



Sharjah Private Education Authority Policies and Procedures Manual

The minimum qualifications and terms that must be met by candidates to practice educational, administrative, and technical professions in private schools, including helping professions:

Profession	Academic Qualification	Experience	Other Terms
School Principal	Bachelor's degree in Education Or Bachelor's degree in any other field with a Postgraduate Diploma in Education	At least Five (5) years of experience (three years'- experience in school administration + two years'- experience in teaching field). Note: National candidates must have at least two (2) years of work experience in the field of teaching or school administration.	Passing the personal interview at the Authority. Completing 75% of the required Continuous Professional Development hours, provided that the remaining hours are fulfilled within 3 months from the issuance date of the permit to practice, in accordance with the Continuous Professional Development policy issued by the Authority for workers in private schools.
School Principal Assistant	Bachelor's degree in Education Or Bachelor's degree in any other field (with a Postgraduate Diploma in Education)	At least two (2) years of experience in the field of teaching and one (1) year of experience in school administration.	Completing 75% of the required Continuous Professional Development hours, provided that the remaining hours are fulfilled within three (3) months from issuance date of the permit to practice.
Administrative Supervisor	Bachelor's degree	Two (2) years of experience in teaching field	Completing 75% of the required Continuous Professional Development hours, provided that the remaining hours are fulfilled within three (3) months from issuance date of the permit to practice.
Educational Counselor	Bachelor's degree in Social Work, Sociology, or its equivalent	Two (2) years of experience in the same field of work	



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Educational Supervisor/ Head of Subject Department	Bachelor's degree in education	At least four (4) years of experience in the field of teaching the same subject area and grade level	Completing 75% of the required vocational training hours, provided that the remaining hours are fulfilled within three (3) months from issuance date of the permit to practice.
School Secretary	Certificate of Secondary Education Specialized secretarial courses	Two (2) years of experience in the same field of work	
Librarian	Bachelor's degree in library-related specialization	Two (2) years of experience in the same field of work	Completing 75% of the required Continuous Professional Development hours, provided that the remaining hours are fulfilled 3 months from issuance date of the permit to practice.
Psychologist	Bachelor's degree in psychology major or psychological counselling and its equivalent	Two (2) years of experience in the same field of work	Completing 75% of the required Continuous Professional Development hours, provided that the remaining hours are fulfilled within three (3) months from issuance date of the permit to practice.
Science Lab Technician	A Bachelor of Science degree	Two years of experience in the same field of work	
Computer Lab Technician	Bachelor's degree in computer major	Two years of experience in the same field of work	
Languages Lab Technician	Bachelor's degree in languages major	Two years of experience in the same field of work	
Health and Safety Technician	A Bachelor of Science degree in addition to specialized courses in HSE	Two years of experience in the same field of work	
Kindergarten Teacher	Bachelor's degree in Education	Two years of experience in the same field of work	Completing 75% of the required Continuous Professional Development hours, provided that the remaining hours are fulfilled within three (3) months from issuance date of the permit to practice.



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Classroom Teacher	Bachelor's degree in Education	Two years of experience in the same field of work	Completing 75% of the required Continuous Professional Development hours, provided that the remaining hours are fulfilled within three (3) months from issuance date of the permit to practice.
Subject Teacher	Bachelor's degree in Education Or Bachelor's degree in a major corresponding to the subject in addition to a Postgraduate Diploma in Education	Two years of experience in the same field of work	Completing 75% of the required Continuous Professional Development hours, provided that the remaining hours are fulfilled within three (3) months from issuance date of the permit to practice.
Special Education Teacher	Bachelor's degree in Special Education field	Two years of experience in the same field of work	Completing 75% of the required Continuous Professional Development hours, provided that the remaining hours are fulfilled within three (3) months from issuance date of the permit to practice.
Teacher Assistant	Secondary Education	Two years of experience in the same field of work	
Trainee Teacher	Bachelor's degree in a major corresponding to the subject	None	A training plan and a performance appraisal follow-up system by the educational institution, provided that the number of classes shall not exceed 14 class per week.
Swimming Coach	Bachelor's degree or diploma degree in Physical Education, swimming major Training courses in the same field	Two years of experience in the same field of work	
Lifeguard	Secondary Education Training courses in the same field A valid lifeguard license permit	Two years of experience in the same field of work	



The minimum qualifications and terms that must be met by candidates to practice educational, administrative, and technical professions in nurseries or early childhood education centers or care rooms:

Job	Academic Qualification	Experience	Other Terms
Nursery Female Principal or Early Childhood Education Center Female Principal	Bachelor's degree in Education Or Bachelor's degree in any other field with a Postgraduate Diploma in Education	At least five (5) years of experience (three years' experience in school administration + two years' experience in teaching field). Note: National candidates must have at least two (2) years of work experience in the field of teaching or the management of nursery or early childhood education center.	Passing the personal interview at the Authority. Completing 75% of the required vocational training hours, provided that the remaining hours are fulfilled within three (3) months from issuance date of the permit to practice.
Nursery principal female assistant or early childhood education center principal female assistant	Bachelor's degree in Education or A major in any other field	At least two (2) years of experience in the field of teaching and one (1) year experience in school administration.	Completing 75% of the required vocational training hours, provided that the remaining hours are fulfilled within three (3) months from issuance date of the permit to practice.
Female administrative supervisor	Bachelor's degree in any major	Two (2) years of experience in teaching field	Completing 75% of the required vocational training hours, provided that the remaining hours are fulfilled within three (3) months from issuance date of the permit to practice.



Nursery or early childhood education center female supervisor (female teacher)	Bachelor's degree in (education or early childhood education major)		Holders of non-educational qualifications shall have Montessori certificate and a diploma of two (2) years after the bachelor's degree specializing in early childhood education. Completing 75% of the required vocational training hours, provided that the remaining hours are fulfilled within three (3) months from issuance date of the permit to practice.
Special Education Female Teacher	Bachelor's degree in Special Education field		Completing 75% of the required vocational training hours, provided that the remaining hours are fulfilled within three (3) months from issuance date of the permit to practice.
Female supervisor assistant for nursery or early childhood education center	Certificate of Secondary Education or higher education		
Babysitter or nanny	Certificate of Secondary Education or higher education		

Terms that must be met as a minimum by candidates to practice educational and administrative professions in institutes and training centers:

Job	Academic Qualification	Experience	Other Terms
Institute Principal or Training Center Principal	Bachelor's degree or diploma degree in any major, preferably in management	At least three (3) years of experience in management or education	
Instructor	Post-secondary diploma or bachelor's degree in the field of specialization and in the same field of training	Two (2) years of experience in the same field of work	
Members of the administrative body	Certificate of Secondary Education or higher education Specialized secretarial courses, if any.	One (1) year of experience in the same field of work.	