



RECRUITMENT & RETENTION PROCEDURE

STATEMENT OF AIM

To recruit and retain talented faculty members that reflect and promote the school's mission and vision.

RATIONALE

This procedure will clarify the process of how the school leadership team recruits and retains qualified educators that reflect and help promote the school's mission and vision. The procedure details how the school posts vacancies, responds to applicants, reviews resumes, interviews, conducts reference checks, and how we make the final employment offer.

RECRUITMENT PROCEDURE

Job Postings and Screenings

- Utilize platforms such as Search Associates, international teaching job fairs, and the school's website to advertise openings.
- Review of applications by Principals and HR, with potential aid from recruitment agencies if necessary.
- Preliminary CV screening by HR for compliance with Turkish Ministry of Education regulations, including necessary teacher experience letters.
- Seek candidates with experience in the IB PYP, MYP, and DP programs.
- Dispatch pre-screening questions to candidates demonstrating appropriate qualifications

School Website / Email Applicants

- All inquiries and applications for vacancies sent the school emails will be referred to the recruitment@mefis.k12.tr addresses. These addresses will be set up with an automatic response indicating:

"Dear Candidate for MEF International School Employment;

Thank you for your application for a position at MEF International School. We would like to inform you that your application has been received and that each application is considered carefully before a shortlist of candidates is created."

Thank you again for your interest in our school.

MEF Schools HR Department"

Recruitment Fairs

- Yearly recruitment fairs are attended by School Principals and the Head of School in order to recruit competitive candidates.
- At recruitment fairs, candidates who are given a job offer will be permitted 24 hours to

make their decision. More time to make a decision can be extended if there are no other candidates the school is considering. Candidates will be interviewed by both the Principal and the Head of School either together, or separately.

Interviews

- Initial interviews will be conducted by the Principal, Deputy Principal. For Izmir, Curriculum Coordinators and/or Department Heads may be invited.
- The Principal will conduct at least 3 reference checks for each candidate via a professional email account before a final interview is offered if there are no references posted on Search Associates. Questions regarding Child protection and pre-existing medical conditions will be included in the reference check and the standard form.
- After a positive interview, candidates are referred to the Head of School who will conduct a final interview.
- All candidates participating in an interview will be notified of the result.
- The final decision for the hire of faculty and support staff will be made by the Head of School.
- The final decision for the hire of the administrative team will be made by the Head of School and General Manager.

Offers of Employment

- The offer of employment will be made by the HR Department after sending it to and receiving approval from the Head of School. It will include job title, start date and end date of contract, rate of pay, additional benefits and an outline of conditions of service. A copy of the job description will be provided during the offer of employment, along with the Teacher Code of Ethics. Offers made to international teachers are standard, non-negotiable offers using the incoming Teacher Salary Scale, and other benefits.
- The benefits and the distinction between teachers benefits are outlined in the MEF IS By Laws document that can be found in the MEF IS Procedures folder on Google Drive. Teachers once they have begun their employment have access to these documents.
- The employee will sign their contract to indicate their acceptance of the terms and conditions of the offer.

RETENTION PRACTICES

The school will use the following retention practices. The most up to date information regarding benefits and bonuses can be found in contracts. The information provided here is for information only sharing the school's efforts to retain staff and reduce staff turnover. There are some exemptions that may apply, teachers and administrators should always refer to their contracts for the most correct information.

Flights: The school will purchase one-way flights at the beginning and end of employment with the school for overseas international teachers and administrators. The school will also purchase a round trip ticket for overseas and locally hired international teachers and administrators every two years. Principals may receive additional stipends for airfare as outlined in their contracts.

Bonus: Contract renewal bonuses are offered after the completion of two years of employment at the school. For locally and overseas hired teachers and administrators who sign on for an additional one year contract after the completion of a two year contract **1,250USD** is payable. For those who sign on for an additional two year contract after the completion of a two year contract **2,500USD** is payable to the administrator / teacher.

For local teachers who continue to work with the school, a bonus/ikramiye will be payable to the teacher.

Health Insurance: Overseas hired international teachers and administrators are provided with medical insurance coverage (within Turkey) by the School's designated group health scheme. The school will pay premiums for a group insurance health policy which provides coverage against accidents or illness for the full period of the contract. Locally hired or overseas hired international teachers and administrators are also covered by the national health insurance scheme without exemption. Locally hired Turkish teachers are covered by the national health insurance scheme, and provided with supplementary medical insurance coverage by the School's designated group health scheme.

Support to settle in: Teachers are assisted in settling into Istanbul or Izmir and their homes through the school's Human Resources and/or Business Department. A trip to IKEA is organised, a tour of the surrounding areas is given, and social events are organised on many evenings in the first weeks of orientation in collaboration with the school management.

Orientation for New Staff: New staff are provided orientation before the rest of the faculty begin. Training is provided on an introductory basis to curriculum, pedagogy, the history of the school, school departments, and a school tour are included. Informational sessions on Turkish culture, language and culture shock are also incorporated.

Maternity Leave (fully paid): Teachers / Administrators are eligible for a maximum of 8 weeks leave before and 8 weeks after birth with pay. This leave period can be altered to 3 weeks leave before, and 13 weeks after the birth should the teacher's/administrator's doctor approve this request. Teachers / Administrators also have 1 and a half hours of nursing leave per work day until their infant is 1 year old.

Exit interviews: Exit interviews will be conducted by the HR Department in April of each year for any staff who are leaving MEF IS to gather information about strengths and weaknesses of the school. The information gathered from these interviews will be shared with the Head of School in summary format, without releasing the names of the teachers providing the feedback. The Head of School will share the information with the Senior Leadership Team in order to formulate action points for areas of concern.

Professional Development: The school recognises that education is a never-ending process for teachers. It does not stop after getting teacher qualification credentials or when we start teaching. Our school values continuous improvement and reflection and knows that this is only possible through professional development opportunities to ensure the best learning and teaching practices are used. We recognise that teachers and leadership will not only be more effective in their work but also more satisfied in the work that they do through opportunities to grow professionally. The school will provide weekly in-house professional development, along with whole school professional development through the use of external training or consultants on site, and will aim to send each teacher to externally provided training.

Settling-in Support: Support is provided for faculty and staff with off campus accommodation searches, setting up of payments for utilities, long term sick leave repayments, school housing maintenance issues, registering of mobile phones, setting up of bank accounts through Business Management, Human Resources and support staff.

Teacher Voice: Opportunities for distributed leadership and teacher input are provided for and sought through avenues such as our professional learning communities, teacher-led professional development workshops, representation on school committees such as the parent teacher association, health and safety committee, nutrition committee, and wholeschool staff meetings where teacher input and voice are gathered.

Social Events: Positive staff and faculty morale is cultivated through the school social committee actions, through social events organised by the school, and through the encouragement of social connections between faculty members outside of school hours. There is an expectation of respectful and professional interactions at all times between community members.

Seeking feedback: Satisfaction surveys are conducted as needed where teacher feedback is sought on a formal basis. The information gathered from these surveys are used to formulate action plans to address concerns in the upcoming academic year. Informal surveys and meetings are used throughout the year to gain feedback from teachers.

Open door policy: An open-door policy is employed by the leadership team, and a culture of being open to critical feedback is embraced in order to maintain a cycle of continuous improvement.

Meeting with Head of School: All new teachers are invited to an individual meeting with the Head of School to give their feedback about the first impressions of the school in November. The meeting agenda is decided by the teachers but general discussion points could include; what is going well, what could be better, and any support they need, etc.

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