



# مدرسة سبرينج دايلز دبي

## SPRINGDALES SCHOOL DUBAI

### CONTRACT OF EMPLOYMENT

SSD/COE/1077/2024-2025

12-September-2024

#### PRIVATE AND CONFIDENTIAL

#### 1.0 Personal details:

1.1 Name of employee	:	Shehzeen Shaikh
1.2 Designation	:	Learning Support Assistant
1.3 Start Date	:	16 <sup>th</sup> September 2024

#### 2.0 Monthly Compensation:

2.1 Basic salary	:	AED 2,000.00
2.2 House Rent Allowance	:	AED 0.00
2.3 Other Allowance	:	AED 1,500.00

Effectively your total monthly compensation will be AED 3500.00 (Three Thousand and Five Hundred Dirhams only)

#### 3.0 Other Allowances and Benefits

- 3.1 Tuition Fee Concession towards Childs Education: You will be entitled to 50 percent concession for one child on completion of probation period.  
Tuition Fee Concession does not apply for Pre KG.
- 3.2 Medical Insurance: You will be covered under our group medical insurance.
- 3.3 End of service Benefit (Gratuity): At the end of the tenure of employment with the school, you will receive a payment of Gratuity as per the standard norms of U.A.E. If you do not complete the contract, you will not be entitled to receive the end of service gratuity payment.

#### 4.0 Other terms:

- 4.1 Contract tenure: The contract is valid for a period of 2 years from your effective date of joining, till the end of academic year, unless stated otherwise.
- 4.2 Duties and responsibilities:
- 4.2.1 You will work under the supervision of the Head of Foundation.
- 4.2.2 You will execute all academic, administrative and supervisory duties attached to the position to the best of your abilities and in accordance with the expectations of the Principal/Management of Springdales School.

CBSE Affiliation Code: 6630073

PO Box 115930 Dubai, UAE Tel: +971 4 338 1311 Fax: +971 4 338 1316 Web: [www.springdalesdubai.com](http://www.springdalesdubai.com)

- 4.2.3 You will be assessed regularly by the Principal and will receive a yearly / term-wise evaluation.
  - 4.2.4 You will abide by all Springdales rules and regulations, respect and implement all instructions of your supervisor.
  - 4.2.5 You are not permitted to undertake any work, whether full-time or part-time, paid or unpaid, outside school without the prior written consent from school management.
  - 4.2.6 Springdales handbook serves as a guide to policies, procedures and daily operation of the school. You are expected to read the handbook and be familiar with the contents together with any amendments made during the academic year.
  - 4.2.7 In addition to these duties, you will be expected to participate in extra-curricular activities and fulfill responsibilities of the teaching profession, including staff meetings, parents' evenings, open day, examination invigilation, in-service training, etc. when instructed by the Principal. You are also expected to participate fully whenever the school is involved in wider community activities.
- 4.3 **Working hours:** Working hours will be determined by the school management. Staff may be requested to put in extra hours as per school requirements including staff meetings, curriculum meetings, school events and others. No extra compensation will be provided for this.
- 4.4 **Working days and leave:** All leave is subject to the laws of the Ministry of Education, Knowledge and Human Development Authority and Ministry of Labour as well as the school calendar.
- 4.5 **Extra-curricular allowance:** The staff assigned with the duties of afternoon activity will be entitled for the extra-curricular allowance, only for the period the deployed for after school activity.
- 4.6 **Banking:** You must open a bank account within one month of your commencement of work at Springdales School into which your salary and any amounts due will be remitted.
- 4.7 **Professional Development:** As per the requirements of the school, Springdales may nominate teachers for attendance at professional conferences and workshops, giving them an opportunity to learn about current best practices. Responsibilities tied to this opportunity will include active leadership in Programme improvement for a minimum of 12 months after conference/workshop attendance. Any participant unable to fulfill this requirement would be responsible for full reimbursement of the training expenses to Springdales. These costs include the cost of training, travel, visa expenses, stay and any other costs that the school has borne on account of the training.
- 4.8 **Notice period:** You will be on probation for a three month period, during which, either party can terminate the agreement by giving one working month's written notice or compensate with one month salary in lieu of to terminate this agreement. Post probation a notice period of three months is required to be given in case you decide to leave the





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organization. No notice is required to be given by the school under the terms of serious misconduct which may warrant instant dismissal.

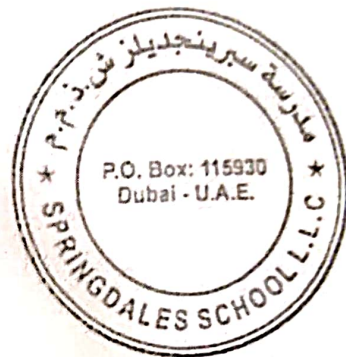
- 4.9 **Terminating the employment contract:** Terminating the contract after signing and before its completion will mean non fulfillment of the contractual obligations and will result in the following:
- 4.9.1 You will be required to compensate the school with three months salary if you are not serving a three month notice period post completion of probation.
- 4.9.2 In keeping with the importance from this position and your responsibility kindly note that resignation for this position will only be accepted with effect from the end of academic year. No resignations will be accepted during an academic year.
- 4.10 **Contract of appointment:** Upon your acceptance of this contract, you will be issued with a contract to be approved by the Ministry of Education, Knowledge and Human Development Authority and Ministry of Labour.
- 4.11 **Employment costs:** Costs pertaining to obtaining Labour card, Ministry of Education and Immigration (visa) will be borne by Springdales.
- 4.12 **Confidentiality:** Your terms of employment are strictly confidential and should not be discussed with other members of staff.
- 4.13 **General terms and conditions:**  
All policies referred to herein are subject to provisions of the Ministry of Education, Knowledge and Human Development Authority and Ministry of Labour, which may be amended from time to time in accordance with changes in law.
- 4.14 **Acceptance:** Please sign a copy of this letter as acceptance and email back to us with the following documents:-
- Copy of passport (of minimum validity of 6 months )
  - Copy of Visa (of minimum validity of 6 months)
  - Copy of Passport Copy & Visa of Sponsor (of minimum 6 months validity)
  - Reference letters from Previous Organizations
  - Contact Details of 2 references (One from a Prior Employment & the Second from a Personal Contact)
  - 12 passport size photographs with white background
  - Copies of your degrees duly attested by the Ministry of Foreign Affairs from the country the certificates were issued and also attested from the UAE
  - Embassy in the country from where the certificates were issued. Attestation and translation costs will be borne by you.

If for any reason Springdales is not in a position to secure the necessary clearance for your employment visa or for approval of the appointment by KHDA and MOL, this contract will cease to be valid.

We look forward to building an institution that we can all be proud of.



Mr. Zubair Ahmad  
COO



I hereby accept the above terms and conditions



Shehzeen Shaikh

Date: 13-09-2024