

New Staff Induction Policy

Parties Responsible for Developing the Policy

- Academy Principal
- Head of Professional Development

Approving Authority

- Leadership Team
- Chief Executive Officer

Policy Review Cycle

- As needed.

General Provisions

1. Duration of the Induction

- The induction program for new employees extends over two weeks, whether the employee joins the Academy at the beginning of the academic year or during it.

2. Mechanisms and Procedures for Inducting New Teachers

- The Head of Professional Development receives, via official email from the Human Resources Department, a list of the names and work locations of the new employees. She then prepares the induction program plan in cooperation with the Heads of schools / Heads of Departments, circulates it to all relevant stakeholders, and follows up on securing the requirements for its implementation and execution (as will be detailed later in this document).
- The Head of Professional Development receives the preliminary induction plans from the heads of the three schools for review and coordination. Programs prepared by the Professional Development Department are then added, their timings are coordinated with the relevant departments, and the final program is approved by the Academy Principal and then circulated to all relevant stakeholders.
- The Chief Executive Officer of the Academy holds a welcoming session in the form of an introductory workshop on the Academy, its system, policies, regulations, organizational structure, administrative hierarchy, and its various departments.
- The head of each school holds workshops for the employees in her stage, through which she introduces them to the school, the staff responsible within it, the nature of the work, the procedures followed and familiarizes them with the school premises and the facilities available there.
- The academic deputy head in each school holds a meeting, according to specialization, with the new teachers under her supervision and introduces them to the coordinators, the work style, the forms

used, and the approved procedures. The departmental guide and work system are also circulated and explained in detail.

- The administrative deputy head in each stage holds a meeting with the new employees under her supervision and introduces them to their direct supervisors, the work style, the forms used, and the approved procedures. The departmental guide and work system are also circulated and explained in detail.
- Meetings are held between the new employees and their direct line managers, during which the nature of the work, procedures, expectations, and the requirements for passing the induction or probation period are reviewed.
- The Head of Professional Development provides the new employees with access to the professional development platform for new employee induction, which includes the detailed information and the academic and administrative policies they need, such as:
 - The Academy's vision, mission, and values
 - Learning outcomes
 - The Academy's departments and organizational structure
 - The academic guides
 - The administrative guides
 - Technical competencies
 - Professional development courses:
 - Academic
 - Administrative
 - Technical and AI-related
 - Best practices
- A designated contact person is identified for each main item, who may be contacted by phone, email, or direct visit in case of any inquiry or need for clarification.
- The direct supervisor, according to specialization, ensures and follows up that the new employees have carefully reviewed the relevant Academy guides and those related to their area of specialization, and that they comply with what is stated in them.
- The Head of Staff Affairs, according to specialization, ensures and follows up that the new employees have carefully reviewed and signed the relevant guides and documents.
- The Head of Professional Development, in coordination with the heads of the three schools/ the heads of academic and administrative departments, prepares and schedules the induction and training plan for the new employees, taking into consideration that the plan includes the academic, administrative, and cultural aspects and meets all the needs arising from them.
- The Head of Professional Development follows up on the implementation of the induction plan and makes modifications and additions to it based on the feedback from the satisfaction and engagement

questionnaires completed by both the new employees and the trainers at the end of each activity or procedure.

- The Head of Professional Development, in coordination with the heads of the three schools / the heads of academic and administrative departments, selects a number of training workshops to be organized for the new employees during the first two weeks of work (and, where possible, some of them may be recorded and later made available online for employees who join at a later date), so that these workshops focus on essential matters such as:
 - o The context of life in Qatar, local culture, and customs
 - o Academic/ Scientific and professional competence
 - o The Academy's methodology, characteristics, value framework, and behavioral rules
 - At the end of the two preparation weeks, a general meeting is held in the presence of the head of school, or her delegate, to hear the questions and inquiries of the new employees, ensure shared understanding of all work-related matters, and provide encouragement and motivation for a strong start and contribution to the Academy's vision and mission, each from her own position and role.
 - In the event that a new employee joins during the academic year rather than at its beginning, her name is submitted through an official email from the Human Resources Department to the Head of Professional Development so that she can arrange and fully schedule that employee's induction program, while taking into account balance with working hours and their requirements.
- 3.** The new employee's direct supervisor also adds her to the relevant official and social work groups and provides the new teacher with the content of the academic subject she will teach and its archive.