

The British International School Istanbul Staff Recruitment Policy

Aims

BISI aims to deliver the best possible educational opportunities for its students by recruiting excellent, well qualified and experienced teachers for the school.

BISI aims to safeguard its students by ensuring that the teachers recruited have been carefully and rigorously screened to international standards regarding criminal and professional behaviour.

Safe Recruiting

The school follows a policy of safe recruiting. Checks are required for all adults that come in contact with students including volunteers.

- For those appointed from the UK or who have worked in the UK, the school initiates DBS (Disclosure and Barring Services) checks.
- For those appointed from other countries, the relevant police or other check are required where such a check is available.
- For Turkish citizens and foreigners that have lived in Turkey for more than one year, a criminal record check from the Public Prosecutor's Office in their area of residency or the General Directorate for Criminal Records in Ankara, is required.

Advertising

- Vacancies may be advertised internally within BISI and externally through TES, CIS, Search Associates, school website or other agencies as applicable.

Requirements

According to Turkish Ministry of Labour requirements teachers can only be recruited if they meet the following minimum requirements. They must have:

- A degree in the subject that they are to teach.
- A teaching certificate such as a PGCE or equivalent
- A minimum of two years documented teaching experience in a school of the same level (age group) as the position applied for.
- Proof of qualified teacher status.

Additional requirements by BISI - Candidates will be required to:

- Complete all sections of the BISI application form (available from the school website (www.bis.k12.tr), with the exception of those teachers recruited at recruitment fairs.
- Attend personal interview with senior BISI staff.
- Provide at least 2 acceptable references from their previous school (one of which must be the senior administrator).
- Provide acceptable evidence of their ID.
- Provide acceptable evidence of their residential address.
- Declare that they are medically fit for the position that they are applying for.

BISI reserves the rights to:

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- Contact the Head Administrator of any school listed on the application form.
 - Telephone referees to discuss the reference received by BISI
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