

Hiring Policy and Process at the International School of the Sacred Heart

International School of the Sacred Heart has a long tradition marked by a distinctive spirit of developing the whole person. In this spirit we work to foster a balance in students, to include their intellectual, spiritual, physical and emotional well being. We inspire faculty and students to be active, informed, and responsible citizens locally, nationally, and globally. All members of the school model and teach skills needed to build community and we look for passionate teachers who are willing to make valuable contributions to school and student life. We promote a safe and welcoming environment in which each person is valued, cared for and respected. We adhere to the Council of International Schools [Code of Ethics](#).

At the International School of the Sacred Heart employment decisions such as recruitment, dismissal, promotion are based on the ability to do the job. We look for faculty and staff who embrace the educational philosophy and goals of the school. We have a strong commitment to safeguarding our students and protecting them from harm. Those applying for a position at the school will be required to undergo a background check and sign a Code of Conduct.

Procedure for Hiring:

- Advertisements will be placed on the school website, on TieOnLine, with local professional teaching organizations, or with Council of International Schools (CIS).
- When needed we will attend overseas recruitment fairs (CIS, ISS, SEARCH)
- Interview with shortlisted applicants either face to face or on Skype. The Headmistress and at least one Principal are on the interview panel. Applicants may be interviewed more than once.
- Before an official offer of employment is made, confidential inquiries will be sent to the three named referees. The confidential inquiry form has a question on it that specifically asks if the referee has ANY reason to be concerned about the suitability of that person to work with young people.
- Formal offer is made to the teacher subject to official approval from the Board of Directors.

Application Requirements:

Applicants are required to:

- Submit a cover letter describing why they want to work at International School of the Sacred Heart and how they can contribute to our school and its goals
- Submit a current Curriculum Vitae



- Provide contact information with email address and telephone number for three referees who are familiar with their performance as an educator
- Provide clear copies of their current teaching credentials
- An offer of employment is extended on the condition of providing official background check(s)