

COMMON QUESTIONS & ANSWERS FOR PROSPECTIVE STAFF

Contracts and Visa Processing:

Q: I would like my basic salary to be the same as the gross.

A: SRS policy is that the basic salary in staff contracts is 40% of the gross salary. This is in keeping with UAE Labour law.

Q: Do I sign and return the detailed contract or sign it when I am in Dubai?

A: It is preferable that you sign and send it back for administrative purposes.

Q: Do I need to post the forms/certificates to you so you can sort out my employment visa or what is my next step?

A: Once you have signed the letter of offer, please send scanned copies of the below, so we may commence processing your employment visa. When you enter the UAE you will be issued a visit visa. British passport holders are automatically issued a 40 day visit visa upon entering Dubai. SRS will continue and finalise your work visa when you arrive.

✓ Documents needed when the letter of offer is signed:-

- 1- BA degree
- 2- PGCE
- 3- Passport copy / valid for more **than 6 months**
- 4- Scanned photograph

✓ The documents below should be brought into school on the first day in August:-

- 1- Attested certificates.
- 2- CRB with 3 year validity from UK or a valid police check from previous country of employment.
- 3- 20 studio photographs on white background.

Q: I am in the middle of preparing my certificates on order that I can then take them to the foreign office and the embassy. There are a few things I am unsure of. In the details sent with the contract it stated that a notary public was to sign my certificates. Do I need to get a solicitor to sign them or the University who awarded the certificate to sign and seal an authentic copy of my certificate?

I am aware that my PGCE and degree certificate are to be legalised. Should my induction certificate, received by the General Teaching Council showing that I have completed my NQT year, also be included?

A: The attestation procedure should be followed exactly as it is detailed to ensure Ministry of Education approval as a teacher is obtained easily. Notary public, then Foreign Affairs and then the UAE Embassy in the UK (if certificates issued in the UK). It is a good idea to also get your induction certificate attested as well.

Q: Should teachers bring my GCSE Certificates or A level certificates ?

A: Yes they should bring their GCSE and A Level certificates just in case it is requested by the KHDA as these are listed in teacher approval requirements. The KHDA will be issuing your approval, at SRS' request, to work as a teacher at our school and also for us to process your work visa. Usually only the degree certificate is required and sometimes the university transcripts.

Q: Do SRS arrange a medical examination when teachers arrive in Dubai, or should I have this done in the UK before I leave?

A: The school will arrange the medical examination when we start processing your work visa.

Q: Will the work visa allow me to work for SRS only?

A: The work visa means you will be sponsored by The School of Research Science and according to the UAE Labour laws you are only allowed to work for SRS.

Q: Who will book my ticket to Dubai?

A: Teachers are responsible for their own flight bookings as the school pays a yearly ticket allowance (this is paid in two installments – August and January salaries)

Q: If the flight arrives early morning or late at night, would the school driver be able to pick me up from the airport and would I be able to collect the key to my accommodation?

A: The school driver is prepared to collect new teachers/staff during the night or early morning. As soon as you have booked the flight, please let us know your flight details. The driver will have your apartment key when he comes to collect you. If your apartment is not yet ready for you, you will be taken to a hotel as arranged by the school. You will be informed of this before your arrival.

Accommodation and related questions:

Q: Instead of accepting accommodation provided by the school, could an accommodation allowance be given instead?

A: If you do not want staff accommodation you may opt for the accommodation allowance as per your contract entitlement and as detailed below:-

- 1 Shared accommodation – Dhs 35,000 per year (FS1)
- 2 One Bedroom accommodation – Dhs 45,000 per year (FS2, Primary & Secondary)
- 3 Two Bedroom accommodation – Dhs 50,000 per year (Middle Leaders, Senior Management, teachers with family)
- 4 Three Bedroom accommodation – Senior Leaders, Consultants Please note - the accommodation allowance is paid quarterly.

Q: Where is the teachers' accommodation? What is the address?

A: Staff accommodation is only a 5 minute drive from the school. This is in two separate locations, Al-Warqaa and Mirdif. Teachers are allocated apartments according to apartment availability and entitlement.

Q: Will the electricity and air conditioning be on by the date that I have been told I can move into my accommodation? (this is usually around 14 August every year)

A: Electricity with central air conditioning will of course be on and ready for your arrival on or after 14 August.

Q: Is the flat fully furnished? What exactly is provided e.g. TV/microwaves etc.

A: Please see staff accommodation inventory for your information.

Q: I am shipping some personal items and need an address for delivery.

A: Please ensure the following when shipping personal effects:

- a) That the freight arrives in Dubai after you have also arrived in Dubai.
- b) That the freight is forwarded to you in your name, do not forward any freight in the school's name as this will make it impossible to clear at the port.
- c) You can use the school's PO Box 27463, Dubai United Arab Emirates as the forwarding address and the school's phone number 00 971 4 6011011 as a contact number.
- d) You should mark the contents as personal effects.

Q: Also I would like to have access to the internet at home, how would I arrange this?

You will be able to have internet in your accommodation once your work visa has been processed which will take approximately 6 to 8 weeks to complete.

Q: Are utilities and internet bill paid by the school?

No, the utilities bill and the Internet are not paid the school, it will be paid by the teachers.

Q: Are partners allowed to live with teachers (employed by the school) in the apartment?

A: UAE Law states that only married couples of close relatives (proof can sometimes be requested by authorities) can live together and this is stated in the SRS detailed contract.

Various

Q: Does the school have a dress code?

A: SRS has a permanent dress code for all staff, please see attached.

Q: Does the school provide staff with a laptop or do teachers need to purchase their own?

A: The school provides the staff with tablets.

Q: How are salaries paid? How do I set up a bank account when I arrive in Dubai?

A: New employees are paid in cash every month until their work visa is finalised and labour card issued. Once your employment visa and labour card are processed, you will be able to open a bank account.