



الأكاديمية الهندية، دبي

The Indian Academy, Dubai

Policy No: TIA 3.3

Policy on Induction of new staff

Introduced : April 2014
Revised : March 2015

Implemented by : Board Members

NEED:

1. The new teachers are made aware of the culture and the laws of the U.A.E.
2. They are made aware of the school ethos and culture. They are mentored for the first month by the senior management team and the staff.

. PROCEDURE:

- ❖ Overseas recruitment teachers are met at the airport and taken to their respective accommodation and presented with a welcome pack. Local teachers are shown around the school.
- ❖ Power point presentation and an induction programme are then arranged for them where they are first informed about the culture and norms of the UAE.
- ❖ In the buses, the boys are made to sit in front and the girls are made to sit at the back.
- ❖ They are informed about regular fire practice in the school.
- ❖ New teachers are informed about role of KHDA in education and expectations of DSIB.
- ❖ Prayers: Should not defame or controverse the laws of Islam.
- ❖ Ramadan: they are also informed about the Holy month of Ramadan and the importance of not eating or drinking in the public before Ifthar.
- ❖ Their dress code must always be modest.
- ❖ They are also informed about the discipline policy, health and safety of the children.
- ❖ No corporal punishment at all. It is banned by the Ministry and they will

be liable to serious actions should they indulge in the same.

- ❖ They are mentored by the Senior Management Team in terms of their teaching and interaction with the children.
- ❖ Constant feedback from the first month regarding any problems or difficulties faced by them.
- ❖ They are provided with a school diary and teacher's planner to familiarise with the ethos of the school.
- ❖ If they are class teachers, they are given the special duties of the class teachers.
- ❖ New teachers are informed about the Social Media policy of the school and the country.
- ❖ Lesson plans are monitored and all support is given to them to help integrate to the main stream of the school