

Recruitment and Hiring Policy and Procedures 2025

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. The standard for this policy is the Council of International Schools' [Code of Ethics](#) and the [International Taskforce on Child Protection](#).

At the International School of the Sacred Heart (ISSH), employment decisions such as recruitment, dismissal, and promotion are predicated on safeguarding students and based on the ability to do the job and to embrace the educational philosophy and Goals and Criteria.

Recruitment of Teachers and Staff

- The ISSH Child Protection Handbook of Policies and Procedures is posted on the employment page of the website;
- The ISSH commitment to safeguarding is articulated on job descriptions and postings;
- At least one member of the interview team has current training in safer recruitment/safeguarding;
- Advertisements will be placed on the school website, and/or with Schrole or with local professional teaching organizations (when needed, attend overseas recruitment fairs);
- Open letters of support ('To whom it may concern') may not substitute as references.

Application Requirements

Applicants will:

- Complete the [online application](#) for employment (ISSH Employment webpage)
 - Upload 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 and Criteria
 - Upload a current Curriculum Vitae/resume and photo
 - Upload clear copies of their current teaching credentials (for teachers)
 - Upload a background check that indicates the person is safe to work with children
- For faculty/staff hired in Japan, candidates are required to sign a pledge 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).

Procedures for Hiring

- Interviews with shortlisted applicants occur in person or on Google Meet. The Head of School and at least one member of the Leadership Team are on the interview panel; at least one member of this interview team is trained in safe recruitment practices.
- Interviews include questions about safeguarding, in line with ITFCP recommendations.
- Before an official offer of employment is made, confidential questionnaires are sent to the three named referees and personal contact is made/documented via phone or Google Meet. In line with ITFCP recommendations, the confidential inquiry form specifically asks about child protection and whether the referee has any reason to be concerned about the suitability of the person to work with young people and safeguarding inquiry is also included in a personal follow up with each referee.
- A formal letter of offer is made to the successful candidate.
- A *ringi* (formal Japanese internal communication) with a Letter of Evaluation is prepared for the Managing Director and Chair of the Board of Directors for approval.
- The names of interview team members are noted in the *Letter of Evaluation*.
- Employment offers are contingent on clear background and reference checks including social media scan and verification of credentials to the extent possible by Administrators and the Human Resource Manager.
- The HR office produces the contract and follows the onboarding checklist.
- A safeguarding record-keeping system is maintained and safeguarding training is ongoing.

Minimum Teaching Requirements

- Three to five years of full-time teaching experience, preferably in a multi-cultural international school setting
- Valid teaching credentials in the subject area for which you are applying
- Master's degree preferred
- Good technology skills
- Experience with relevant external assessment testing/exams preferred: AP, IB, A Level, PSAT, MAP, DIBELS

This policy is approved by the Leadership Team and the Board of the Sacred Heart School Corporation. It is reviewed annually by the Leadership Team.

Revised/approved June 2025