

Newton International Academy, Barwa

Safer Recruitment Policy

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

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

NEWTON INTERNATIONAL ACADEMY | BARWA

Rationale

The Newton Group is committed to providing the best possible care and education for its students. We aim to create a supportive working environment for all staff members. Recognising that the quality of education is directly linked to the quality of our staff, we prioritise the appointment of qualified, enthusiastic teachers who demonstrate initiative, adaptability, and a commitment to continuous improvement. Our goal is to attract, recruit, and retain high-calibre staff who align with our mission of excellence in teaching and learning. This policy complies with KCSiE 2024.

Aims

- To outline recruitment and selection practises that ensure effective staffing in a fair and transparent manner.
- To ensure that all staff involved in recruitment and selection are familiar with and comply with this policy.
- To recruit the best possible staff based on their merits, abilities, and suitability for the position.
- To attract high-calibre candidates who can make positive contributions to the school.
- To provide sufficient information to applicants for a clear understanding of the position.

Our Vision

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

Our Mission

We aim to provide the highest quality of education possible for our 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.

Newton Group Values:



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.

Advertising

To ensure equal opportunity, The Newton Group will advertise all vacant posts widely. Advertisements will include an overview of the job package and a statement regarding the school's commitment to safeguarding and promoting the welfare of children. Applicants will be required to submit:

- A letter of application.
- A CV outlining their qualifications and experience.
- Two references with contact information, including email addresses; one reference must be from the applicant's current or most recent employer.
- A recent photograph.

Current staff members are encouraged to submit applications for suitable candidates and will receive compensation for successful appointments.

Recruitment Process

Staff Responsibilities

Staff involved in recruitment must:

- Clearly define the qualities, qualifications, and experience required for the successful candidate.
- Maintain honesty and positivity throughout the process.
- Sign an Oath of Confidentiality.
- Be knowledgeable about relevant recruitment matters.
- Complete interview notes (both soft and hard copies required).
- Sign and complete the application form, submitting it with interview notes by the next day.
- Ensure continuity in the recruitment process to treat all applicants equally.

Recruitment Process Steps

1. Acknowledgment of Applications: A response message will be sent to every applicant upon receipt of their application, informing them that their email has been received and they will be contacted for an interview if deemed suitable.

2. CV Management: The recruitment team will print all CVs and attach the Recruitment Application Form.

3. Interview Setup: All suitable applicants will be interviewed. Interviews should be scheduled within five days of receiving the application. Due to the international nature of The Newton Group, video conferencing or telephone interviews may be used if face-to-face interviews are not feasible. Candidates must be informed about the interview format.

4. Interview Preparation: Interview questions will be reviewed annually. Interviewers must take notes during the interview, which will be kept in staff files.

5. Candidate Information: During the interview, candidates must be informed about:

- The specifications of the position.
- Relevant information about the school.
- Expectations of the role.
- Salary and benefits (see Appendix A and Appendix B).
- Sponsorship details, including the implications for spouses and children.
- Accommodation arrangements.
- The school website.
- Payment details, including that salaries are paid from the first day of employment (candidates are paid for preparation week but not for orientation).

6. Post-Interview Process: Once interviews are completed, successful candidates' documents will be sent to the CEO for appointment approval. Upon approval, Letters of Offer and Medical Forms will be sent out.

7. Response Timeline: Candidates must respond to the offer within three days, submitting their acceptance along with the completed Medical Form.

8.Reference Checks: Best practice dictates that interviews should occur after receiving two references; however, if references are not available before the scheduled interview, they must be thoroughly checked by the Recruitment Manager. The recruitment team will email the Newton Reference Form to referees. All information will be treated as confidential, and references provided by candidates will not be accepted.

9. Required Documentation: The Recruitment Manager will provide a document outlining all required paperwork and procedures. The following documents will be requested:

- Copy of the passport.
- Qualifications (scanned and attested copies).
- Home-based airport information.
- Police clearance.
- Staff Information Form.

10. Contract Signing: Once all relevant documents are received and the medical and references are properly checked, a contract will be sent to the candidate. The candidate must sign, scan, and return the contract within five days. The contract will be binding, and a GBP 1000 fine will be charged if candidates withdraw after signing.

11. Visa Applications: Upon receipt of the signed contract, work visa applications will be forwarded to the PRO (Mohammed) by the recruitment team. The PRO will collect passport copies from HR Officers. For families, attested report cards, birth certificates, and marriage certificates will also be required at this stage.

12.Financial Implications: Each work visa application will include the financial implications for:

- Visas.
- Blood tests.
- Fingerprinting.
- Contract approvals.
- Residence permits.
- E-government costs.
- Medical cards.

13. Staff Allocation: Candidates will be allocated to schools by the SO/CEO. Upon allocation, the Recruitment Manager will forward all applications to the respective HR Officers.

14. HR Communication: Each HR Officer must contact and communicate with allocated staff.

15. Flight and Accommodation Arrangements: The HR Manager will book flights upon receipt of work visas and allocate accommodation based on availability. All HR Managers will prepare accommodation prior to arrival, including cleaning, starter packs, linen/bedding, and inventory checklists.

Making Offers

A Newton Letter of Offer will be sent to the applicant upon approval of the appointment from the CEO. The applicant must respond to the offer within five days.

Successful Applicants

Successful applicants will receive:

- A starting date.
- A job description.
- Information about living in Qatar (Welcome Handbook).
- A school calendar.
- Dress Code Policy.

The SMT or HR should also communicate the following:

- Staff Handbook and School Organisational Chart.
- Contact details for their line manager and Head of School (as applicable).

Unsuccessful Applicants

The Recruitment Team will:

- Email unsuccessful applicants as soon as possible to thank them for their interest in The Newton Group and, where possible, provide feedback on their application.
- Inform strong candidates that their applications will be kept on file for future consideration.

14. HR Communication: Each HR Officer must contact and communicate with allocated staff.

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Child Protection Policy

As part of the application process, a copy of the school's Child Protection Policy will be provided to all applicants. This ensures that candidates are aware of the safeguarding measures in place and the responsibilities associated with working in an educational environment.

Regular Review and Updates

The Recruitment Policy will be reviewed annually to ensure compliance with the latest updates to the Keeping Children Safe in Education (KCSiE) 2024 guidance and other relevant legislation. This review process will include:

- Assessing the effectiveness of current recruitment practises.
- Ensuring that all procedures align with Safer Recruitment principles.
- Incorporating feedback from staff involved in the recruitment process.

Queries

- Applicants must direct any recruitment queries to the Recruitment Team. Academic inquiries may be directed to their line manager or Head of School.

Appendix A: Teachers' Salary Scale

Teaching Experience in Years	Monthly Salary in QR
NQT	9,900
1	10,020
2	10,135
3	10,250
4	10,375
5	10,500
6	10,600
7	10,700
8	10,810
9	10,920
10	11,035
11	11,150
12	11,260
13	11,370
14	11,485
15	11,600
16	11,715
17	11,820
18	11,935
19	12,050
20	12,168
21	12,286
22	12,404
23	12,522
24	12,640
25	12,758
26	12,876
27	12,994
28	13,112
29	13,230
30+	13,348

Appendix B: Staff Benefit Regulations

Sponsorship

- The school sponsors all professional teaching staff. Spouses wishing to work as teaching assistants or administrative staff require CEO approval regarding their appointment, salary, and sponsorship status.
- Wives cannot sponsor their husbands. Husbands may enter on a tourist visa or, once the wife has her RP, she can apply for a family visitor's visa valid for up to six months. Candidates are responsible for all associated costs.
- Children must be under their father's sponsorship. Costs are incurred by the candidate. Children 18 years and older may remain under the father's sponsorship if proof of study is provided.

Accommodation

The following fully furnished accommodation is provided by the school:

- **Single Staff / Staff without Families:** Shared accommodation; studio apartments.
- **Married Couples without Children:** 1 or 2-bedroom apartment (depending on availability).
- **Married Couples with 1 Child:** 2-bedroom apartment.
- **Married Couples with More than 1 Child:** 3-bedroom apartment.
- Living Out Allowance: QR 3,750 per month.

Flights

- Return flights for all sponsored staff are paid by the school, booked through a travel agent. Staff may not choose airlines.
- A return flight is booked for the first year; thereafter, a cash option is available based on what the school would pay for the flight.
- Teaching couples: airfares are covered for the family.
- If only one spouse is employed, the school is not liable for the other spouse and/or children's airfares.
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School Fees

- Teaching couples: full school fees paid for two children, 50% for the third child, and a 30% discount for additional children. Teaching couples are exempt from registration fees.

- If only one spouse is employed, a 30% discount on school fees is provided. Registration fees must be paid for each child.

Contracts

- Two-year contracts are offered to all staff. A one-year contract may be offered upon CEO approval.
- A two-year work visa will be applied for candidates; if staff cancel their contract, they will be liable to repay one year's visa costs.

Additional Provisions

The school also provides:

- Daily transport to and from school.
- Electricity and water.
- Internet provision.
- Visa costs.
- Local medical cover.

Note: This Benefit Regulation applies to all sponsored applicants. Locally hired staff do not receive the above benefits. All interviewers must adhere to these regulations. Any deviation must have the signed approval of the CEO.