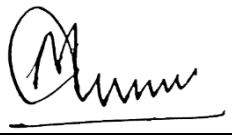
Model Private School, Abu Dhabi

Staff Eligibility Policy (Aligned with ADEK Staff Eligibility Policy)

Review Date:	March 2026		
Next Review Date:	March 2027		
Acting Principal	Mr. I J Nasari		
Signature		***Date:***	31-March-2026
MPS Board of Governors	Haji. Meethalakath Mehmood		
Signature		***Date:***	05-April-2026

1. Purpose

This policy outlines the eligibility requirements for all staff employed at Model Private School, ensuring full compliance with the Abu Dhabi Department of Education and Knowledge (ADEK) Staff Eligibility Policy. The aim is to guarantee that all staff members are qualified, capable, and appropriately licensed to support a safe, effective, and high-quality learning environment.

2. Scope

This policy applies to:

- Academic staff (teachers, subject teachers, HODs)
- School leadership (Principal, Vice Principal, Coordinators)
- Student Support services (Social Worker, SEN Coordinator, Counselor)
- Administrative staff
- Support staff
- Any additional roles registered through ADEK PASS

3. General Eligibility Requirements (For All Staff)

All staff members employed at Model Private School must meet the following minimum requirements:

1. **Valid ADEK PASS Registration** prior to commencing employment.
2. **Clear Criminal Background Check** (MOI Police Clearance) not older than 3 months.
3. **Valid Emirates ID and Visa** (Employment or Sponsorship as approved by ADEK).
4. **Medical Fitness Certificate** as per UAE employment standards.
5. **Attested Academic Certificates** (as required for the position).
6. **Compliance with ADEK Code of Conduct** and school policies.

4. Core Staff Eligibility Requirements

ADEK defines core staff as employees directly impacting student learning. These positions require mandatory qualifications, experience, and licensing.

4.1 Teachers / Subject Teachers

- Bachelor's Degree in the relevant subject (QFE Level 7 or equivalent).
- Valid **Teaching Qualification** (B.Ed, PGCE, teaching license, or equivalent).
- **Equivalency Certificate** from MOE (mandatory unless exempted under transitional provision).
- Minimum **2 years of teaching experience**.
- Must obtain the **UAE Teacher License** as per ADEK/TL guidelines.
- Registered on **ADEK PASS** with an active teaching role.

4.2 School Leadership (Principal, Vice Principal, Heads of Department)

- Master's/Bachelor's Degree in Education or a relevant field.
- Minimum **3–5 years of experience** in educational leadership.
- Must obtain the **Educational Leadership License** as mandated by ADEK.
- Leadership roles must always remain filled with qualified and licensed personnel.

4.3 Social Worker / School Counselor

- Bachelor's Degree in Social Work, Counseling, or Psychology (QFE Level 7).
- Minimum **2 years of relevant experience**.
- Must be licensed as required by ADEK.

4.4 SEN Coordinator / Inclusion Support Roles

- Degree in Special Education / Psychology.
- Relevant experience in supporting students of determination.

5. Non-Core Staff Eligibility Requirements

Non-core staff support the operation of the school but are not directly responsible for delivering academic content.

5.1 Administrative Staff (HR, Secretary, Admissions, Accounts)

- Minimum Diploma or Bachelor's Degree (as suitable for the role).
- Computer literacy and job-specific skills.
- PASS registration is mandatory before joining.

5.2 Support Staff (Bus Supervisors, Drivers, Assistants, Cleaners)

- Meet the qualification and licensing requirements of their specific roles.
- Mandatory training and certification (e.g., RTA license for drivers, school bus supervisor training).
- Must comply with school safeguarding standards.

6. Transitional Provisions

In line with ADEK regulations:

- Staff employed prior to the latest ADEK policy updates may continue **under transitional conditions**.
- These staff must **regularly upload progress documents** (e.g., ongoing equivalency, ongoing TL modules) to ADEK PASS.
- Transitional staff must obtain required licenses **within timelines defined by ADEK**.

7. Recruitment, Verification Process and Licensing Process

The school follows a structured and compliant licensing procedure as required by ADEK: The school ensures compliance through the following steps:

1. Verification of attested certificates.
2. Verification of experience letters.
3. Submission of all documents on ADEK PASS.
4. Ensuring approvals (temporary/permanent) are obtained before duty commences.
5. Annual renewal of PASS profiles and employment contracts.

7.1 Recruitment and Initial Screening

- HR screens qualifications to ensure they meet ADEK requirements before hiring.
- Only candidates who meet the minimum criteria proceed to the ADEK licensing stage.

7.2 Submission of Staff Documents

The **ADEK Licensing Coordinator** collects and uploads all required documents, including:

- Degrees and transcripts
- Equivalency certificates
- PCC
- Passport, visa, Emirates ID
- Experience certificates
- Any additional requirements for specialized subjects

7.3 Profile Creation and Review

- The licensing coordinator creates or updates the staff's profile in the ADEK e-system.
- Documents are verified internally before submission.
- Staff must provide accurate and updated information.

7.4 ADEK Review and Approval

- ADEK reviews and approves (or requests modifications).
- Staff must respond promptly to any missing documents or corrections.
- No staff member is allowed to work unsupervised until the permit is approved.

7.5 Issuance of Educational Permit

Upon approval:

- The permit is issued and stored in the staff file.

8. Renewal and Continuous Compliance

8.1 Renewal of Permits

- Renewal begins *three months* prior to expiry.
- Staff must provide updated documents such as:
    - Renewed Emirates ID
    - Renewed visa
    - Updated PCC, if required
    - Updated certificates or training modules

8. 2 Changing Positions

- Any change in role (e.g., Teacher → HOS or TA → Teacher) requires ADEK approval before implementation.

8.3 Staff with Expired Permits

- Must not work with students until renewal is completed.
- Will be placed on administrative duties if necessary.

9. Roles and Responsibilities

- **School Management**: Ensure that all hires meet ADEK eligibility criteria.
- **PASS Coordinator**: Manage PASS registrations, monitor approvals, and ensure compliance.
- **HR Department**: Verify documentation and maintain staff files.
- **Employees**: Submit accurate documents, maintain valid licenses, and complete required training.

9.1 School Owner / Licensee

- Ensures school-wide compliance with ADEK licensing requirements.

9.2 Principal

- Ensures all staff comply with ADEK licensing rules before assignment of duties.

9.3 ADEK Licensing Coordinator

- Collects, verifies, and uploads documents.
- Ensures staff profiles are accurate in the ADEK system.
- Monitors permit expiry dates and renewal deadlines.
- Communicates with ADEK regarding corrections and updates.
- Maintains a secure file for each staff member.
- Ensures no staff member works without an active permit.

9.4 HR Department

- Ensures only qualified staff are recruited.
- Maintains contract, visa, and HR documentation required for licensing.

9.5 Staff Members

- Submit all documents on time.
- Complete required training.
- Maintain honesty and transparency in all documentation.

10. Compliance, Monitoring, Audit & Record Keeping

- Monthly audit of staff licensing statuses
- Backup of documents stored securely (physical & digital)
- Immediate reporting of any compliance issues to ADEK
- Internal and external audit readiness at all times
- ADEK approvals must be updated annually.
- Staff not meeting eligibility criteria may be placed under **probation**, **temporary approval**, or **reassignment** until compliance is achieved.
- Non-compliance may result in termination as per ADEK and UAE Labour Law.

11. Review of Policy

This policy will be reviewed annually or whenever ADEK issues updated regulations.

Approved By: School Management
Effective Date: March 2026.
Next Review: March 2027.