



Newton International Academy, Barwa

Human Resources Management Policy

*An International Community of Learners,
Striving for Excellence and Celebrating
Success*



NEWTON
INTERNATIONAL
ACADEMY | **BARWA**

Approved by: Senoir Management Team
Date Approved: September 2026
Next Review Date: September 2027
Review Cycle: Annual

Vision

An international community of learners striving for excellence and celebrating success.

Mission

We aim to provide the highest quality of education possible for students of all abilities. In doing so, we aim to positively encourage each student to achieve academic excellence, enjoy creative diversity, develop critical thinking skills, and become lifelong learners and responsible citizens. To achieve this, we will provide a diverse education in a safe, supportive environment that promotes self-discipline and motivation. We will provide and maintain a calm, trusting, and caring atmosphere where teaching and learning are meaningful and developed. We will work in partnership with our staff, students, parents, and the wider community to achieve our vision.

Policy Aim

The aim of this Human Resources Management Policy is to establish a framework for managing staff effectively in accordance with Qatar Labour Law, MOEHE directives, and international best practises, ensuring a fair, equitable, and supportive working environment that fosters professional growth and development.

Rationale

This policy is designed to ensure that all human resources practises at NIA Barwa are conducted in a manner that promotes fairness, transparency, and inclusivity. By adhering to legal requirements and best practises, we aim to attract, retain, and develop a diverse workforce that reflects our commitment to excellence in education and supports our mission and vision.



Support



Honesty



Respect



Transparent Communication



Social Responsibility



Personal Accountability



Environmental Awareness



Empathy



Diversity



Scope

This policy applies to all employees of Newton International Academy Barwa, including teaching and non-teaching staff.

Recruitment and Selection

6.1 Equal Opportunity Employment

NIA Barwa is committed to promoting equal opportunities in employment. All recruitment and selection processes will be conducted without discrimination based on race, gender, age, religion, disability, sexual orientation, or any other characteristic protected by law.

6.2 Recruitment Process

- Job vacancies will be advertised internally and externally to attract a diverse pool of candidates.
- Selection will be based on merit, qualifications, experience, and alignment with the school's values and mission.
- All candidates will undergo a fair and transparent selection process, including interviews and reference checks.

7. Employee Development

7.1 Professional Development

NIA Barwa is dedicated to the continuous professional development of its staff. Opportunities for training and development will be provided to enhance skills and competencies, aligned with the school's objectives.

7.2 Performance Management

- Regular performance appraisals will be conducted to assess staff performance and identify areas for improvement.
- Constructive feedback will be provided to support staff in achieving their professional goals.

Working Conditions

8.1 Health and Safety

NIA Barwa is committed to providing a safe and healthy working environment for all employees. Compliance with health and safety regulations will be ensured, and staff will receive training on safety protocols.

8.2 Work-Life Balance

The school recognises the importance of work-life balance and will implement policies that support flexible working arrangements where feasible.

9. Anti-Discrimination and Equal Opportunities

9.1 Commitment to Diversity

NIA Barwa values diversity and is committed to creating an inclusive environment where all employees feel respected and valued. Discrimination or harassment of any kind will not be tolerated.

9.2 Reporting Mechanism

Employees who believe they have experienced discrimination or harassment are encouraged to report their concerns to the HR department. All complaints will be investigated promptly and confidentially.

10. Compliance with Legislation

NIA Barwa will comply with all relevant Qatar Labour Laws, MOEHE directives, and international standards related to employment practices, ensuring that all policies and procedures are regularly reviewed and updated as necessary.

11. Policy Review

This Human Resources Management Policy will be reviewed annually to ensure its effectiveness and compliance with current laws and guidelines. Any necessary amendments will be made to reflect changes in legislation or best practices in human resources management.