



Shaheen Public School® Moza Looter

Affiliated with Punjab Education Foundation (Govt. Punjab)

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Recruitment Policy

Introduction:

Shaheen Public School Moza Looter, affiliated with the Punjab Education Foundation (PEF) and registered with the School Education Department, Government of Punjab, is dedicated to providing free, quality education in English, the only English medium school in the area. We ensure that the recruitment process for our teaching staff is fair, transparent, and aligned with our commitment to quality education.

1. Job Advertisement and Application Process:

- Job advertisements will be posted on the school's official website and social media platforms.
- Interested candidates must apply online within the specified due date.
- There is no application fee for any position at Shaheen Public School.
- Selected candidates will be notified via a phone call and email from the school administration.

2. Application Requirements:

- Candidates must submit a complete set of photocopies of all academic certificates.
- Two passport-sized photographs must be provided.
- Candidates are required to bring their original academic certificates for verification.
- A copy of the NADRA-issued CNIC or Form-B must be submitted with the application.

3. Selection Process:

- A Selection Committee will be formed to oversee the recruitment process.
- Candidates shortlisted for the next stage will be invited for a 20-minute teaching demonstration related to the subject they have applied for.
- The Selection Committee will assess the teaching demo, focusing on subject knowledge, teaching methods, communication skills, and classroom management.
- The final decision will be made by the Selection Committee, based on the demo performance and overall suitability.

4. Offer and Joining:

- Selected candidates will receive an offer letter within two days after the teaching demonstration.
- Candidates must join the school within one week of receiving the offer letter.
- Teachers currently employed at another school must submit a resignation letter from their previous employer before joining.

5. Employment Terms:

- Shaheen Public School provides full pay during summer and winter vacations.
- Annual increments will be based on performance evaluations conducted by the school administration.
- Teachers are entitled to one leave per month with pay. Any additional absences will result in a pay deduction.
- If a teacher takes leave immediately following a Sunday, it will count as two leave days.
- Short leave is only permitted with the approval of the Managing Director. In the case of female teachers, a blood relation must come to pick them up.

6. School Conduct and Regulations:

- Teachers must arrive at school 15 minutes before the morning assembly. Late arrivals may be marked as absent.
- Teachers are required to submit the homework diary online from the school office.
- Mobile phones are strictly prohibited within the school premises.
- Female teachers are not allowed to wear makeup on school premises.
- Physical punishment of students is strictly prohibited. Teachers must adhere to positive disciplinary methods at all times.

7. Resignation and Exit Procedures:

- Teachers wishing to resign must provide one month's notice. Failure to do so will result in a deduction of one month's salary.
- During PEF monitoring, teacher training, or teacher assessments, no teacher will be allowed to resign.
- Resigning teachers must return all school property (e.g., books, keys, materials) before their final day.

8. Professional Development and Compliance:

- Teachers are expected to participate in regular professional development sessions organized by the school.
- Compliance with the policies and regulations set forth by the Punjab Education Foundation and the School Education Department, Government of Punjab, is mandatory.
- Teachers will undergo regular performance reviews to ensure they meet the school's standards of teaching excellence.

9. Confidentiality and Ethics:

- Teachers must maintain the confidentiality of all school-related information.
- Any form of misconduct, including but not limited to academic dishonesty, harassment, or unethical behavior, will result in immediate disciplinary action, which may include termination of employment.

10. Health and Safety:

- Teachers must adhere to the health and safety guidelines established by the school, including any protocols related to emergencies, student health, and safety measures within the school environment.

Conclusion:

Shaheen Public School Moza Looher is committed to upholding the highest standards in education. Our recruitment policy reflects our dedication to hiring qualified, passionate, and ethical educators who will contribute positively to our learning environment. We look forward to working with teachers who share our vision of providing excellent education and nurturing the potential of every student.