



مدرسة شيننج ستار أنترناشونال

Shining Star International School, Abu Dhabi

Our Vision

To be a school of innovation & creativity; preparing students for global challenges.

Our Mission

“Our mission is through the combined efforts of our staff, parents, students, and community to develop future leaders with active and creative minds. Our focus is on the holistic development of the individual, social, moral, intellectual, and physical growth, along with a strong sense of heritage and culture.”

Core Values

Care, Ownership, Togetherness, Honesty, Empathy, Gratitude
We ensure that the entire SSIS family follows these values.

Employment Policy	
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Authored by	Ms. Anila Anand



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1. Purpose & Objective

This policy serves as a guiding document to ensure that all staff at Shining Star International School adhere to the employment regulations set forth by ADEK. It aims to establish clear employment guidelines that uphold professionalism, transparency, and growth opportunities. The policy ensures:

- Proper recruitment and onboarding procedures.
- Professional development and performance evaluations.
- Ethical work practices aligned with ADEK's framework.
- A supportive and structured work environment for all staff members.

2. Scope

This policy applies to all employees, volunteers, and invited visitors of Shining Star International School. It outlines expectations from staff members and the school's commitments in fostering a compliant and professional work environment.

3. Definitions

Appointment letter : A letter issued by ADEK attesting the employment status of internal staff.
Class A group of students and staff who meet during a scheduled period (or multiple periods) of the school day for the purpose of teaching and learning.

Continuous Professional Development (CPD) : All activities undertaken by the school staff to improve their knowledge, skills, competencies, and performance on a regular basis. CPD includes in-person training, online training (synchronous or asynchronous), coursework, short certificate and degree programs, mentorship programs, peer/ collaborative learning, academic conferences, research projects, observational visits, and community programs to share teaching best practices. CPD excludes planning hours and general staff meetings

Performance Evaluation : Regular review of a staff's performance as part of the performance management process, involving the assessment of knowledge, skills, competencies, and effectiveness of staff in carrying out their duties.

* Refer to ADEK's employment policy for detailed definitions.

4. Policy Statement

4.1 At Shining Star International School, we recognize that our staff members are the backbone of our institution. To maintain a high standard of education and professionalism, we commit to:

- 4.1.1 Ensuring all staff members meet ADEK's employment and eligibility criteria.
- 4.1.2 Providing ongoing training and growth opportunities through structured CPD programs.
- 4.1.3 Conducting fair and transparent performance evaluations.
- 4.1.4 Upholding ethical employment practices and ensuring job security for committed employees.

4.2 As a staff member, you are expected to:

- 4.2.1 Comply with ADEK's employment and professional conduct guidelines.
- 4.2.2 Actively engage in training and performance management processes.
- 4.2.3 Maintain integrity, professionalism, and dedication in all work responsibilities.
- 4.2.4 Respect and uphold the values of Shining Star International School.

The school will ensure that every staff member abides by these standards through continuous support, regular policy updates, and structured oversight.

5. Guiding principles

- 5.1 **Transparency & Fairness:** Employment decisions will be based on merit, qualifications, and adherence to the school and ADEK policy.
- 5.2 **Commitment to Growth:** Staff will have access to CPD and mentorship programs for career advancement.
- 5.3 **Accountability:** Every employee is responsible for maintaining ethical and professional standards.
- 5.4 **Inclusivity & Diversity:** We encourage equal opportunities for all, including People of Determination.
- 5.5 **Work-Life Balance:** The school recognizes the importance of staff well-being and strives to maintain a supportive work environment.

6. Responsibilities

6.1 The School Will:

- 6.1.1 Register all staff, volunteers, and invited visitors with ADEK's PASS system before they begin work.
- 6.1.2 Ensure all staff meet ADEK's vetting requirements, including background checks and qualification verification.
- 6.1.3 Provide structured induction programs for new staff members.
- 6.1.4 Offer regular professional development and training sessions.
- 6.1.5 Maintain accurate records of employment agreements, certifications, and performance evaluations.
- 6.1.6 Foster a culture of open communication and transparency in employment practices.

6.2 Staff Must:

- 6.2.1 Complete the required ADEK vetting and registration process before employment.
- 6.2.2 Participate in professional development programs and required training sessions.

- 6.2.3 Maintain transparency in qualifications and provide attested documents where necessary.
- 6.2.4 Adhere to ethical and professional standards at all times.
- 6.2.5 Cooperate with performance evaluations and improvement plans.
- 6.2.6 Seek clarification on employment policies whenever necessary.

7. Procedures

7.1 Recruitment & Registration:

- 7.1.1 All staff must be registered with ADEK's PASS system before their employment begins.
- 7.1.2 Staff must provide attested educational qualifications and experience certificates.
- 7.1.3 The school will conduct background checks in compliance with ADEK's vetting process.
- 7.1.4 Volunteers and invited visitors must also undergo registration and obtain approval before engaging with students.

7.2 Professional Development & Performance Management:

- 7.2.1 Staff are required to complete a minimum of 25 hours of CPD annually at no personal cost.
- 7.2.2 Individual CPD plans will be discussed during performance evaluations to ensure continuous growth.
- 7.2.3 The school will maintain an annual performance review process to assess staff effectiveness and contribution.
- 7.2.4 Staff have the right to appeal performance evaluations through a transparent review process.

7.3 Succession Planning & Career Progression:

- 7.3.1 The school will ensure leadership training opportunities to prepare staff for future roles.
- 7.3.2 Career progression will be evaluated based on performance, experience, and training completion.
- 7.3.3 Staff demonstrating leadership potential will be mentored for future advancement.

7.4 Termination & Misconduct:

- 7.4.1 In cases of serious misconduct, an investigation will be conducted before taking any disciplinary action.
- 7.4.2 If misconduct is confirmed, appropriate measures such as termination or probation will be enforced.
- 7.4.3 Staff will be informed of their rights and responsibilities concerning termination procedures.

8. Compliance & Enforcement

- 8.1 Non-compliance may lead to disciplinary measures, including warnings, suspension, or termination.
- 8.2 The school reserves the right to take necessary actions to ensure adherence to ADEK's employment framework.
- 8.3 School Principal and HR will ensure that necessary measures are to be taken as per school and ADEK policy for any non-compliance of Employment policy.

9. Review & revision.

This policy will be reviewed annually to ensure it remains relevant and aligned with ADEK's regulations and best practices. Updates will be communicated to the staff.

10. References

- 10.1 ADEK Employment Policy 2024/25
- 10.2 Federal Decree Law No. (33) of 2021 Concerning the Regulation of Labor Relations
- 10.3 Federal Decree Law No. (18) of 2020 Concerning Private Education
- 10.4 School's HR Policy