



# Staff Recruitment Policy

Responsible person for revision Human Resources Officer	Published: March 2022
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The Staff Recruitment Policy of The Ostrava International School seeks to ensure the employment of suitable candidates, with respect to child safety and wellbeing, the school's internal policies and rules, TOIS accrediting authorities, including the CIS Code of Ethics\*, and the laws of the Czech Republic.

### **TOIS Staff Recruitment Team**

- TOIS Director
- Board Vice Chair
- Heads
- Student Well-Being Centre Coordinator
- Human Resources Officer

TOIS Staff Recruitment Team is responsible for implementing the Recruitment Policy in accordance with the school's Mission, policies and rules. The final decision concerning the hiring of a candidate is made by the TOIS Director, who is the leader of the TOIS Staff Recruitment Team.

### **Major TOIS Recruitment Aims**

- to ensure that all the applicants for the opening positions are treated equally
- to ensure that child safety and well-being are always placed first
- to ensure that the recruited staff are suitable for the opening positions based on their work experience, education, abilities and manners

### **TOIS Recruitment Procedure**

#### **Vacancy consultation**

TOIS staff are surveyed, or participate in individual interviews, at the end of Term 1 to determine intent to return for the upcoming school year. In the event that a staff member is considering leaving the school, they are encouraged to inform the school management as soon as possible, in order to create the conditions for a collaborative and effective transition for both the employee and the school.

The management places a priority on filling vacancies from within the school, by offering vacant positions to the current members who would like to grow within TOIS.

#### **Recruitment**

Where there is no suitable candidate for a given position within the current TOIS staff, the TOIS management team agrees on the conditions and expectations for filling vacant positions.

**Job postings are made through:**

1. TOIS Website - “Careers@tois” section
2. Ostrava Labour Office
3. LinkedIn

**Applications**

Candidates interested in being a part of The Ostrava International School should email a detailed resumé with cover letter and contact details, as well as 3 current references. By submitting the CV, the candidate agrees to allow TOIS to process his/her personal data for the hiring process for a period of two years.

**Interviews**

There are at least two rounds of either on-line or in person interviews.

**Introductory interview with the Director and Board Vice-chair**

This interview is aimed at establishing a first contact for both the candidate and the school to determine if they would like to continue in the process, and to determine if there are potential hindrances that would preclude the continuation of the recruitment process (e.g., visa restrictions).

**Follow-up Interview with the appropriate Head, Programme Coordinator or/and SWBS Coordinator**

If there are no objections related to the candidate after the introductory interview, they are invited for a second interview with the leadership team of the concrete department of the school or/and by SWBS Coordinator.

**TOIS Staff Recruitment Team may within the recruitment process suggest:**

1. On-line school tour for the candidate lead by the Head and/or Programme Coordinator
2. In-person visit of the school for the candidate with the thoroughly compiled programme of the visit by Head and Programme Coordinator
3. Observation lesson for the candidate (on-line or in person)
4. Trial teaching lesson (on-line or in person) for the candidate, potentially including student feedback on the provided lesson

The goal of the above mentioned is to further discover the personality and abilities of the prospective candidate and at the same time give the candidate a little bit broader understanding of the TOIS Community and environment to see if there might be a connection between the school and candidate.

## Employment Offer

Before a concrete employment offer is made by the Director, the school verifies:

- The right of the candidate to work in the Czech Republic (visa/work permit status, etc..)
- University diplomas - English, verified copies are required.

The candidate must then provide:

- Three letter of references
- Criminal Background checks for the previous 3 years, translated into English, with the latest one being no older than 3 months.

## New Employees

Before beginning at TOIS, a new employee must undergo:

- a medical examination at the school's contracted healthcare facility, BENESANO s.r.o.
- TOIS Induction Programme for new employees during the Preparatory Week, in which they will be acquainted in detail with TOIS policies, including the TOIS Child Protection Policy and school's expectations related to their position.

### \*CIS Code of Ethics

The purpose of the CIS Code of Ethics is to describe the moral principles upon which CIS members are expected to base their conduct and professional practice.

All CIS members are expected to:

- Fulfill the promises stated in their guiding statements, policies, contracts and promotional materials.
- Strive for excellence.
- Nurture a culture of care in which the education, safety and well-being of students and others are paramount.
- Comply with applicable laws and regulations.
- Respect the dignity and equality of all individuals, groups and cultures.
- Promote global citizenship.