FUTURE LEADERS
International Private School
Madinat Zayed, Muroor Road - Branch 2

Staff Eligibility Policy

Approved By	Board of Trustees
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AIAASC
AMERICAN INTERNATIONAL ACCREDITATION ASSOCIATION OF SCHOOLS AND COLLEGES

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Introduction

In today's rapidly changing labor market, school staff are composed of those who follow traditional pathways as well as those that may have entered the educational workforce later in their careers. In Abu Dhabi's global schooling environment, there is equally a diversity of terminology used to describe staff qualifications and positions. The employment of high-quality staff therefore needs to be based on high standards and yet be flexible enough to accommodate this diversity, all while using a common language. This policy lays out the basic requirements for staff to hold core positions in Abu Dhabi schools.

Purpose

- Identify the minimum qualifications, experience, and other requirements for the employment of staff in core positions (teaching, leadership, teaching support, non-teaching).
- Standardize terminology concerning qualifications, experience, and different types of positions to accommodate diverse curricula.
- Outline multiple eligibility profiles for different core positions to recognize prior experience and alternative pathways.

Table 1: Teaching Positions

<table>
<tr><th colspan="4">TEACHING</th></tr>
<tr><td colspan="4">CLASS TEACHER

Role: A teacher who teaches multiple subjects to a group of students in KG or Cycle 1.

Minimum Eligibility: Staff should match one of the following eligibility profiles:</td></tr>
<tr><th>Profile</th><th>Main Qualification</th><th>Additional Qualification</th><th>Experience</th></tr>
<tr><td>1</td><td>QFE 7 (Bachelor's Degree) in Early Childhood or Primary Education

Examples:
• BEd (Primary Education)
• BA (Early Years Education)
• BSc (Early Childhood)
• MEd (Primary Teaching)</td><td>-</td><td>-</td></tr>
<tr><td>2</td><td>QFE 7 (Bachelor's Degree) in Education
Examples:
• BEd (Secondary Education)
• BA (General Education)
• BSc (Science Education)</td><td colspan="2">• Valid teaching license in Early Childhood or Primary Education
OR
• QFE 5 (Diploma) in Early Childhood or Primary Education
OR
• 1 year of teaching experience in early childhood or primary education</td></tr>
<tr><td>3</td><td rowspan="2">QFE 7 (Bachelor's Degree) in another subject
Examples:
• BA (Archaeology)
• BSc (Biology)
• BEng (Civil Engineering)
• LLB (Jurisprudence)
• MBBS (General Medicine)</td><td>• Valid teaching license in Early Childhood or Primary Education
OR
• QFE 6 (Diploma) in Early Childhood or Primary Education</td><td>-</td></tr>
<tr><td>4</td><td>• Valid teaching license
OR
• QFE 6 (Diploma) Teaching Qualification</td><td>• 2 years of teaching experience in early childhood or primary education</td></tr>
<tr><td colspan="4">Additional requirements:

1. For those who have completed their education in a language other than English, a minimum equivalent of IELTS 5.5 if teaching non-core subjects in English, IELTS 6 if teaching core subjects in English, and IELTS 7 if teaching English as a subject. Advanced</td></tr>
</table>

proficiency in the language applied in the curriculum of the school if the language of instruction is not English.

2. Only Native Arabic speakers are authorized to teach Arabic for Native Speakers. Non-Native Arabic speakers are authorized to teach Arabic for Non-Native Speakers.

3. Only female Class Teachers are authorized to teach in Kindergarten.

4. UAE Nationals may be appointed directly as a teacher without additional qualification and 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.

SUBJECT TEACHER

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

Minimum Eligibility: Staff should match one of the following eligibility profiles:

Profile	Main Qualification	Additional Qualification	Experience
1	QFE 7 (Bachelor's Degree) in the **Education of the subject** Examples for Math Teacher: • BEd (Mathematics) • MSc (Math Education)	-	-
2	QFE 7 (Bachelor's Degree) in the **subject (or a related subject)** Examples for Economics Teacher: • BA (Finance) • BSc (Econometrics)	• Valid teaching license OR • QFE 6 (Diploma) teaching qualification	-
3	QFE 8 (Master's Degree) in the **subject (or a related subject)** Examples for Arabic Teacher: • MA (Arabic Language) • PhD (Arabic Literature)	-	• 1 year of teaching experience in the **subject**
4	QFE 7 (Bachelor's Degree) in E**ducation** Examples for Math Teacher: • BEd (Education) • BSc (Science Education)	• Valid teaching license in the **subject** OR • QFE 6 (Diploma) in the **subject** OR • 1 year of teaching experience in the subject	

5	QFE 7 (Bachelor's Degree) in **another subject** Examples for Economics Teacher: • BA (Archaeology) • BSc (Biology) • BEng (Civil Engineering) • LLB (Jurisprudence) • MBBS (General Medicine)	• Valid teaching license in the **subject** OR • QFE 6 (Diploma) teaching qualification in the **subject**	-
6	QFE 7 (Bachelor's Degree) in **another subject** Examples for Economics Teacher: • BA (Archaeology) • BSc (Biology) • BEng (Civil Engineering) • LLB (Jurisprudence) • MBBS (General Medicine)	• Valid teaching license OR • QFE 6 (Diploma) teaching qualification	• 1 year of teaching experience in **the subject** • For non-core subjects* (music, PE, etc.), includes experience teaching in field-specific institutions (e.g., conservatories, sports academies, etc.).

*For timetabled non-core subjects that are highly specialized, an "Instructor" with relevant experience in the field may be considered for ADEK approval on a case-by-case basis. Examples of such subjects include yoga, dance, coding, printmaking, fashion design, animation, and stagecraft.

Additional requirements:

1. For those who have completed their education in a language other than English, a minimum equivalent of IELTS 5.5 if teaching non-core subjects in English, IELTS 6 if teaching core subjects in English, and IELTS 7 if teaching English as a subject. Advanced proficiency in the language applied in the curriculum of the school if the language of instruction is not English.

2. 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.

3. Only Native Arabic speakers are authorized to teach Arabic for Native Speakers. Non-Native Arabic speakers are authorized to teach Arabic for Non-Native Speakers.

4. UAE Nationals may be appointed directly as a teacher without the additional qualification and 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.

INCLUSION TEACHER

Role: A Class or Subject Teacher with a background in special education who teaches groups of students with additional learning needs and reports to the Head of Inclusion.

Minimum Eligibility: Staff should match one of the following eligibility profiles:

Profile	Main Qualification	Additional Qualification	Experience
1	QFE 7 (Bachelor's Degree) in **Special Education or a related subject**	-	-
2	See Class or Subject Teacher requirements	• CPD course **in Special Education or related subject**, as per the *ADEK School Inclusion Policy* in addition to corresponding Class Subject Teacher requirements	See corresponding Class or Subject Teacher requirements
3	QFE 7 (Bachelor's Degree) in **any subject**	• QFE 5 (Diploma/Associate Degree) in **Special Education or a related subject**	• 1 year of teaching experience working with students with additional learning needs

Additional requirements:

1. For those who have completed their education in a language other than English, a minimum equivalent of IELTS 5.5 if teaching non-core subjects in English, IELTS 6 if teaching core subjects in English, and IELTS 7 if teaching English as a subject. Advanced proficiency in the language applied in the curriculum of the school if the language of instruction is not English.

ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) TEACHER

Other names: English as a Second Language (ESL)/English as a Foreign Language (EFL) Teacher, English Language Learner (ELL) Teacher, etc.

Role: A support teacher teaching English as an Additional Language to students who require further support in English language. This role is different from an English teacher, who needs to meet the requirements of a Subject Teacher.

Minimum Eligibility:

Profile	Main Qualification	Additional Qualification	Experience
1	QFE 7 (Bachelor's Degree) in **any subject**	• QFE 5 (Diploma/Associate Degree) to teach English as an Additional Language, e.g., TEFL/TESL/TESOL, CELTA/DELTA, Trinity, or equivalent	-

Additional requirements:

1. For those who have completed their education in a language other than English, a minimum of IELTS 7 or equivalent. School's attestation of satisfactory proficiency in the language applied in the school's curriculum, if the language of instruction is not English.

SUBSTITUTE TEACHER

Minimum Eligibility:

Profile	Main Qualification	Additional Qualification	Experience
1	See requirements for the relevant category of Teacher		

Employment Restrictions:

1. Authorized to substitute an individual teacher/course for up to 3 consecutive months in an academic year.
2. Authorized 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).
3. Not authorized for staff holding a full-time contract with another employer in the UAE.

SUBSTITUTE INSTRUCTOR

Minimum Eligibility:

Profile	Main Qualification	Additional Qualification	Experience
1	QFE 7 (Bachelor's Degree) in **the teaching subject (or a related subject)** Examples for Economics Teacher: • BA (Finance) • BSc (Econometrics)	-	-

Employment Restrictions:

1. Authorized to substitute an individual Subject Teacher/course for up to 1 month in an academic year.
2. Authorized 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).
3. Not authorized to substitute for Class Teachers.
4. Not authorized for staff holding a full-time contract with another employer in the UAE.

Table 2: Leadership Positions

LEADERSHIP

PRINCIPAL

Other names: Head Teacher, Headmistress/Headmaster, Superintendent, Head of School, etc.

Role: School-based role with the highest level of responsibility for the leadership and management of a single campus, and to whom all staff report.

Minimum Eligibility: Staff should match one of the following eligibility profiles:

Profile	Main Qualification	Additional Qualification	Experience
1	QFE 9 (Master's Degree) in **Educational Leadership**	-	• 8 years of experience in the field of education, which includes: • 3 years of teaching experience or a valid educational leadership license AND either • 2 years as Vice Principal OR • 3 years as a Senior Leader
2	QFE 9 (Master's Degree) in **any subject**	• CPD course in **educational** and/or **organizational leadership**	• 8 years of experience in the field of education, which includes: • 3 years of teaching experience or a valid educational leadership license AND either • 2 years as Vice Principal OR • 3 years as a Senior Leader
3	QFE 7 (Bachelor's Degree) in **any subject**	• CPD course in **educational** and/or **organizational leadership**	• 10 years of experience in the field of education, which includes: • 3 years of teaching experience or a valid educational leadership license AND either • 2 years as Vice Principal OR • 3 years as a Senior Leader

Additional requirements:

1. ADEK will screen all candidates for quality assurance and may issue recommendations on their suitability for the role.

VICE PRINCIPAL

Other names: Deputy Principal, Assistant Principal, Deputy Head Teacher, Deputy Headmistress/Headmaster, Assistant Head of School, etc.

Role: Deputy to the Principal, who (in addition to their own duties) assumes the role of Acting Principal when the Principal is unavailable. Depending on the size and organization, schools may have more than one Vice Principal.

Minimum Eligibility: Staff should match one of the following eligibility profiles:

Profile	Main Qualification	Additional Qualification	Experience
1	QFE 8 (Postgraduate Diploma) in **Educational Leadership**	-	• 6 years of experience in the field of education, which includes: • 3 years of teaching experience or valid educational leadership license
2	QFE 8 (Postgraduate Diploma) in **any subject**	• CPD course in **educational** and/or **organizational leadership**	• 6 years of experience in the field of education, which includes: • 3 years of teaching experience or valid educational leadership license
3	QFE 7 (Bachelor's Degree) in **any subject**	• CPD course in **educational** and/or **organizational leadership**	• 8 years of experience in the field of education, which includes: • 3 years of teaching experience or valid educational leadership license

Additional requirements:

1. ADEK will screen all candidates for quality assurance and may issue recommendations on their suitability for the role.

SENIOR LEADER

Other names: Assistant Principal of Cycle, Head of Department, Head of Subject, Head of Cycle, etc.

Role: Current and former teachers who have leadership or administrative responsibility. Some schools may have multiple levels/ranks of senior leadership.

Minimum Eligibility:

Profile	Main Qualification	Additional Qualification	Experience
1	See requirements for any **category of Teacher**	-	• 3 years of teaching experience OR • 1 year as a Senior Leader

Additional requirements:

1. Relevant valid licenses as announced by ADEK, if applicable.

HEAD OF INCLUSION

Other names: Special Education Needs Coordinator (SENCo), PoD/SoD/SEND Coordinator, etc.

Role: Senior Leader with responsibility for the provision and monitoring of education for students with additional learning needs.

Minimum Eligibility: Staff should match one of the following eligibility profiles:

Profile	Main Qualification	Additional Qualification	Experience
1	See requirements for Inclusion Teacher	-	• 2 years of experience as an Inclusion Teacher
2	See requirements for Class or Subject Teacher	• CPD course as per *ADEK School Inclusion Policy*	• 3 years of experience as a Class or Subject Teacher
3	QFE 7 (Bachelor's degree) in **any subject**	• CPD course as per *ADEK School Inclusion Policy* within the first year of employment	• 2 years of experience in the field as any other inclusion-related senior leader (e.g. SEN Coordinator, Head of Inclusion, Special Needs Director)

Additional requirements:

1. Relevant valid licenses as announced by ADEK, if applicable.

Table 3: Teaching Support Positions

TEACHING SUPPORT

TEACHER ASSISTANT

Other names: Classroom Assistant

Role: Teacher Assistants provide care and support to students by assisting teachers with their duties.

Minimum Eligibility:

Profile	Main Qualification	Additional Qualification	Experience
1	QFE 4 (Certificate)	-	-

INCLUSION ASSISTANT

Other names: Teacher Assistant for SEN, Special Education Classroom Assistant, Special Needs Assistant, etc.

Role: Assists teachers in supporting students with additional learning needs.

Minimum Eligibility: Staff should match one of the following eligibility profiles:

Profile	Main Qualification	Additional Qualification	Experience
1	QFE 5 (Certificate) in **Special Education**	-	-
2	QFE 4 (Certificate)	-	• 1 year of experience
3	QFE 4 (Certificate)	• 20 hours of in-house or external training within the first year of employment	-

* No experience required for UAE Nationals.

INDIVIDUAL ASSISTANT

Other names: Shadow Teacher, Individual PoD Support Assistant.

Role: An assistant providing 1:1 support for a student with additional learning needs.

Minimum Eligibility:

Profile	Main Qualification	Additional Qualification	Experience
1	Recommendation to appointment by Head of Inclusion or Senior Leader	-	-

Additional requirements:

1. Relevant valid licenses as announced by ADEK, if applicable.

Table 4: Non-Teaching Positions

CAREER AND UNIVERSITY GUIDANCE COUNSELING

CAREER AND UNIVERSITY GUIDANCE COUNSELOR

Career and University Guidance Counselors (CU Guidance Counselors) are required to meet the qualifications and experience requirements as per Section 2.2 of the *ADEK School Career and University Guidance Policy*:

Minimum Eligibility: Staff should match one of the following eligibility profiles:

Profile	Main Qualification	Additional Qualification	Experience
1	QFE 7 (Bachelor's Degree) in **any subject**	-	• Former or current teacher/educator
		• CPD as per the *ADEK School Career and University Guidance Policy*	-

Additional requirements:

1. Provisional requirements for currently employed CU Guidance Counselors and the appointment of staff serving in other capacities are detailed in Sections 2.2-2.3 of the *ADEK School Career and University Guidance Policy*.

SOCIAL CARE

SOCIAL WORKER

Role: The Social Worker provides non-therapeutic support to students (and their families) facing difficult circumstances by liaising between the school, families, and community resources on matters such as substance abuse, student protection, etc.

Minimum Eligibility: Staff should match one of the following eligibility profiles:

Profile	Main Qualification	Additional Qualification	Experience
1	QFE 7 (Bachelor's Degree) in **Social Work or Social Service**	-	• 2 years of experience in **youth-related social work**. • No previous experience required for UAE Nationals, but some experience in social service preferred.
2	QFE 7 (Bachelor's Degree) in **Psychology, Counseling, Youth Development, Sociology, or a related subject**	-	• 4 years of experience in **youth-related social work.** • No previous experience required for UAE Nationals, but some experience in social service preferred.

Additional requirements:

1. Relevant valid licenses as announced by ADEK, if applicable.
2. As per the Department of Community Development (DCD) Circular OUT/LSI/510/2024, all school counselors are required to apply for a DCD license by 16 August 2024. Staff already employed in schools or who have been recruited for the Academic Year 2023/24 who do not meet DCD's requirements will receive a provisional license until a transition plan is announced.

SCHOOL COUNSELOR

Other names: Counselor, Guidance Counselor, Academic Counselor, Support Counselor, Student Counselor

Role: The School Counselor provides social-emotional and academic support, guidance, and counseling (including therapy) to students.

Minimum Eligibility: Staff should match one of the following eligibility profiles:

Profile	Main Qualification	Additional Qualification	Experience
1	QFE 9 (Master's Degree) in **School Counseling or a related subject**	-	-
2	QFE 7 (Bachelor's Degree) in **School Counseling or a related subject**	-	• 2 years of experience in school counseling • No previous experience required for UAE Nationals, but some experience in social service preferred.

Additional requirements:

1. Relevant valid licenses as announced by ADEK, if applicable.
2. As per the Department of Community Development (DCD) Circular OUT/LSI/510/2024, all school counselors are required to apply for a DCD license by 16 August 2024. Staff already employed in schools or who have been recruited for the Academic Year 2023/24 who do not meet DCD's requirements will receive a provisional license until a transition plan is announced.

SOCIAL CARE PROFESSIONAL

Social Care Professionals other than the Social Worker and School Counselor are required to meet the educational standards, experience, and licensure requirements as per the DCD *Regulations & Procedure Manual* (2020) and *Standards for Education & Practical Experience* (2020) for the licensing of Social Care Professionals.

This includes the following positions:

1. Psychologist (Non-clinical)
2. Psychotherapists
3. Applied Behavioral Analysts

* Starting in AY 2023/24 (Fall term), all new staff who are not already employed or have been recruited for AY 2023/24 are subject to meeting the DCD's Social Worker and School Counselor licensing requirements.

HEALTHCARE

ALLIED HEALTH PROFESSIONAL

Allied Health Professionals are required to meet educational standards, experience, and licensure requirements as per the *Unified Healthcare Professional Qualification Requirements* (UAE Health Authorities, 2022).

This includes positions such as speech and occupational therapists.

NURSE

Nurses are required to meet educational standards, experience, and licensure requirements as per the *Unified Healthcare Professional Qualification Requirements* (UAE Health Authorities, 2022).

OTHER NON-TEACHING

HEALTH AND SAFETY OFFICER

Role: Oversees the development, implementation, and maintenance of health and safety systems, policies, documentation, and practice in a school.

Minimum Eligibility: The Health and Safety Officer shall meet qualifications as per the ADPHC risk classification notification (and amendments).

*OSHAD Risk Classification	Main Qualification	Additional Qualification	Experience
High Risk Entities	QFE 7 (Bachelor's Degree) in **Health & Safety** • QFE 7 (Bachelor's Degree) in **another subject** AND • National Examination Board in Occupational Safety and Health (NEBOSH) Certification	• Course on Incident Investigation and Reporting • Accredited First Aider and Fire Fighter • Knowledge of ADPHC's electronic OSH reporting system	• Minimum 5+ years of Health & Safety
Medium Risk Entities	• QFE 7 (Bachelor's Degree) in another subject AND	• Course on Risk Assessment and Hazard Analysis	• Minimum 2+ years of Health & Safety

	• Institute of Occupational Safety and Health (IOSH) Certification	• Accredited First Aider and Fire Fighter • Knowledge of ADPHC's electronic OSH reporting system.	

*Low risk classification requires the same main and additional qualifications as for medium risk classifications; however, no experience is required. Only high and medium OSHAD-SF risk classifications apply to schools.

As per the *ADEK School Health and Safety Policy*, current Health and Safety Officers who do not meet the position requirements may continue to be employed for the role but are obligated to meet the requirements of the position by 1 February 2026. New Health and Safety Officers are subject to the eligibility requirements as of AY 2024/25 (Fall Term).

OTHER LICENSED POSITIONS

Other Licensed Professionals (Bus Supervisor, Canteen Staff, Lifeguards, Security Guards, etc.) are required to meet the licensure requirements of the Abu Dhabi Quality Control Council (QCC) as well as any other licenses required by the relevant sector's governing body. The license should be valid throughout the duration of their employment.