



مدرسة إيليت الانجليزية ش.ذ.م.م
Elite English School L.L.C

Employment Policy

Governing Authorities:

Knowledge and Human Development Authority (KHDA)
Ministry of Education (MOE), United Arab Emirates

Review Cycle: Yearly

Last Review: February 2026

Next Review: February 2027

Performance reviews:

To ensure that teachers perform their jobs to the best of their ability , it is important that they are recognized for good performance and receive appropriate suggestion for improvement when necessary.

Consistent with this goal , performance is evaluated at least once each year by the Principal and Senior Management Team. Teachers are also encouraged to do periodical peer review and self assessments, and take feedback from pupils.

Orientation- Staff Members:

During the teachers first week of employment, He/she will participate in an orientation meeting organized by the Principal. During this meeting, information is shared regarding the history, vision and mission of the school. Principal orient the staff on the standards and expectations of the school. In addition, other programmes and services are provided to acquaint new teachers with the school. HOD`s, also conduct orientation for teachers in their respective department.

Professional development programmes:

The Elite English school's vibrancy comes from a dedicated team of effective teachers, sharing a warm rapport with our pupils and parents. To enable teachers to equip themselves with this skill set, programmes and activities that support the teacher's professional growth are arranged from time to time. Teachers are therefore required to take responsibility for their professional growth and update themselves.

Workshops / In –service training / Meetings:

The programmes cover the wide spectrum of teaching, management and supervisory development such as training programmes and workshops on team building written and oral communication, leadership, priority/ time management, computers, diversity, orientation to school policies and procedures and care development.

Documentations:

All the documents like lesson plan ,Unit Plan ,register ,Teachers record book must be completed as per the deadlines given, Serious action will be taken against those who do not abide by the rules.

Resignations:

Teachers desiring to resign voluntarily from their employment with the school are required to submit their resignation in writing to the Principal no less than 90 calendar days prior to the last day on the job.

A teacher's last day must be regularly scheduled work shift. Vacation or sick leave cannot be used in lieu of notice. A teacher who gives less than 90 calendar days notice is deemed to have resigned without proper notice. Salary will be deducted in case inadequate notice is given.

Leave:

- Leave cannot be claimed as a matter of right. Granting or revoking leave is at the sole discretion of the Principal.
- No employee shall absent himself or herself from his or her duties even temporarily without having first obtained permission from the Principal.
- If a teacher has to be absent from the school for any other reason other than personal illness, permission must be first obtained from the Principal. Application for leave must be made in writing stating the specific reasons and the leave will be sanctioned at the sole discretion of the Principal.
- Teachers on a temporary assignment / part time are not entitled to any benefits and leave during the said period.
- Teachers are not allowed to leave the premises without a written application in case of emergency.

Casual Leave:

- Up to 6 days.
- Leave forms can be obtained from the administrators office.
- These are to be filled in and signed by the Principal submitted to the office executive
- Teachers must intimate the supervisor one day prior to the leave. Failure to comply with this will mean that the teacher is absent without leave, and will result in loss of pay.
- Third late mark in a month will be considered as One casual leave.

Leave taken along with holidays:

No teacher will be given permission to leave early nor return late after vacation period. Should he/she do so, he/she will result salary deduction and possible disciplinary action.

If a causal leave is taken prior to and after a holiday, Holiday will be included in the leave.

Half Day Leave:

Half Day leave can be availed if the teacher is present for 4 hours in the school during the working hours for children. Half day leave is sanctioned by the Principal.

Emergency Leave:

Absence for personal emergency must be presented to the Principal. The Principal will review the request for final determination. The recommendations may include:

- Approval with no deduction of pay
- Approval with loss of pay
- Denied.

Work Schedule:

- School Year: April to March

Terms:

- Term 1 – April to September
- Term 2 : October to March

Working Days:

- Sunday to Thursday (Full Day)
- Saturday (9.00 am to 1.00 pm)

School timings:

- 8.00 am to 2.00 pm

Holidays:

- Teachers are entitled to all the school holidays marked in the calendar.