



STAFF EMPLOYMENT POLICY

Academic Year 2026 – 2027

Policy Statement

The employment of school staff in Abu Dhabi is highly regulated to enhance the quality and process of recruitment, engagement, promotion, professional development, and performance management. This policy sets out the basic requirements for the employment of staff at Belvedere British School.

1. Purpose:

This policy outlines the principles and procedures that govern the employment of staff at Belvedere British School, Abu Dhabi, in alignment with relevant UAE laws and the school's ethos and values, and ADEK Employment. It does so in order to create a transparent set of rules, guidelines and references that will be used to ensure a fair and mutually beneficial agreement in the relationship between potential employees and the school.

2. Scope:

This policy applies to all teaching and non-teaching staff employed at Belvedere British School. In doing so, it further

- Mandates ADEK Private Schools Staff Information System (PASS) registration and vetting of all staff, volunteers, and invited visitors in Belvedere British School.
- Outlines staff employment requirements regarding recruitment, mandatory positions, acting/in-training status, and succession planning.
- Describes the rights and responsibilities of staff working in Belvedere British School.
- Describes the rights and responsibilities of the school owners as the employers of staff.

3. Recruitment and Selection

3.1 At BBS, all recruitment processes are designed and implemented to promote equal opportunity, nondiscrimination, and merit-based selection.

3.2 Vacancies at BBS are advertised internally and externally as appropriate. Internal references and recruitment agencies may be used.

3.3 All shortlisted candidates must undergo rigorous interviews and reference checks.

3.4 Final employment is subject to successful background checks, including police clearance and verification of qualifications.

4. PASS Registration

4.1 PASS Registration for Staff: BBS shall register all staff on ADEK PASS (staff licensing portal) and obtain an appointment letter/work permit for each internal/external candidate, respectively, prior to their engagement in the school.

4.2 Registration of Volunteers and Invited Visitors: BBS shall register all volunteers and invited visitors on ADEK systems and obtain a work permit for each candidate prior to their engagement at the school.

4.3 PASS Vetting Requirements: BBS shall vet all candidates registered in PASS, and approval will be granted only if they pass the latest vetting requirements (e.g., background checks and police clearance).

1. Candidates under investigation for student protection-related matters will not pass vetting until they have received clearance from the respective authority.
2. ADEK reserves the right to recommend to the school amendments and return or reject any PASS applications without disclosing justification.
3. Verification of Eligibility: ADEK shall verify that candidates for the core positions identified in the ADEK School Staff Eligibility Policy (or any other positions as announced) meet their respective eligibility requirements, prior to the approval of their candidacy in PASS.

4.4 Non-Core Positions: BBS shall develop and document the eligibility requirements for non-core positions (e.g., Executive Assistant, HR Officer, Finance Director), and register them in PASS to undergo vetting, prior to their engagement in BBS.

4.5 Employment Eligibility: BBS shall employ and promote staff based on the eligibility requirements for the core positions identified in the ADEK School Staff Eligibility Policy.

4.6 BBS has the discretion to employ candidates for other positions based on their own eligibility requirements.

4.7 Attestation of Qualifications: Qualifications shall be attested by the relevant authority, and evidence of UAE equivalency shall be provided.

4.8 Qualifications shall be issued by educational institutions and/or licensing bodies recognised by the relevant local and/or international accreditation agencies.

4.9 An appointment letter/work permission remains temporary until the attestation is provided.

4.10 Attestation of Experience Certificates: Experience certificates shall be attested by the relevant authority, if applicable. For non-applicable cases, the school will provide ADEK with a disclaimer that they have verified the authenticity of the experience certificate.

4.11 Mandatory Positions: BBS shall ensure that the following positions are occupied at any given time as full-time staff:

- **Principal**
- **Vice Principal**
- **Head of Inclusion**
- **Health and Safety Officer**
- **Social Worker**
- **Nurse**

4.12 Other positions may be mandatory as per other ADEK policies (e.g., Career and University Guidance Counsellors for upper cycles), but do not fall under the scope of mandatory positions for licensing purposes.

4.13 BBS shall ensure that all teaching positions for all subjects and classes are filled at any given time. In the event of a vacancy, this position should be temporarily filled by a substitute teaching assignment.

5. Rights and Responsibilities

Legal Framework

The employment of BBS staff is governed by the Federal Decree Law No. (33) of 2021 Concerning Regulating Labour Relations and its amendments, Federal Decree Law No. (18) of 2020 on Private Education and its amendments, and Federal Decree Law No. (29) of 2006 on the Rights of Persons with Disabilities and its amendments.

6. Employment Contracts

6.1 All BBS employees receive a written contract outlining their terms of employment, responsibilities, salary, and benefits.

6.2 Contracts comply with the UAE Labour Law and relevant BBS guidelines.

7. Working Hours and Contact Time

7.1 Legal Framework

In accordance with the UAE Ministry of Human Resources and Emiratization (MOHRE) regulations, employees are entitled to work **8 hours per day**, totalling **40 hours per week**.

7.2 School Working Structure

At Belvedere British School, the official working week is structured as follows:

- **Monday to Thursday:** 4 full working days × 8 hours = **32 hours**
- **Friday:** Half-day of **5 hours**

Total: 37 working hours per week

This structure reflects a 3-hour reduction from the UAE labour law standard.

7.3 Teaching Staff Workload

- **Contact (Teaching) Hours:**
Teaching staff are expected to deliver a minimum of **21 contact hours per week**, which includes:
 - Classroom teaching 21h = 31.5 40 min lessons
 - Form time (e.g. 20mins for 5 days = 1.7h per week)
 - Friday clubs – 1 h

Example AY2025-26 Teacher:

 - 18h (=27 lessons) + 1h Activity + 1.7h Form time = 20.7h - Structured lesson planning and delivery
Heads of Department (HODs) and Key Stage Coordinators **may be** assigned **17–19 contact hours** to allow time for leadership and coordination duties.
- **Non-Teaching Activities:**
Teachers are also expected to contribute up to **3 hours weekly** towards:
 - Duties (hours depend upon teaching load)
 - Other extracurricular or school-led initiatives
- **Remaining Working Hours:**
The balance of **13 hours per week** is allocated to on-site presence for:
 - Lesson planning and preparation
 - Marking and assessment
 - Student support
 - Administrative duties
 - Cover lessons
 - Participation in meetings, training, and community development initiatives

Non-teaching hours	The total number of hours that teachers spend on activities such as planning, administrative duties, break duty, community development, and other activities not included in teaching hours.
Teaching hours	The total number of hours that teachers spend in planned/ timetabled student interactions. The time spent in direct, timetabled interactions with students (e.g., form-time, lessons, tutorials).
Working hours	The total number of hours an employee is required to be present and actively engaged in professional duties under their employment agreement.

7.4 Employment Agreements for Teaching and Non-teaching Staff

BBS's employment agreements for full-time staff shall be based on a minimum term of 2 years, which includes annual leaves and breaks.

8. Probation Period

8.1 New employees are subject to a probation period as specified in their contract.

8.2 Performance during the probation is monitored and reviewed before confirmation of employment.

8.3 BBS shall specify the probation period, if any, up to a period not exceeding 6 months from the staff's start date, as per Federal Decree Law No. (33) of 2021 Concerning Regulating Labour Relations and its amendments, which also specifies further details about the termination of probation and its conditions.

8.4 BBS Staff shall be paid their full wages during the probation period, even if this falls during school holidays.

9. Professional Code of Conduct and Ethical Obligations

9.1 BBS staff are expected to uphold the school's values and maintain high standards of professionalism, behaviour, and integrity.

9.2 Breaches of conduct will be addressed according to the school's disciplinary procedures.

9.3 Ethical Obligation to Staff: Schools shall abide by the obligations required of them in accordance with Article 13 of Federal Law No. (33) of 2021 Concerning Regulating Labour Relations and its amendments, including the preservation, non-withholding, and provision of records, the communication of policies concerning employment matters (promotions, rewards, penalties), accommodations, commitment to staff safety, insurances, repatriation, and acting ethically in the implementation of these obligations.

9.4 Non-Discrimination: As per Article 4 of the Federal Decree Law No. (33) of 2021 Concerning Regulating Labour Relations and its amendments, "any discrimination based on race, colour, sex, religion, national or social origin or disability which would have the effect of nullifying or impairing equality of opportunity, or prejudicing equal treatment in the employment, the maintenance of a job and the enjoyment of its benefits, is prohibited".

9.5 Gender restrictions are applicable for certain positions, and BBS shall adhere to the staff gender requirements detailed in the ADEK School Coeducation Policy and ADEK School Staff Eligibility Policy.

9.6 People of Determination: Article 16 of the Federal Decree Law No. (29) of 2006 on the Rights of Persons with Disabilities and its amendments stipulates the right of People of Determination to work and hold public office.

1 The needs of People of Determination shall not be a barrier to their application, nomination, and selection for a position.

2 BBS shall provide all necessary accommodations to allow People of Determination the opportunity to apply for a position.

3 The needs of People of Determination should be considered when evaluating the candidate's competency for any position.

Staff Misconduct

BBS has a clear process (detailed below) for investigating accusations of serious misconduct by staff (including members of the Governing Board).

The investigation process should be composed of the following steps at a minimum:

- A. Immediate removal of the concerned staff from the school premises and placement on suspension as per Article 40 of the Federal Decree Law No. (33) of 2021 Concerning Regulating Labour Relations and its amendments.
- B. Written investigation conducted by a committee appointed by the school or Governing Board (if involving the principal), with members who do not have any conflict of interest in the investigation
- C. Termination or reinstatement based on the outcome of the investigation.
- D. Submit the full investigation report to ADEK.

10. Performance Management

10.1 Annual performance appraisals are conducted to support professional growth and ensure alignment with school goals discussed and agreed on with the teacher.

Performance Evaluation	Regular review of a staff member's performance as part of the performance management process, involving the assessment of knowledge, skills, competencies, and effectiveness of staff in carrying out their duties.
Performance Management	A periodic and ongoing process of communication between a supervisor and staff to achieve the strategic objectives of the organisation.

10.2 Staff are encouraged to engage in continuous professional development over and above that prescribed by ADEK.

10.3 BBS has a formal **performance management process and accompanying policy** as part of our **Employment Manual**, which is to be communicated to staff to ensure that they are aware of and understand the policies, processes, and specifically the criteria against which their performance will be evaluated.

10.4 BBS has an annual **performance management cycle** in which each staff member sets individual performance and development objectives for the upcoming academic year, in line with the school's strategic goals.

10.5 BBS communicates the criteria for evaluating staff performance annually. The criteria are set for each academic year/performance cycle.

10.6 BBS communicates the rating system for evaluating staff performance annually, with a clear description of each rating. This rating system is set for each academic year/performance cycle.

10.7 BBS carries out performance evaluations based on the annual performance management cycle calendar (e.g., towards the end of the

academic year) for each staff member and delivers a confidential, written performance evaluation, to which ADEK reserves the right of access IF NEEDED.

11. Termination of Employment

- 11.1** Termination may occur due to resignation, redundancy, or disciplinary action, provided the proper procedures are followed.
- 11.2** End-of-service benefits are provided in accordance with the UAE Labour Law.
- 11.3** As per Clause 4, Article 22 of the Federal Decree Law No. (18) of 2020 on Private Education and its amendments, the termination of leadership and teaching staff is not authorised during the school term without prior approval from ADEK. This applies to voluntary (resignation) and involuntary terminations.
- 11.4 Involuntary Termination:** Schools are authorised to terminate the services of staff without notice in exceptional cases involving serious misconduct after conducting a written investigation as per Article 44 of the Federal Decree Law No. (33) of 2021 Concerning Regulating Labour Relations and its amendments.

12. Record Keeping

- 12.1** Accurate employment records, including contracts, evaluations, and certifications, are maintained securely.

13. Review and Amendments

- 13.1** This policy is reviewed annually by the Head of HR, Senior Leadership Team and approved by the School Principal.

Review and Approval

Review Date: June 2026
2027

Next Review Date: June

Approved by:

Mr Robert Charles Thorn
Principal

Dr. Rawaa Al Jumeily
BBS Board of Governors

School Stamp