

## LFIR Recruitment Policy

### **Procedures:**

1. Vacant position identified, job description created, budget management delegated to the financial officer and approval obtained by the school principal.
2. Advertise your position internally first and launch an external promotion campaign.
3. Recognize all responses, evaluate and review resumes to select candidates for interviews.
4. Direct formal interviews with the recruitment committee made up of the director, a teacher (only when hiring academic staff) and an administrative staff member. Possibly a second series of interviews if necessary.
5. Begin the familiarization process with the selected candidate(s). This includes spending time at school and getting to know the community as well as giving trial lessons.
6. Initial offer of conditional employment followed by background checks and health checks, which may include physical and mental aspects.
7. Share and review contracts and offer letters.
8. Orientation for new employees.
9. Reviews carried out by the recruitment committee at 3 and 6 months

### **Process:**

The recruitment process is complete, it obviously focuses on finding the best candidate for the Lycée Français International de Ramallah.

It starts with a vacancy for full / part time staff, international staff, interns or volunteers, and ends with a new school staff member.

The process is designed to achieve the best match between an individual's knowledge and skills, experience and character, and adaptability with the Lycée Français International de Ramallah. Once the position is posted and the relevant CV's, cover letters and certificates submitted, the recruiting committee (principal, teacher and HR representative) reviews each set of application documents.

The recruitment committee conducts interviews with the selected candidates and narrows down the list of potential recruits. Interviewees for academic staff should have all diplomas / certificates required by the Palestinian Ministry of Education and the French Ministry of Education. They must also meet the requirements of the Mission Laïque Française and any other directive established by the recruitment committee. Candidates, during interviews, must discuss health or disability issues in order to consider the necessary accommodations. Other interview sessions can be set up if necessary.

Once selected and after studying his/her criminal record, the candidate for the teaching post, during his/her probationary period, is placed in class observation and learning about their future mission within the institution.

*Lycée Français International de Ramallah* ليسييه فرنسيه انترناشونال دو رام الله

After this observation period and still in the trial period, the future teacher is invited to present a sequence as part of the interview and application process in order to be placed in charge of a class group. If at the end of this period of responsibility, the candidate gives full satisfaction, he/she will be offered a conditional job by the recruitment committee.

The entire interview and application process is confidential between the recruiting committee and the candidate.

**Recruitment policies apply for:**

Full / part time staff  
International staff  
Interns  
Unpaid volunteers

**Application process:**

Interested candidates should send their CV, cover letter, copy of certified diplomas / certificates and professional references in the same email to:

[info@lyceeramallah.com](mailto:info@lyceeramallah.com)

Applicants must demonstrate professionalism and benevolence, they must have a genuine interest in the school, its development, in working with students and show enthusiasm. They must also express their interest in being invested in social and extracurricular structures.

In accordance with the laws of the Palestinian National Authority, a probationary period applies to all new personnel and is provided for in each individual contract. This trial period is marked by a three-month and six-month work review headed by the recruitment committee (director, teacher and administrative staff member).

The LFIR adheres to the guidelines of the International Task Force on Child Protection (ITFCP). All recruitment processes follow the ITFCP Recruitment Process Standards( <https://www.icmec.org/wp-content/uploads/2017/04/ITFCP-Recommended-Recruitment-and-Screening-Practices-April-2017.pdf>) and applicants are expected to comply with these standards as well.

LFIR welcomes volunteers and appreciates their contribution to the school community. Volunteers do not receive any remuneration, they report directly to the principal or the teacher they assist. Volunteering may concern: school trips, class support, all activities within the framework of the school project but also in the maintenance of the school grounds.