

Staff Eligibility Policy

2024 - 2025



Effective from 22nd November 2022

Next review date: August 2025

This policy has been read and adopted by the AAESS Governing board and Executive Principal.

Signed:



For and on behalf of the AAESS Governing board

Date: August 2024

Signed:



Mr Andrew Thomas, Executive Principal

Date: August 2024

Introduction

To establish a system across Abu Dhabi schools for ensuring high quality qualified and licenced staff are employed across each whole school staff team in all positions based on fundamental updated requirements for each role covering-

- Leadership
- Class teacher, Subject & Substitute teaching
- Inclusion
- Teaching support
- Social care
- Healthcare
- Guidance Counselling
- Health & Safety
- Other licenced positions- Transport, Lifeguards, Canteen & Security

Purpose

- List and clarify standardised qualifications, equivalents, and experience for each role
- Define key terminology
- Document alternative permitted professional routes for certain job roles

Policy

The following tables list minimum eligibility requirements:

1. Leadership roles-

PRINCIPAL

Defined as: *Responsible person managing a single campus to whom all staff report. High level leadership & Management decision-maker*

Additional for this role- Adek will screen all candidates for quality assurance and may issue recommendations of their suitability for the role

Principal Pathway	Main Qualification	Additional Qualification	Experience
1	QFE 9 (Masters degree) in Educational Leadership	x	<ul style="list-style-type: none"> 8 years of experience in Education sector to include- 3 years of teaching experience or a valid educational leadership licence AND either <ul style="list-style-type: none"> 2 years as Vice Principal OR <ul style="list-style-type: none"> 3 years as a Senior Leader
2	QFE 9 (Masters degree) in any subject	<ul style="list-style-type: none"> CPD course in educational and/or organisational leadership 	<ul style="list-style-type: none"> 8 years of experience in Education sector to include- 3 years of teaching experience or a valid educational leadership licence AND either <ul style="list-style-type: none"> 2 years as Vice Principal 3 years as a Senior Leader
Principal Pathway	Main Qualification	Additional Qualification	Experience
3	QFE 7 (Bachelor's degree) in any subject	<ul style="list-style-type: none"> CPD course in educational and/or organisational leadership 	<ul style="list-style-type: none"> 10 years of experience in Education sector to include- 3 years of teaching experience or a valid educational leadership licence AND either <ul style="list-style-type: none"> 2 years as Vice Principal OR <ul style="list-style-type: none"> 3 years as a Senior Leader

VICE PRINCIPAL

Defined as: Deputy or Deputies to the Principal who may assume the role of acting Principal when the Principal is unavailable.

Additional for this role- Adek will screen all candidates for quality assurance and may issue recommendations of their suitability for the role

Vice Principal Pathway	Main Qualification	Additional Qualification	Experience
1	QFE 8 (Postgraduate Diploma) in Educational Leadership	x	<ul style="list-style-type: none"> 6 years of experience in Education sector to include- 3 years of teaching experience or a valid educational leadership licence
2	QFE 8 (Postgraduate Diploma) in any subject	<ul style="list-style-type: none"> CPD course in educational and/or organisational leadership 	<ul style="list-style-type: none"> 6 years of experience in Education sector to include- 3 years of teaching experience or a valid educational leadership licence
Vice Principal Pathway	Main Qualification	Additional Qualification	Experience
3	QFE 7 (Bachelor's degree) in any subject	<ul style="list-style-type: none"> CPD course in educational and/or organisational leadership 	<ul style="list-style-type: none"> 8 years of experience in Education sector to include- 3 years of teaching experience or a valid educational leadership licence

SENIOR LEADER

Defined as: *Current & former teachers with leadership or administrative responsibility. There may be multiple levels of this.*

Additional for this role- Relevant valid licences may be requested by Adek.

Senior Leader Pathway	Main Qualification	Additional Qualification	Experience
1	See requirements for any category of Teacher Page-	x	<ul style="list-style-type: none"> 3 years of teaching experience OR <ul style="list-style-type: none"> 1 year as a Senior Leader

HEAD OF INCLUSION

Defined as: *Senior Leader with responsibility for the provision & monitoring of education for students with additional needs*

Additional for this role- Relevant valid licences may be requested by Adek.

*Minimum equivalent IELTS 5.5 (non-core subject teacher); IELTS 6 (core subject teacher); IELTS 7 (English teacher)

Head of Inclusion Pathway	Main Qualification	Additional Qualification	Experience
1	QFE 7 (Bachelor's degree) in Special Education	x	x
2	*See Class/ Subject Teacher requirements	<ul style="list-style-type: none"> QFE 5 (Diploma/ 	x

	Page-	Associate Degree) in Special Education in addition to Class OR <ul style="list-style-type: none"> Subject Teacher requirements 	
3	See Class or Subject Teacher requirements Page-	<ul style="list-style-type: none"> CPD course in Special Education as per the Adek Inclusion policy 	<ul style="list-style-type: none"> 2 years of teaching experience working with students with additional needs

2. Teaching roles

CLASS TEACHER

Defined as: A Teacher who teaches multiple subjects to a group of students in PS/FS/Cycle 1

Additional for this role-

- Minimum equivalent IELTS 5.5 (non-core subject teacher); IELTS 6 (core subject teacher); IELTS 7 (English teacher)
- Native Arabic speakers only to teach Arabic to other native speakers
- Non-native Arabic speakers can teach Arabic to other non-native speakers
- Female class teachers only in PS/FS
- UAE nationals may be appointed directly as a teacher without additional qualification & experience requirements for a period of 2 years (from the date of first employment in any school), after which they must submit the completed qualification

Class Teacher Pathway	Main Qualification	Additional Qualification	Experience
1	QFE 7 (Bachelor's degree) in Early Childhood or Primary Education <i>Examples-</i> <ul style="list-style-type: none"> • BEd (Primary Education) • BA (Early Years Education) • BSc (Early Childhood) • MEd (Primary Teaching) 	x	x
2	QFE 7 (Bachelor's degree) in Education <i>Examples:</i> <ul style="list-style-type: none"> • BEd (Secondary Education) • BA (General Education) • BSc (Science Education) 	<ul style="list-style-type: none"> • Valid teaching licence in Early Childhood or Primary Education OR <ul style="list-style-type: none"> • QFE 5 (Diploma) in Early Childhood or Primary Education 	<ul style="list-style-type: none"> • 1 year of teaching in Early Childhood or Primary Education
Class Teacher Pathway	Main Qualification	Additional Qualification	Experience
3	QFE 7 (Bachelor's degree) in another subject	<ul style="list-style-type: none"> • Valid teaching licence in Early Childhood or Primary 	x

		<p>Education</p> <p>OR</p> <ul style="list-style-type: none"> • QFE 6 (Diploma) in Early Childhood or Primary Education • Valid teaching licence <p>OR</p> <ul style="list-style-type: none"> • QFE 6 (Diploma) Teaching qualification 	<p>x</p> <ul style="list-style-type: none"> • 2 years of teaching in Early Childhood or Primary Education
--	--	---	--

SUBJECT TEACHER

Defined as: A teacher who teaches a specific subject (or more in related fields) to a group of students in any cycle

Additional for this role-

- Minimum equivalent IELTS 5.5 (non-core subject teacher); IELTS 6 (core subject teacher); IELTS 7 (English teacher)
- For the teaching of other languages as a subject, the Subject Teacher may have a QFE 5 (Diploma/ Associate Degree) instead of a QFE 6 (Diploma) as their additional qualification or equivalent in the teaching of that language, if such a diploma is available
- Native Arabic speakers only to teach Arabic to other native speakers
- Non-native Arabic speakers can teach Arabic to other non-native speakers
- Female class teachers only in PS/FS

Subject Teacher Pathway	Main Qualification	Additional Qualification	Experience
1	QFE 7 (Bachelor's degree) in the Education of the subject	x	x

	<p><i>Examples for Maths Teacher:</i></p> <ul style="list-style-type: none"> • BEd (Mathematics) • MSc (Maths Education) 		
2	<p>QFE 7 (Bachelor's degree) in the subject or a related subject</p> <p><i>Examples for Economics Teacher:</i></p> <ul style="list-style-type: none"> • BA (Finance) • BSc (Econometrics) 	<ul style="list-style-type: none"> • Valid teaching licence <p>OR</p> <ul style="list-style-type: none"> • QFE 6 (Diploma) Teaching qualification 	x
3	<p>QFE 8 (Masters degree) in subject or a related subject</p> <p><i>Examples for Arabic Teacher:</i></p> <ul style="list-style-type: none"> • MA (Arabic Language) • PhD (Arabic Literature) 	x	<ul style="list-style-type: none"> • 1 year of teaching experience in subject
4	<p>QFE 7 (Bachelor's degree) in Education</p> <p><i>Examples for Maths Teacher:</i></p> <ul style="list-style-type: none"> • BEd (Education) • BSc (Science Education) 	<ul style="list-style-type: none"> • Valid teaching licence in subject <p>OR</p> <ul style="list-style-type: none"> • QFE 6 (Diploma) in subject 	<p>OR</p> <ul style="list-style-type: none"> • 1 year teaching experience in subject
Subject Teacher Pathway	Main Qualification	Additional Qualification	Experience
5	<p>QFE 7 (Bachelor's degree) in another subject</p> <p><i>Examples for Economics Teacher:</i></p>	<ul style="list-style-type: none"> • Valid teaching licence in subject <p>OR</p>	x

	<ul style="list-style-type: none"> ● BA (Archeology) ● BSc (Biology) ● BEng (Civil Engineering) ● LLB (Jurisprudence) ● MBBS (General Medicine) 	<ul style="list-style-type: none"> ● QFE 6 (Diploma) teaching qualification in the subject 	
6	<p>QFE 7 (Bachelor's degree) in another subject</p> <p><i>Examples for Economics Teacher:</i></p> <ul style="list-style-type: none"> ● BA (Archeology) ● BSc (Biology) ● BEng (Civil Engineering) ● LLB (Jurisprudence) ● MBBS (General Medicine) <p><i>*Instructor may be considered for Non- core specialisms such as yoga, dance, coding, printmaking, fashion design, animation, stagecraft etc</i></p>	<p>OR</p> <ul style="list-style-type: none"> ● Valid teaching licence ● QFE 6 (Diploma) Teaching qualification <p>● Subject to Adek approval for each individual</p>	<ul style="list-style-type: none"> ● 1 year teaching experience in subject ● For non-core subjects includes experience teaching in field-specific institutions ● Relevant specialist experience required

INCLUSION TEACHER

Defined as: A Class or subject Teacher with a background in Special Education who teaches groups of students with additional learning needs & reports to the Head of Inclusion

Additional for this role- Relevant valid licences may be requested by Adek.

*Minimum equivalent IELTS 5.5 (non-core subject teacher); IELTS 6 (core subject teacher); IELTS 7 (English teacher)

Inclusion Teacher Pathway	Main Qualification	Additional Qualification	Experience
1	QFE 7 (Bachelor's degree) in Special Education	x	x
2	*See Class/ Subject Teacher requirements	<ul style="list-style-type: none"> ● QFE 5 (Diploma/ 	x

	Page-	Associate Degree) in Special Education in addition to Class OR <ul style="list-style-type: none"> Subject Teacher requirements 	
3	See Class or Subject Teacher requirements Page-	<ul style="list-style-type: none"> CPD course in Special Education as per the Adek Inclusion policy 	<ul style="list-style-type: none"> 2 years of teaching experience working with students with additional needs

EAL TEACHER

Defined as: A Support Teacher teaching English as an Additional Language to students who require additional support in the English language. This differs from an English teacher who must meet the requirements for a subject teacher.

Additional for this role-

- Relevant valid licences may be requested by Adek.
- Minimum equivalent IELTS 7 or equivalent.

Inclusion Teacher Pathway	Main Qualification	Additional Qualification	Experience
1	QFE 7 (Bachelor's degree) in any subject	<ul style="list-style-type: none"> QFE 5 (Diploma/ Associate Degree) to teach English as 	x

		<p>an Additional Language</p> <p>Examples:</p> <ul style="list-style-type: none"> • TEFL, TESL, TESOL, CELTA, DELTA, Trinity 	
--	--	---	--

SUBSTITUTE TEACHER/SUBSTITUTE INSTRUCTOR

Substitute Teacher authorised to:

- To substitute an individual teacher/course for up to 3 consecutive months in an academic year
- To be employed on any type of contract, but with a restricted teaching load (should not be assigned a full course, except in the case of emergency cover up to 3 months)

Substitute Teacher not authorised for:

- Staff holding a full-time contract with another employer in the UAE.

Substitute Instructor Authorised to:

- To substitute an individual teacher/course for up to 1 month in an academic year
- To be employed on any type of contract, but with a restricted teaching load (should not be assigned a full course, except in the case of emergency cover up to 1 month)

Substitute Teacher not authorised for:

- Staff holding a full-time contract with another employer in the UAE.
- To substitute for Class Teachers

Additional for this role-

- Relevant valid licences may be requested by Adek.
- Minimum equivalent IELTS 7 or equivalent.

Substitute Teacher Pathway	Main Qualification	Additional Qualification	Experience
1	See requirements for the	See requirements for	See requirements for

	relevant category of Teacher	the relevant category of Teacher	the relevant category of Teacher
Substitute Instructor Pathway	Main Qualification	Additional Qualification	Experience
1	QFE 7 (Bachelor's degree) in the teaching subject (or a related subject) <i>Examples for Economics Teacher:</i> <ul style="list-style-type: none"> ● BA (Finance) ● BSc (Econometrics) 	x	x

3. Teaching Support positions

TEACHER ASSISTANT

Defined as: Teacher Assistants provide care & support to students by assisting teachers with their duties

INCLUSION ASSISTANT

Defined as: Assists teachers in supporting students with additional learning needs

INDIVIDUAL ASSISTANT

Defined as: An assistant providing 1:1 support for a student with additional learning needs

Additional for this role-

- Relevant valid licences may be requested by Adek.

Teaching Assistant Pathway	Main Qualification	Additional Qualification	Experience
1	QFE 4 (Certificate)	x	x
Inclusion Assistant Pathway	Main Qualification	Additional Qualification	Experience
1	QFE 5 (Certificate) in Special Education	x	x
2	QFE 4 (Certificate)	x	<ul style="list-style-type: none"> ● 1 year of experience

3	QFE 4 (Certificate)	<ul style="list-style-type: none"> 20 hours of in-house training within the first year of employment 	x
Individual Assistant Pathway	Main Qualification	Additional Qualification	Experience
1	Recommendation to appointment by Head of Inclusion or Senior Leader	x	x

4. Non- Teaching positions

CAREER & UNIVERSITY GUIDANCE (CU) COUNSELLOR

Defined as: *Trained advisor providing tailored advice & support to students from Year 11 to Year 13 about university entrance and career paths*

Additional for this role:

- Provisional requirements in place for existing personnel in this role- see Sections 2.2-2.3 of the ADEK Career & University Guidance Policy

CU Guidance Counsellor Pathway	Main Qualification	Additional Qualification	Experience
1	QFE 7 (Bachelor's degree) in any subject	CPD as per ADEK Career & University Guidance Policy	Former or current teacher/educator

SOCIAL WORKER

Defined as: *The Social Worker provides non-therapeutic support to students (and their families) facing difficult circumstances. They liaise with school, family & community providers in order to help students manage challenging matters*

Additional for this role-

- Relevant valid licences may be requested by Adek.

Social Worker Pathway	Main Qualification	Additional Qualification	Experience
1	QFE 7 (Bachelor's degree) in Social work or Social Service	x	<ul style="list-style-type: none"> • 2 years of experience in youth-related social work • No previous experience required for UAE Nationals, but experience in social service preferred
Social Worker Pathway	Main Qualification	Additional Qualification	Experience
2	QFE 7 (Bachelor's degree) in Psychology, Counselling, Youth Development, Sociology or a related subject	x	<ul style="list-style-type: none"> • 4 years of experience in youth-related social work • No previous experience required for UAE Nationals, but experience in social service preferred

SOCIAL CARE PROFESSIONAL

Includes the following positions:

- *Psychologist (non-clinical)*
- *Psychotherapists*
- *Applied Behavioural Analysts (ABA)*

Required for this role-

- Meet the educational standards, experience & licencing requirements from the **Regulations & Procedure Manual (2020) & DCD Standards for Education & Practical Experience (2020) for the licensing of Social Care Professionals**

SCHOOL COUNSELLOR

Defined as: *The School Counsellor provides social, emotional & academic support, guidance & counselling (including therapy) to students*

Additional for this role-

- Relevant valid licences may be requested by Adek.

School Counsellor Pathway	Main Qualification	Additional Qualification	Experience
1	QFE 9 (Masters degree) in School Counselling or a related subject	x	x
2	QFE 7 (Bachelor's degree) in School Counselling or a related subject	x	<ul style="list-style-type: none"> • 2 years of experience in School Counselling • No previous experience required for UAE Nationals, but experience in social service preferred

NURSE

Required for this role-

- Meet the educational standards, experience & licencing requirements from the **Unified Healthcare Professional Qualification Requirements (2017)**

ALLIED HEALTH PROFESSIONAL

Includes the following positions:

- *Speech Therapist*
- *Occupational Therapist*

Required for this role-

- Meet the educational standards, experience & licencing requirements from the **Unified Healthcare Professional Qualification Requirements (2017)**

HEALTH & SAFETY OFFICER

Defined as: *Employee who oversees the development, implementation & maintenance of health & safety systems, policies, documentation & practice in the school*

Additional for this role-

- Must meet qualifications identified by the Abu Dhabi Public Health Center (ADPHC), Department of Health (DoH), & Abu Dhabi Occupational Health & Safety Center (OSHAD-SF)

OSHAD Risk Classification	Main Qualification	Additional Qualification	Experience
High Risk Entity	QFE 7 Bachelor's degree) in Health & Safety (NEBOSH not required) or another subject AND National Examination Board in Occupational Safety & Health (NEBOSH) Certification required	<ul style="list-style-type: none"> • Course in Incident Investigation & Reporting • Accredited First Aider & Fire Fighter • Knowledge of ADPHC 	<ul style="list-style-type: none"> • Minimum 5+ years of Health & Safety

		electronic OSH reporting system	
Medium Risk Entity	QFE 7 (Bachelor's degree) in another subject AND Institute of Occupational Safety & Health (IOSH) Certification	<ul style="list-style-type: none"> • Course on Risk Assessment & Hazard Analysis • Accredited First Aider & Fire Fighter • Knowledge of ADPHC electronic OSH reporting system 	<ul style="list-style-type: none"> • Minimum 2+ years of Health & Safety

5. Other Licenced Positions

- Other licenced professionals are required to meet the licensing requirements of the Abu Dhabi Quality Control Council as well as any other licences required by the relevant sectors governing body. The licence must be valid throughout the duration of their employment

6. In-School Specialist Services Provision at AAESS and Individual Assistants at AAESS

- The personnel completing these roles are not employed by the school
- AAESS will follow the requirements of the [ADEK Inclusion policy](#) and the [ADEK In-School Specialist Services policy](#) when using these personnel in school

ADEK Definitions

<p>Additional Learning Needs</p>	<p>Individual requirements for additional support, modifications, or accommodations within a school setting on a permanent or temporary basis in response to a specific context. This applies to any support required by students of determination and those who have special educational needs and/or additional barriers to learning, access, or interaction in that specific context (e.g., dyslexic, hearing or visually impaired, twice exceptional, or gifted and/or talented).</p> <p>For example, a student with restricted mobility may require lesson accommodations to participate in Physical Education and building accommodations to access facilities but may not require any accommodations in assessments. Equally, a student with hearing impairment may require adaptive and assistive technology to access content in class and may also require physical accommodations (e.g., sit in the front of the class to be able to lip read) to access learning.</p>
<p>QF Emirates (QFE)</p>	<p>The Qualifications Framework Emirates is a standard framework to establish equivalencies for qualifications earned in the UAE & abroad:</p> <ul style="list-style-type: none"> ● QFE 10 Doctoral Degree ● QFE 9 Masters ● QFE 8 Postgraduate Diploma ● QFE 7 Bachelors ● QFE 6 Diploma ● QFE 5 Diploma/Associate Degree ● QFE 4 Certificate (Certificate 4/Secondary School Certificate (G12)
<p>Valid Licence</p>	<p>A certified licence issued by the UE MoE including an MoE recognised international licence. The MoE transitional licence is not considered a valid licence but will be accepted where certified licences are not yet available</p>
<p>Senior Leader</p>	<p>Assistant Principal of cycle; Head of Department; Head of Subject; Head of Cycle</p>

APPENDIX A

The following policies reference Staff Eligibility Policy within their instruction and must be read and adhered to by all employees at AAESS

1. AAESS Assessment Policy
2. AAESS Buildings and Facilities Policy
3. AAESS Career and University Guidance Policy
4. AAESS Coeducation Policy
5. AAESS Compliance Policy
6. AAESS Cultural Consideration Policy
7. AAESS Curriculum Policy
8. AAESS Digital Policy
9. AAESS Educational Risk Policy
10. AAESS Employment Policy
11. AAESS Extracurricular activities and Events Policy
12. AAESS Fees Policy
13. AAESS Financial Audit and Reports Policy
14. AAESS Governance Policy
15. AAESS Health and Safety Policy
16. AAESS Healthy Eating and Food Safety Policy
17. AAESS Inclusion Policy
18. AAESS In- School Specialist Services Policy
19. AAESS Licensing Policy
20. AAESS Parent Engagement Policy
21. AAESS PE and School Sports Policy
22. AAESS Professional Code of Ethics Policy
23. AAESS Quality Assurance Policy
24. AAESS Record Policy
25. AAESS Reporting Policy
26. AAESS Safeguarding Policy
27. AAESS School Calendar and Public Holidays Policy
28. AAESS School Marketing Policy
29. AAESS Staff Eligibility Policy
30. AAESS Staff Wellbeing Policy
31. AAESS Student Administrative Affairs Policy
32. AAESS Student Behaviour Policy
33. AAESS Student Mental Health Policy
34. AAESS Student Performance Reports Policy
35. AAESS Student Protection Policy
36. AAESS Sustainability Policy

37. AAESS Transportation Policy
38. AAESS Values and Ethics Policy
39. AAESS Wellbeing Policy