



Granada International School
Recruitment and Professional Development Policy

Policy Name	Recruitment and Professional Development Policy
School	Granada International School
Applies To	Teaching & Non-Teaching Staff
Approved By	Board / Proprietor / School Leadership
Review Date	_____
Next Review Date	_____

This policy is available on the public area of the school website and on request from the School Office.

1. Introduction

Granada International School is committed to attracting, retaining, and developing highly qualified staff who embody the school's values of integrity, excellence, and innovation. This policy outlines the principles and procedures governing recruitment and professional development to ensure fairness, transparency, and continuous improvement in teaching and learning.

2. Objectives

- To establish a fair and transparent recruitment process.
- To ensure equal opportunity and diversity in staffing.
- To provide structured professional development that enhances teaching quality and student outcomes.
- To align staff growth with the school's strategic goals.

3. Recruitment Policy

3.1 Guiding Principles

- Recruitment is merit-based, competency-driven, and aligned with the school's mission.
- All applicants are treated with fairness and respect, regardless of background.
- Recruitment processes are documented and auditable.

3.2 Recruitment Procedures

1. Vacancy Identification

- Department heads submit staffing needs to the Principal for approval.

2. Advertising

- Vacancies are advertised through the school website, reputable education platforms, and local media.

3. Application & Shortlisting

- HR screens applications against job descriptions and minimum requirements.
- Shortlists are reviewed by a recruitment panel.

4. Selection

- Candidates undergo structured interviews.
- Teaching staff deliver demonstration lessons.
- Reference and background checks are mandatory.

5. Appointment

- Offers are issued in writing.
- All new staff serve a probationary period of six months.

3.3 Probation & Confirmation

- Performance reviews conducted at 3 and 6 months.
- Confirmation based on teaching quality, student engagement, and adherence to school values.

4. Professional Development Policy

4.1 Objectives

- To foster a culture of lifelong learning among staff.
- To equip teachers with modern pedagogical skills and technological competencies.
- To support career progression and leadership development.

4.2 Development Programs

- **Induction Training:** Orientation for new staff covering school policies, curriculum, and culture.
- **Continuous Professional Development (CPD):**
 - Annual workshops on pedagogy, curriculum design, and technology integration.
 - Sponsorship for external conferences and certifications.
- **Mentorship & Coaching:** Senior staff mentor junior teachers to build capacity.
- **Performance Appraisals:** Annual reviews identify training needs and career opportunities.

4.3 Career Pathing

- Clear progression routes: Teacher → Senior Teacher → Head of Department → Leadership roles.
- Opportunities for administrative and leadership training.

5. Roles & Responsibilities

- **Board of Governors:** Approves recruitment and development budgets.
- **Principal:** Oversees recruitment and professional development implementation.
- **HR Department:** Manages recruitment logistics, training schedules, and compliance.
- **Heads of Department:** Identify skill gaps and recommend training.
- **Employees:** Actively participate in CPD and uphold professional standards.

6. Monitoring & Evaluation

- Recruitment processes audited annually for compliance and fairness.
- CPD effectiveness measured through student outcomes, teacher evaluations, and feedback surveys.
- Policy reviewed every three years to reflect evolving educational trends.

7. Compliance

This policy complies with Kenyan labor laws, Teachers Service Commission (TSC) guidelines, and international best practices in education.

8. Approval & Signatures

Board Chairperson: _____

Principal: _____

Date: _____