

Dear Directors,

As most of you would reckon, the recruitment of teachers of Arabic, Islamic Studies and Qatar history/heritage used to involve the National Programs team at PUE Academic Affairs. This mandate had for rationale to support the national programs with best qualified teachers and ensure that the MoE requirements are monitored and met.

Since joining forces under EDI, the National Programs team has expanded its role to include professional learning, supporting curriculum improvement and building leadership capacity. The team will continue to support your school in making recommendations for prospective candidates in these subjects.

However, we will reduce the redundancy and make our contribution more efficient by following the standard process below:

- 1- Schools review CVs and identify potential candidates
- 2- Schools conduct a preliminary interview of the candidate (could be done via skype)
 - Successful candidates are then asked to prepare and deliver a mock lesson (or a panel interview if done via skype)
 - A copy of those selected candidates is sent to EDI (Mr. Khalid Laswi – Head of Islamic Studies- klaswi@qf.org.qa)
- 3- EDI reviews the CV and sends a member of the NP team to attend the mock lesson (or panel interview)
- 4- EDI NP team submits their recommendation to the school
- 5- School Director makes final decision and sends it to PUE HR for drafting an offer

The next step is to work with your Arabic Pedagogical teams to make sure they have identified their needs for professional learning, in order to ensure that all current National Programs teachers meet the requirements and are on a track towards excellence.

Please share this information with the relevant members of your leadership teams.

Best regards,

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