



Lighthouse Recruitment Policy

REVIEWED: August 21, 2025

AMENDED:

APPROVED:

Policy

Lighthouse International School is committed to recruiting high-quality, qualified, and professional staff who share the school's values of integrity, kindness, positivity, and student-centred learning. This policy ensures that all recruitment and selection processes are transparent, equitable, and aligned with both Alberta Education's Teacher and Leadership Quality Standards and Cambridge International's expectations for professional conduct and safeguarding.

The purpose of this policy is to:

- Ensure fair and consistent recruitment practices for all positions.
- Appoint individuals based on merit, competence, and alignment with the school's mission.
- Safeguard the wellbeing of students by following strict background and child protection protocols.
- Promote equal opportunity in all hiring decisions, while aligning with Thai employment laws.

Procedures

1. Vacancy Identification and Approval

- All potential job vacancies are identified by the school's management team in consultation with department heads.
- Vacancies must be approved and signed off by the CEO/Owner before posting.
- The HR Department maintains a record of approved vacancies and recruitment activities.



2. Advertising and Candidate Sourcing

- Job vacancies are advertised internally and externally through appropriate platforms and reputable educational recruitment networks such as COSA.
- Job descriptions clearly outline key responsibilities, qualifications, and experience required.
- Lighthouse International School promotes equal employment opportunities and does not discriminate on the basis of gender, race, sexual orientation, nationality, or religion.

3. Screening and Shortlisting

- The HR Department conducts an initial screening to ensure candidates meet the required qualifications, certification, and experience.
- Candidates who do not meet the minimum criteria are not advanced to the interview stage.
- Shortlisted candidates' applications are reviewed by the line manager and relevant leadership staff.

4. Interview and Selection Process

- Interviews are conducted by the line manager and a member of the Senior Leadership Team (SLT).
- For teaching roles, candidates may be asked to deliver a sample lesson or provide a teaching portfolio.
- Interview evaluations focus on subject knowledge, teaching philosophy, communication skills, and alignment with the Alberta and Cambridge frameworks.
- If there are multiple suitable applicants, a second interview may be conducted.

5. Offer and Onboarding

- A formal offer letter is given outlining salary, benefits, and employment terms.
- Successful candidates receive a Staff Handbook, Code of Conduct, and Role Description, all of which must be signed before employment begins.



- The onboarding process includes familiarisation with school policies, safeguarding expectations, and performance standards.

6. Background and Safeguarding Checks

To ensure a safe learning environment and compliance with international safeguarding expectations:

- A criminal background check is required from the candidate's home country and any country of recent residence.
- A child protection affidavit must be signed, confirming no previous involvement in child protection incidents.
- Two professional references are required to verify authenticity and previous experience
- Employment may only begin after all safeguarding checks are satisfactorily completed.

7. Probationary Period and Performance Review

- All new staff are subject to a 90-day probationary period.
- During this time, the employee's performance, professionalism, and cultural fit are evaluated by their line manager and Head of School.
- Regular meetings are held to set goals and provide feedback during this period
- A probationary review report is submitted at the end of the period, confirming either successful completion or the need for extension or termination.

8. Record Keeping

- The HR Department maintains complete recruitment records, including interview notes, reference checks, police checks, verification documents, in compliance with data protection and Thai laws.
- All recruitment documentation is stored securely and accessed only by authorised personnel.



9. Equal Opportunity and Fairness

- Lighthouse International School promotes equality in employment
- All hiring decisions are made on the basis of merit, qualifications, and alignment with the school's values and accreditation standards.

Review

This policy will be reviewed annually by the Leadership Team to ensure it remains consistent with Alberta Education employment standards, Cambridge International School requirements, and best practices in international education recruitment. Alongside, maintaining compliance with Thai law.