

<p style="text-align: center;">The British International School Istanbul Recruitment Policy</p>
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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 CRB (Criminal Record Bureau) checks.
- For those appointed from other countries, the relevant police or other check are required, as listed on the UK CRB website.
- For Turkish citizens, a certificate from the Public Prosecutor's Office in their area of residency or the General Directorate for Criminal Records in Ankara, is required.

Advertising

- Vacancies will be advertised internally within BISI and externally through TES, CIS, COBIS, SEARCH, school website and 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 (from a university recognised by the higher Education Authority of Turkey)
- A Teaching Certificate (from a university recognised by the Higher Education Authority of Turkey)
- A Minimum of two years documented teaching experience in a school of the same level (age group) as the position applied for.

Additional requirements by BISI -All candidates will be required to:-

- Complete all sections of the BISI application form (available from the school website (www.bis.k12.tr))
- 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.
- Provide original certificates at interview to be inspected by the school representative.
- Declare that they are medically fit for the position that they are applying for.

No appointment will be confirmed until the results of CRB checks and all references have been received

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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