



School Staff Appointment Policy

Ras Al Khaimah Department of Knowledge



1. Introduction

The Ras Al Khaimah Department of Knowledge (RAK DOK) recognises that the quality of education in private schools is directly linked to school staff's qualifications, experience, and competencies. This policy establishes clear and consistent standards for the academic qualifications, professional certifications, and years of relevant experience required for all categories of school employees. It serves as a regulatory framework to ensure that all personnel employed in teaching, leadership, and support roles possess the capabilities necessary to meet students' educational, operational, and developmental needs across all private schools in Ras Al Khaimah.

1.1. Purpose

- Define the minimum academic and professional requirements for all teaching, leadership, and support staff in private schools.
- Ensure consistency in recruitment standards across schools and curricula.
- Strengthen the quality of teaching and learning by ensuring qualified and competent educators are appointed.
- Align school staffing practices with federal and emirate-level regulations and international best practices.
- Support school improvement by outlining clear expectations for qualifications and professional development.

1.2. Scope

This policy applies to all private schools licensed by RAK DOK, regardless of curriculum, and covers all categories of school employees.

2. Definitions

Appointment Letter	An official approval issued by RAK DOK authorising an individual to occupy a designated role within a private school in Ras Al Khaimah.
CPD (Continuous Professional Development)	Structured training undertaken by staff to maintain and enhance their professional skills and knowledge.
Leadership Role	A school management position such as Principal, Vice Principal, Head of Department, or Head of Inclusion, responsible for strategic oversight.
MOH License	A professional nursing license issued by the UAE Ministry of Health, required for practicing nurses in schools.
Non-Teaching Role	Administrative, operational, or student support positions not directly involved in classroom instruction.
Permanent Appointment Letter	A long-term appointment letter valid for the staff member as long as they remain in the same role within the same school.
RAK DOK	Ras Al Khaimah Department of Knowledge — the regulatory authority overseeing private education in the emirate.
Teaching Role	Any instructional position directly responsible for delivering the curriculum to students (e.g. Class Teacher, Subject Teacher).
Teaching Support Role	Roles that assist in delivering education and supporting students under the supervision of qualified teachers (e.g. Assistant Teacher).
Temporary Appointment Letter	A short-term appointment letter granted for a limited duration (up to one term) in exceptional or interim cases.
Transitional Appointment Letter	A conditional appointment letter is issued when a candidate is fulfilling the qualification or experience requirements.

3. Policy Statement

- All School staff (Academic and non-academic) must have a valid appointment letter issued by RAK DOK or MOE.
- It is not permitted to practice any profession in educational activity services at private schools in the Emirate of Ras Al Khaimah without first obtaining an appointment notification from the Ras Al Khaimah Department of Knowledge or MOE.
- The owner of the school, or an authorized representative thereof, may submit applications for appointment notification on behalf of individuals selected for



appointment, provided that the school has a valid and active educational license.

- A permanent appointment letter is valid if the teacher/staff member remains in the same position within the same school.
- A school may request a temporary appointment letter, a permanent appointment letter, or a transitional appointment letter.
- Co-educational schools must comply with the RAK DOK Co-Education Policy regarding staff gender requirements.
- A teacher or staff member is not permitted to be employed at more than one school license simultaneously under any circumstances.
- Below are the roles that require appointment letters:

1. Academic Positions:

- Principal
- Vice Principal
- Head of Department (Head of Subject- Cycle/ Grade Coordinator)
- Head of Inclusion
- Subject Teacher
- Class Teacher
- Inclusion Teacher
- Substitute Teacher
- Assistant Teacher
- Inclusion Assistant Teacher
- POD Support Assistant/ Shadow Teacher/

2. Non-Academic Positions:

- School Counsellor
- Social Worker
- Career and University Guidance Counsellor
- Nurse
- Health and Safety Officer
- Students Affairs Officer
- Human Resources Officer
- Learning Resources Specialist (Librarian)
- Lab Technician
- Administrator
- Programmer
- Data Entry Clerk
- Receptionist
- Accountant

The tables below outline the minimum qualifications, experience, and other requirements to identify the eligibility profiles for all the above roles.

3.1. Leadership

Role	Minimum Required Qualification	Experience	Additional Requirements
Principal (Head of School / Headteacher)	- Master's degree in educational leadership or any subject, or a recognised professional certificate.	<ul style="list-style-type: none"> - Minimum of 5 years in education, including: - 3 years in a school leadership role 	<ul style="list-style-type: none"> - Completed relevant CPD in educational and/or organisational leadership. - Valid educational leadership license MOE PLS/TLS. - Subject to RAK DOK screening and Interview.
	- Or a bachelor's degree in any subject.		
Vice Principal (Deputy Principal / Assistant Headteacher)	<ul style="list-style-type: none"> - Postgraduate Diploma in Educational Leadership or any subject - Or a bachelor's degree in any subject 	<ul style="list-style-type: none"> - Minimum of 4 years in education, including: - 3 years of teaching experience. 	<ul style="list-style-type: none"> - Completed CPD in educational and/or organisational leadership. - Valid educational leadership license MOE PLS/TLS. - Subject to RAK DOK screening and recommendation.
Head of Department (Subject Leader / Cycle or Grade Coordinator)	- Bachelor's degree in education or in a relevant subject.	<ul style="list-style-type: none"> - Minimum of 3 years teaching experience OR - 1 year of experience in a senior leadership role. 	<ul style="list-style-type: none"> - Demonstrated subject expertise and team leadership. - Participation in curriculum coordination preferred.
Head of Inclusion (SENCO / Inclusion Coordinator)	- Bachelor's degree in special education.	<ul style="list-style-type: none"> - Minimum of 5 years in inclusive education, including: - 2 years as an Inclusion Teacher. 	



	<ul style="list-style-type: none"> - Or a bachelor's degree in education with recognised training in special needs. 	<ul style="list-style-type: none"> - 3 years supporting Students of Determination. 	<ul style="list-style-type: none"> - Completion of certified CPD in inclusive education. - Familiarity with UAE inclusion legislation and IEP development.
--	--	---	--

General guidelines for appointing Leadership positions:

- All private schools must have an appointed principal representing the school with all authorities and entities. The principal is responsible for all educational, administrative, financial, and operational matters within the school and is the primary person accountable for the school's performance, compliance and educational standards.
- The appointment of a school principal is not considered legally valid unless an official appointment notice has been issued and approved by RAK DOK.
- The appointment notice for the school principal is issued within five (5) working days from the personal interview date. If the candidate does not meet the requirements for obtaining the appointment notice, the license holder(s) will be immediately informed to nominate a suitable alternative.
- The license holder(s) may not terminate the school principal's contract during the academic year except in exceptional cases that negatively affect the students or the school. RAK DOK must be immediately notified of the vacancy, along with the name of the acting principal and the expected duration for appointing a new one.
- The school principal position may not remain vacant for more than three (3) months.

3.2. Teaching Positions

Role	Required Qualification	Experience	Additional Requirements
Class Teacher up to phase 1.	<ul style="list-style-type: none"> - Bachelor's degree in education - Or a bachelor's degree in early education. 	<ul style="list-style-type: none"> - Two years of experience are required for teachers without a degree in Primary Education. 	<ul style="list-style-type: none"> - A diploma in primary education is required if a bachelor's degree is not in primary education.
English as an Additional Language Teacher (EAL/ESL/EFL)	<ul style="list-style-type: none"> - Bachelor's degree in education or any subject. 	<ul style="list-style-type: none"> - NA 	<ul style="list-style-type: none"> - Diploma in teaching English as an additional language (TEFL/TESL/TESOL) or IELTS level 6 or equivalent if qualified in a non-English language.

KG Teacher / Early Years Teacher	<ul style="list-style-type: none"> - Bachelor's degree in Early Years Education. - or Primary Education/Education. 	<ul style="list-style-type: none"> - Two years of experience are required for candidates without a degree in Early Years. 	<ul style="list-style-type: none"> - A Diploma in Early Years - or Primary Education is required if the bachelor's degree is not in Early Years. - Or CACHE Level 3 for PKG-KG1 teachers.
Inclusion Teacher	<ul style="list-style-type: none"> - Bachelor's degree in education. - or in the Education of the subject. 	<ul style="list-style-type: none"> - Two years of teaching experience. 	<ul style="list-style-type: none"> - CPD course in Special Education.
Subject Teacher	<ul style="list-style-type: none"> - Bachelor's degree in the subject - or a bachelor's degree in education. 	<ul style="list-style-type: none"> - One year of teaching experience in the subject. 	<ul style="list-style-type: none"> - Valid Teaching License in the subject or Diploma in the subject.
Substitute / Cover / Temporary Teacher	<ul style="list-style-type: none"> - Bachelor's degree in the teaching subject. 	<ul style="list-style-type: none"> - NA 	<ul style="list-style-type: none"> - Temporary approval applies for up to one month/term; not allowed for full-time staff employed elsewhere in the UAE.

General Guidelines for Appointing Teaching Positions:

- Only Native Arabic speakers are authorised to teach Arabic to Native Speakers.
- Non-Native Arabic speakers are authorised to teach only Arabic to Non-Native Speakers, subject to meeting the Arabic proficiency test recommended by RAK DOK.
- The kindergarten class teacher must be a female.
- Co-educational schools must comply with the RAK DOK Co-Education Policy regarding staff gender requirements.
- Substitute/ cover/ temporary teacher not authorised for staff holding a full-time contract with another employer in the UAE.

3.3. Teaching Support position

Role	Required Qualification	Experience	Additional Requirements
Inclusion Assistant	- High School Certificate	- One year of experience or 25 hours of internal school training.	
	- Or Diploma in Special Education.	-	
Shadow Teacher / Learning Support Assistant / 1:1 Support Assistant/ Individual Assistant	- Refer to Inclusion Assistant qualifications and recommendation from Inclusion Lead or School SLT	-	-
Teacher Assistant	- High School Certificate.	-	-

3.4. Non-Teaching Positions

Role	Required Qualification	Experience	Additional Requirements
Accountant	- Bachelor's degree in the field of specialisation	-	-
Career and University Guidance Counsellor	- Bachelor's Degree in any subject	- CPD in Career and University Guidance.	- A former/ or current teacher is preferred.
Computer Programmer	- Bachelor's degree in the field of specialisation	-	-
Data Entry	- High School Certificate	-	-
Health and Safety Officer	- Bachelor's degree in a relevant field	- Minimum 2 years in health and safety, compliance or a relevant field	- Certified CPD in Health and Safety (Preferred)
Human Resources Officer	- Bachelor's degree	-	-
Librarian	- Bachelor's degree in the field of specialisation	-	-
Nurse	- MOHAP Licensed Nurse	-	-
Receptionist	- High School Certificate	-	-



Secretary / Administrator	- Bachelor's degree	-	-
	- or a diploma in a relevant field	- Minimum 2 years of experience	- Certified CPD in Secretary (Preferred)
School Counsellor	- Bachelor's degree in School Counselling or related subject	-	-
Scientific Laboratory Specialist / Supervisor	- Bachelor's degree - Or a diploma in the field of specialisation	-	-
Social Worker	- Bachelor's degree in social work - or social service, legal, or psychology.	-	-
Storekeeper	- High School Certificate	-	-

4. Compliance

Effective Date: This policy shall take effect from the start of the Academic Year 2025/26. Full compliance by all private schools is expected by the beginning of the Academic Year 2026/27.

Enforcement and Penalties: Schools that do not adhere to this policy will be subject to accountability measures as stipulated by DOK, including possible penalties or other corrective actions. Non-compliance may result in intervention by DOK as per UAE federal regulations.

Compliance Audits: DOK reserves the right to conduct periodic audits to ensure schools comply with this policy. The school administration must promptly resolve any discrepancies found during these audits to avoid further action.

5. Feedback and Improvement

Annual Review: DOK will conduct a yearly review of this policy to incorporate feedback, address emerging needs, and ensure it aligns with the latest educational standards and regulatory requirements.

Feedback Mechanisms: School administrators are encouraged to submit feedback on the School Staff Appointment Policy to DOK, which allows for continuous improvement based on schools' practical experiences.

6. Contact Information

For any questions related to this policy, please contact: [**info@dok.rak.ae**](mailto:info@dok.rak.ae)



7. Conclusion

This School Staff Appointment Policy reflects the Ras Al Khaimah Department of Knowledge's commitment to ensuring that all private schools are staffed with qualified, competent, and professionally certified individuals. By defining minimum standards for qualifications and experience across all school roles, this policy supports the delivery of high-quality education, effective school operations, and strong educational leadership. The implementation of this policy ensures consistency, transparency, and alignment with UAE regulatory frameworks. RAK DOK will continue to collaborate with school leaders to uphold excellence in human capital across the emirate's private education sector.

8. Revision History

Policy reference no:	RAKDOK-POL-2025-22
Document name:	School Staff Appointment Policy
Effective date:	01.07.2025
Version:	01
Issue date:	01.08.2025
Updated on:	-
Updated by:	-
Reviewed by:	Executive Director

Note:

The Ras Al Khaimah Department of Knowledge (RAK DOK), the "Authority, " issued and controlled this policy." It is understood that this policy is to be treated as confidential and should not be copied. Any disclosure, in whole or in part, for any purpose is considered not authorised unless prior written permission is obtained from the Authority.