



Recruitment Procedure

Contents

1. Title	3
2. Purpose	3
3. Scope.....	3
4. Procedures and guidelines.....	3
Staff Members	3
Volunteers.....	6
Interns	7

1. Title

Recruitment Procedure

2. Purpose

The International School of Paris is aligned with the recommendations of the International Task Force on Child Protection and therefore holds itself to a high standard of effective recruitment practices with specific attention to child protection.

The overall aim of this procedure, therefore, is to safely recruit and retain the highest quality of staff and ensure a safe working environment for students and staff and, in the meantime, to clarify the situation and the protocols to follow when welcoming volunteers and interns.

3. Scope

The principles described in this procedure will apply in relation to everyone who applies to work at the International School of Paris including:

- Staff employed on a permanent basis
- Temporary and casual Staff
- Unpaid volunteers
- Interns

4. Procedures and guidelines

Staff Members

The International School of Paris is committed to tackling discrimination and promoting inclusion through equality and diversity. The process described in what follows is designated to achieve the best match between individual's knowledge and skills, experience and character, the requirements of the vacant post and recognition of the need for flexibility to respond to changing conditions.

The recruitment process starts as soon as a vacancy has been identified.

Before any action is initiated, careful consideration will be given to the necessity for filling the post, the tasks to be undertaken and the skills, attributes and behaviours required to do the job.

All posts (both new and replacement) must be authorised by the Head of School to ensure consistency of employment practice and that the budget requirements are met.

The International School of Paris reserves the right to confirm a position for a long term contract of someone already on staff who is short term should a position become available.

All agreed appointment of 12 months or more will be advertised and subject to competitive selection procedure. Advertisement may be internal only or published simultaneously internally and externally. Posts may be advertised internally where it is anticipated that a suitable field of candidates exists and in response to specific needs.

The aim of advertising is to attract a wide range of high quality candidates from diverse background.

Recruitment Documentation

Prior to advertising, a job description which describes the purpose, duties and responsibilities must be available.

The qualifications, skills, experience, knowledge, aptitudes and abilities that are essential and desirable for the post should also be identified. They will not include any potentially discriminatory requirements.

The job description and person specification will be used throughout the recruitment process to develop the shortlisting and selection criteria.

A draft advertisement is drawn up by the HR Office and approved by the relevant Manager and Head of School before the role is advertised. Adverts state that employment is subject to enhanced Police Checks and satisfactory references.

Application procedure

Candidates applying have to send a resume, cover letter, names and email addresses of three professional referees to:

jobs@isparis.edu

Acknowledgment

Due to the large number of applications often received, only shortlisted candidates will be notified of the outcome of their application.

Application Screening

HR Office retains and record all original application materials, does the initial reviews of the applications and forward to the hiring manager all longlisted staff applications.

Shortlisting

Shortlisting takes place as soon as possible after the closing date. Shortlisting is undertaken by the hiring Manager.

Invitation to interview

Once the shortlist has been decided the shortlisted candidates is notified as soon as possible. Invitation to interview is confirmed in writing. Adequate time should be allowed between invitation and interview to allow for reference checks to take place and to allow candidates adequate time to prepare for their interview.

While the school will work hard to obtain references prior to the interview day so that any issues of concern can be explored on the interview day, the right of the candidate to consider employment in a school other than that in which he/she is currently employed without notifying the current employer should be respected at this early stage but reference checking of the very last employment will be an inevitable requirement before a job can be offered.

Interview

Interviewing is a shared responsibility. As far as possible applicant must be met in person even where there is only one candidate and including for internal appointments, promotions, interns and volunteers.

When an interview in person is not possible, a Skype-interview (or equivalent) will be organised.

Department heads/Vice-Principals/Coordinators, Principals, and the Head or Director of HR should also interview applicants to insure that they are good candidates for employment at ISP.

Where appropriate, the selection process may include additional activities such as in tray activities or presentations.

Candidates will be asked technical, competency and personal questions as well as question(s) regarding awareness and observation of professional boundaries; appropriateness of relationships with children; commitment to and evidence of taking action to protect children.

Recruiting Expenses:

When travel, hotel and transportation arrangements have to be organised for out of town candidates, the hiring manager has to obtain the approval of the Head beforehand and notify the candidate of the reimbursement procedures.

After Interview:

The choice of the candidate will be determined by the interview panel. The panel may identify a first and second choice candidate.

A firm offer cannot be made until all pre-employment checks have been completed. A conditional offer may be made pending Police Check Clearances only.

Candidates who were interviewed but not selected must be notified by the hiring manager either by phone, by letter or by email.

In no way the school should attempt to influence a person to break a contract already signed with another school.

Routine Procedure checks

For staffing appointments, candidates will have to provide a Police checks from all the countries s/he has lived in, also prior to the contract of employment issuing, the safeguarding checked must be completed with:

1. Three written references (on ISP's reference forms) which make specific reference to candidate's suitability to work with and near children.
2. An explanation of any gaps in the CV (recorded in writing by an interviewer)
3. The verification of the qualifications.
4. The verification of the identity (copy of passport and birth certificate).
5. The verification of the right to work in France.
6. The submission of a Self-Declaration of non-criminal conviction.

In addition, staff appointed will have to provide information about their administrative situation (address, social security, family and marital status, bank details).

Contract

Once all the documentation is compiled the candidate is an electronic version of his/her contract with copies of the Child Protection Policy, the school internal regulations (Règlement Intérieur) as well as the school staff handbooks. Hard copies of the contract are also sent, one of which having to be returned by the newly appointed staff member duly initialled and signed.

Relocation Assistance:

For newly-appointed employees moving to Paris, the school covers the cost of travel (justified by receipts) at the beginning of the contract and partially reimburses new employees for expenses incurred in changing residences via a lump sum allowance of 2500 euros (gross) for employees who move within the EU and come from more than 300km from Paris or 3500 euros (gross) for employees who move from outside the EU. These amounts are taxable and submitted to Social Charges. This lump sum is added to the third salary slip of the new employee or with the last one if the School decides to stop the trial period. This lump sum is not due if the employee decides to end the trial period. The school pays for the employee to stay in a hotel while looking for permanent accommodation (within a limit of 2 weeks) and, if necessary, provides the services of a relocation agency to help in finding accommodation.

New Employee first days:

The new employee must report to Human Resources on their first day at work to fill in required legal paperwork and get complementary information.

New employees will have training and orientation activities including a campus tour with introductions, guidelines in the use of telephones and other equipment, assistance with the setup of an email account, specific training for the job and other departmental expectations.

For safeguarding and to promote the welfare of children the induction programme also include a training to ensure staff feel confident about all aspects of child protection: awareness, types, signs/symptoms, prevention, policies and laws, reporting process, children's curricula, local authority support and resources available. New staff receive child protection training on these aspects as part of their 'New Staff Orientation'.

For health, safety and security reasons, new staff members will be provided with:

- Building security information
- Fire and other emergency evacuation procedures
- Accident and incident reporting procedures.

Probation

A probationary period applies to all newly appointed staff and is precisely stipulated in each individual Contract of employment.

Volunteers

The International School of Paris acknowledges and recognises the significant contribution volunteer workers can make to the school environment, sharing their time, skills, experience and expertise with the school community.

Volunteers have a wide range of interests and abilities which complement school programs, provide a wider range of interactions and experiences, and enhance the learning experiences of students at the school. A "volunteer" is defined as an individual, who performs a service within the school without compensation, remuneration or other consideration, under the supervision and direction of the professional staff of the school to whom they are assigned.

They are typically parents or guardians who directly or indirectly assist teachers in achieving educational objectives by providing non-educational services such as supervision of field-trips, supporting class project or activities, assisting the librarian.

Volunteers should serve only as authorized by the relevant Principal and must have specified purpose.

All volunteers need supervision appropriate for the work they are performing.

For volunteers working with students, the volunteer must be directly supervised at all times.

This means that the staff member can quickly and easily view the volunteer from within their work area.

No volunteer is to be left in a separate classroom or building or is to assist in toileting, medicating or supervising students who are ill.

When volunteers are transporting students the students should travel in groups.

Individual students should not travel in a vehicle with a volunteer.

Volunteers will be provided an appropriate induction program including:

- Site-specific policies and procedures including the Evacuation Policy and the Child Protection Policy and Internal Regulations (Règlement Intérieur)
- Confidentiality basic Instructions - (Volunteers may not disclose, communicate, publish, take, alter, copy, interfere with or destroy any information unless specifically authorized to do so by the principal.)

All volunteers are to register with the school office at the beginning of each day, and, while engaged in volunteer activities, will wear appropriate identification.

Interns

The international School of Paris is well placed to recognize the crucial role of internships in students' professional development and is therefore fully disposed to welcome students in the context of their internship program.

The recruitment of an intern has to be, as much as possible, anticipated so that all the administrative steps can be duly and timely managed.

Intern applying to the International School of Paris will have to provide a CV and a cover letter detailing the duration of the internship and the academic requirements to be achieved during the program.

The Hiring Supervisor will have to get the approval:

- of the Principal in the case of an unpaid Internship of less than 2 months.
- of both the Principal and the Head of School in the case the internship is longer than 2 months.

Supervisor should be a professional with expertise and educational and/or professional background in the field of the internship program.

Once the internship approved, the Supervisor will inform the HR Office so that all the necessary documents can be compiled.

These documents are:

- The official agreement (Convention de Stage) between the Intern, the Intern's school and the International School of Paris. The official agreement will contain the Learning Objectives of the internship (objectives/goals related to the professional goals of the student's academic coursework and of utility to the employer) as well as some legal clauses (duration, insurance, responsibilities ...).
- A Police Check and the self-declaration of non-criminal conviction.
- The confidentiality agreement duly signed.

During the internship, the Supervisor will:

- Ensure the student is fully introduced to the International School of Paris, staff, policies and procedures.
- Provide resources, equipment, and facilities that support the learning objectives/goals.
- Assist the student in attainment of the "Learning objectives" as defined in the agreement.
- Provide necessary training and routine feedback on performance and expectations.
- Communicate with the faculty supervisor as warranted. Report immediately to the faculty internship instructor any student problem that develops.
- Provide written evaluation of student when required.

Intern must be directly supervised at all times and cannot be left by his/her own with students.

Supervisors are acting on a voluntary basis and should not receive any gratification/reward of any kind in exchange of their role.

Notes:

Paying an allowance to an intern is mandatory when the trainee's internship is longer than 2 months, or:

- more than 44 days of attendance, consecutive or not, for a 7-hour day;
- or more than 308 hours of presence, even on a non-continuous basis, on a different daily basis.

The minimum rate of pay is also determined by law (currently 15% of the hourly social security ceiling).

Interns covered by an official agreement will be entitled to tickets restaurant in the same conditions as ISP employees.

If the internship is going to last over than three months, unless the intern is a national of the European Economic Area (EEA) member country, s/he will in this case need to request a long stay visa (VLS-TS) for internship and to do so the French Administration will have to give its approval.