

**Administrative Resolution No. (54) of 2025**  
**Concerning the Requirements and Procedures for**  
**the Appointment of School Staff in Private Schools in the Emirate of Dubai<sup>1</sup>**

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**The Director General of the Knowledge and Human Development Authority in Dubai,**

After perusal of:

Law No. (2) of 2021 Concerning the Knowledge and Human Development Authority in Dubai (the “**KHDA**”);

Executive Council Resolution No. (2) of 2017 Regulating Private Schools in the Emirate of Dubai; and

Executive Council Resolution No. (17) of 2025 Approving the Organisational Structure of the Knowledge and Human Development Authority in Dubai,

**Does hereby issue this Resolution.**

**Definitions**

**Article (1)**

The words and expressions mentioned in this Resolution have the same meaning assigned to them in the above-mentioned Executive Council Resolution No. (2) of 2017. The word “**Guide**,” wherever mentioned in this Resolution, means the “Guide for Appointing Teaching Staff in Private Schools in the Emirate of Dubai” approved pursuant to this Resolution.

**Approval of the Guide**

**Article (2)**

Pursuant to this Resolution, the “Guide for Appointing Teaching Staff in Private Schools in the Emirate of Dubai”, published on the KHDA’s official website, inclusive of the procedures, conditions, and technical requirements set out therein, is approved.

## **Scope of Application**

### **Article (3)**

The Guide applies to all Private Schools in the Emirate to which the above-mentioned Executive Council Resolution No. (2) of 2017 applies.

## **Requirements for Issuing Approvals for the Appointment of School Staff**

### **Article (4)**

To be issued with an approval for appointment at a Private School, a School Staff member must:

1. be of good character and repute and not have been convicted of an offence affecting honour or trustworthiness, unless he has been rehabilitated. Good character and repute must be evidenced by:
  - a. submitting a valid certificate of good conduct issued by the Dubai Police; or
  - b. submitting a valid and duly attested certificate of good conduct issued by the competent entity in each country where the non-UAE national School Staff member has resided during the ten (10) years preceding the application for appointment at the Private School, where that member has resided in the UAE for less than five (5) years since his first entry into the UAE.
2. be medically fit to perform the duties of the post;
3. undertake, in writing, to comply with the professional and ethical code of conduct for education professionals in general education, as issued by the competent educational authorities in the UAE; and
4. possess the academic qualifications, the professional experience, and technical expertise, specified in the Guide.

## **Procedures for Issuing Approvals for the Appointment of School Staff**

### **Article (5)**

In issuing an approval for the appointment of a School Staff member at a Private School, the following procedures apply:

1. The Private School will select the suitable candidate for appointment at the Private School, in accordance with the conditions and requirements set out in the Guide.
2. The Private School will submit an application for the appointment of a School Staff member via the KHDA's website, accompanied by the required supporting documents.

3. The KHDA will consider the application and verify that it meets all relevant requirements and that it is accompanied by all required documents.
4. The KHDA will issue its decision on the application within ten (10) working days from the date on which all the application requirements stipulated in Article (4) of this Resolution are satisfied. If no decision is issued upon expiry of that period, the application will be deemed rejected.
5. Where the application is approved, the KHDA will notify the Private School accordingly and register the member of the School Staff in the KHDA's electronic system.

**Assuming Duties by School Staff at Private Schools**  
**Article (6)**

- a. A Private School must obtain the KHDA's prior approval for the appointment of a member of the School Staff before he assumes duties at the Private School.
- b. The approval issued by the KHDA in accordance with the provisions of this Resolution applies exclusively to the School Staff member's work at the Private School that submitted the appointment application, but does not entitle the School Staff member to assume any position at another Private School, including any branch of the Private School that submitted the appointment application.

**Revocation of Approvals for the Appointment of School Staff**  
**Article (7)**

The KHDA may revoke its approval for the appointment of a member of the School Staff at a Private School in any of the following cases:

1. where it is established that the member of the School Staff has breached the professional and ethical code of conduct for education professionals in general education, as issued by the competent educational authorities in the UAE;
2. where the member of the School Staff resigns, his service is terminated by the Private School, or his employment contract is not renewed;
3. where the member of the School Staff assumes employment at another Private School without first obtaining the KHDA's approval;
4. where it is established that the School Staff member has breached the duties prescribed for him under the technical guides and circulars issued by the KHDA; or

5. where the School Staff member ceases to meet any of the conditions or requirements for approval of his appointment at the Private School in accordance with the provisions of this Resolution and the Guide.

**Re-appointment of the School Staff**  
**Article (8)**

- a. The KHDA may issue approval for the appointment of a School Staff member at another Private School during the same School Year in which the previous approval for his appointment was revoked, in any of the following cases:
  1. where the School Staff member submits his resignation from the Private School at which he is employed, in accordance with the terms of the employment contract concluded between him and the Private School, provided that his date of joining the new Private School coincides with the beginning of the new term; or
  2. where the Private School terminates the service of the School Staff member or does not renew his employment contract for any reason other than those stipulated in Article (7) of this Resolution, or where it is established by a final court judgment that the termination was arbitrary.
- b. Where the School Staff member resigns in accordance with the provisions of sub-paragraph (a)(1) of this Article without observing the notice period stipulated in the employment contract concluded between him and the Private School, the KHDA will issue its approval for his appointment at any other Private School only after the expiry of a period of not less than ninety (90) days from the date of resignation.
- c. Approval for the re-appointment of a School Staff member, as set out in this Article, will be issued in accordance with the requirements and procedures stipulated in this Resolution and the Guide.
- d. The School Staff member will submit an application for his re-appointment at another Private School on the form approved by the KHDA for this purpose, together with the End-of-Service Questionnaire.

**Reviewing and Updating the Guide**  
**Article (9)**

The Growth and Human Development Sector at the KHDA will regularly review and, where necessary, update the Guide; and submit the relevant recommendations to the Director General to issue the relevant directives as he deems appropriate.

**Compliance with this Resolution**  
**Article (10)**

All Private Schools operating as at the effective date of this Resolution must ensure that their School Staff comply with the requirements of the academic and specialised qualifications set out in the Guide, within a period not exceeding three (3) years. This grace period will commence on:

1. 1 September 2025, in respect of Private Schools whose School Year commences in September; and
2. 1 April 2026, in respect of Private Schools whose School Year commences in April.

**Publication and Commencement**  
**Article (11)**

This Resolution will be published in the Official Gazette and will come into force on the day on which it is published.

**Aisha Abdulla Miran**  
**Director General**  
**Knowledge and Human Development Authority**

Issued in Dubai on 20 August 2025

Corresponding to 26 Safar 1447 A.H.