resources needed to be able to adapt successfully to the life and culture of the school and of the host country.
6. The school has designed and implemented its onboarding/orientation process so as to provide the new employee with all the resources she/he needs to be able to carry out her/his professional duties in the school effectively.
7. The school gives the new employee specific guidelines and advice on potential cultural dissonance and/or diversity challenges that she/he may experience in the school or the locality.

### **B3 Acceptance of Offers**

Seisen International School will:

- Share a plan from offer to arrival with dates indicating when a new hire will receive relevant details such as flight bookings, visa requirements, shipping information, buddy contact, etc.
- With respect to their current job and its time demands, share at an appropriate pace, relevant policies and guides about Seisen International School and its location.
- Connect relevant staff, human resources and social mentors.
- Collect information about their and their family's interests – use this information to send details of relevant clubs, groups or activities.
- Ensure information shared includes the following: school philosophy; curriculum; social opportunities; culture of the school and its location; parental culture; and, for those who will be new to the area or country, information on the school location and country; local language(s); climate; and religions.

### **B4 Preparing for arrival of new faculty and staff**

Seisen International School will:

- Ensure new hires know who to call for assistance at any time and who will be meeting them when they arrive. For those new to the location, this includes who will be picking them up at the airport.
- Introduce new hires to English-speaking housing agents who can facilitate accommodation searches and contracting.
- Arrange social events for new staff to meet each other and some current staff before the new school year officially begins.

### **B5 First semester support**

Seisen International School will:

- Involve all new faculty and staff and make them feel valued as soon as possible.
- Schedule a formal check-in with the section principal to ensure every new member of faculty and staff is being welcomed and supported. Plan informal check-ins and/or a visit to the teacher's classroom by a member of LT.
- Schedule an LT discussion which focuses on how new faculty and staff are settling into the school. Induction is not over until all staff and their family are fully settled.

- Ensure support is in place for teachers who are struggling. Meet early on with new faculty staff, talk to their supervisors and set up their probationary period evaluation and support process. Provide support for any struggling faculty or staff, including counseling, opportunities to observe other faculty or staff in their classrooms or workplace, or early coaching where required. Make very clear the expectations to fulfill the probationary period.
- Evaluate the current induction plan with new faculty and staff at the end of the first term while experiences are still fresh in their minds.
- Start planning next year's induction with volunteers.

## **B6 First year support**

Seisen International School will:

- Set up regular meeting times for first-year faculty and staff for ongoing training and support, and provide a chance for employees to apply what they are learning, supporting them in making connections.
- Introduce new ideas over time, and when it's most appropriate take into account the school environment and the highest priority needs of new employees.
- Build flexibility into the plan: ask employees what issues are weighing on them, and plan sessions around those ideas as they arise.
- Set up the professional reflection, evaluation and growth and goal setting process so that new faculty and staff are engaged in this whole school process.

## **B7 End of first year**

Seisen International School will:

- Gather feedback from this year's cohort to evaluate the year and the ways in which the induction process could be improved.
- Ask for volunteers to support the new incoming cohort.

## **PART C: RETENTION**

**C1** Seisen International School Acknowledges that honoring respectful transparency of our employment practices is core to maintaining professional trust among faculty and staff so as to gain professional and personal investment in continuing employment at Seisen International School.

Seisen International School strives to meet or indeed exceed the professional standards as outlined in the Council of International Schools Accreditation framework in Domain F Faculty and Staff.

**C2** Contracts have a two year duration or a one year duration. Statements of intent in regards to contract renewal are requested in late September each school year for Faculty.

As the Senior Leadership Team begins to start planning for our staffing needs for the next school year, all teachers whose contracts are up for renewal in the following July need to sign off on their statement of intent and submit it via a Google form by late September/ Early October.

At the discretion of the School Head, Seisen International Schools offers a "goodwill gesture of early notification of resignation" amounting to Y100,000 to all full-time teachers who fulfill the following conditions:

- 1) Are at the end of a 2 year contract ( i.e not retiring from Seisen, not on a one year contract, not breaking contract)
- 2) Indicate on the form his / her decision to resign AND submit a formal signed letter of resignation to me by a specified due date.

The purpose of having a monetary incentive is to allow for an earlier, more informed strategic planning of recruitment of best candidates.

#### **PART D: End of Employment / Off Boarding**

**D1** At the end of a contract, an employee may:

- A. be offered and accept the opportunity to re-sign a new contract.
- B. choose to resign, giving appropriate length of notice as per their current contract.
- C. not be offered a further contract and be released by the school when the current contract ends.
- D. have reached retirement age and need to leave the school's employ.
- E. may be exited with immediate effect due to serious disciplinary issues.

#### **D2 Off Boarding Process**

- 1) Once the teacher / staff member has notified the Head of School or has been notified by the Head of School about the end of their contract with Seisen International School, all relevant HR, IT and academic departments/ divisions are informed.
- 2) Exit interviews are arranged with the Head of School.
- 3) Relevant transfer of information, data, programmes and knowledge to pertinent recipients is organized in a timely manner.
- 4) All school property, such as laptops, mobile phones, ID cards, keys, and any other physical or digital assets are returned following the school checkout procedures.
- 5) Access to school systems, email accounts, and digital resources is removed
- 6) Final payments, such as outstanding salary/wages are processed. All necessary paperwork is completed, including tax forms, benefits documentation, and employment law compliance.
- 7) Post-employment obligations such as non-disclosure agreements, non-compete clauses, or intellectual property rights are clearly explained.
- 8) School records, such as organizational charts, employee directories, and internal contact lists are updated to reflect the employee's departure. Inform relevant teams/ departments about any changes in roles or responsibilities resulting from the employee's exit.

### **D3 Letters of recommendation**

While happy to provide confidential recommendation letters to faculty in good standing via recruitment agencies or direct requests from prospective employers, Seisen Leadership Team will not provide “open letters of recommendation” for teachers to bring with them when they leave Seisen.

Breach of contract may affect Letters of Recommendation for teachers.

Should a teacher provide a letter of recommendation for a colleague, the Head of School must be informed. Any misrepresentation of the writer’s role within the school (e.g., self-appointed titles, inaccurate role representation) may result in disciplinary action.

The Head of School and Principals will always invite an opportunity for reference checking via Zoom or phone.



## **Applicant Self Disclosure Form**

**To be submitted by all applicants prior  
to interview**

### **Applicant Self Disclosure Form**

- 1) Have you ever been the subject of questions, allegations or concerns, or the subject of an official investigation, either by a school or workplace, local or national authorities, or any other agency, in respect to your behavior around working with children and young people, sexual related crimes, unethical conduct, abusive conduct or any other misconduct?

**Answer:**

- 2) Have you ever been subject to a bar or partial bar from working with children and young people, or any other disciplinary sanction, as a result of such an investigation? If yes, please give details here.

**Answer:**

I declare that all the information I have provided in this disclosure is full and correct at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will work with children.

I understand that the recruitment panel may be made aware of any relevant information that I have disclosed in order to discuss the matter(s) with me as part of the recruitment process and that, if my application is successful, a risk assessment of the disclosed information will be held securely on my personnel file. Should any information be inaccurate or incomplete, I understand that Seisen International School Reserves the right to undertake disciplinary action.

**Name as on Passport -  
Signature /Date**