

Newton International Academy, Barwa

Staff Promotion 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.

Aim

The aim of this policy is to establish a fair and transparent process for staff promotions that recognises and rewards the contributions of all employees, ensuring that qualified individuals are provided with opportunities to advance within the organisation.

Rationale

The Newton Group is committed to fostering a workplace culture that values diversity and inclusion. This policy ensures that all staff members have equal opportunities for promotion based on their qualifications, experience, and performance. By implementing a structured promotion process, we aim to enhance employee satisfaction, retention, and overall organisational effectiveness.

Promotion Policy

The Newton Group follows a well-defined recruitment policy that enables the hiring of qualified professional staff. All appointments are made based on qualifications and appropriate experience.

Newton Group Values:



We prioritise subject specification to provide quality education of an international standard. Efficiency is awarded through an effective promotion policy where the performance of employees is considered when suitable situations arise. Promotions are defined as internal appointments of staff with an existing contract of employment as opposed to new hires.

It is the policy of the School to recruit, assign, and promote all qualified staff, whether teaching or support staff, without regard to race, creed, colour, age, sex, social, economic, ethnic, or cultural backgrounds. No employee shall be denied the right of promotion or position change because of the foregoing.

Dissemination of Notice of Promotions

When vacancies are created, there are two routes to making appointments:

- Open Appointment: The vacancies are made known to all staff and any staff can apply.
- Designated Appointment: Vacancies will be made known to staff on the basis of competence and expertise.

All promotions and the advertisements thereof must be authorised by the CEO and the Principal.

Selection Procedures

All staff who apply for a promotion post will be provided with a Job Description as appropriate to the role and responsibility. The job description may be accompanied by a duty statement which lists the specific duties for the position.

Applicants will be invited to describe how they meet the requirements of the Job Description. All positions will have a selection criteria identifying the minimum qualifications and experience required for the position.

The selection and shortlisting of suitable applicants will adhere to the following procedure:

a) Written applications will be assessed against the selection criteria by the relevant line manager/s.

b) Selected applicants will be invited for a panel interview. The members of the panel will vary depending on the position.

c) Selected applicants will be interviewed.

d) The panel will decide on the most suitable applicant.

Appointment decisions will be made on the basis of written application, interviews, and existing performance in the service of the school's vision, mission, and objectives.

A verbal and/or written offer of employment will be made to the appointed applicant, including a copy of the duty statement, an explanation of conditions of employment, and the grade of appointment for academic staff.

Induction will be conducted within the first week of employment and will be conducted by the relevant line manager.

Promotion Results

Successful applicants will be notified and given written confirmation of their new job title and start date. Unsuccessful applicants will be notified thereafter and offered feedback if required. All appointments are on a 3-month probation. Staff Performance Reviews will be held annually by the relevant line manager/SMT.

Equity Statement

The Newton Group does not unlawfully discriminate in employment or in its programmes and activities. All staff have equal access and inclusive rights to their work regardless of their gender, sexual orientation, race, disability, or ability. The Newton Group is committed to creating a positive climate that will enable everyone to work free from racial intimidation and harassment and to achieve their full potential.

In alignment with the Council of International Schools (CIS) recommendations, The Newton Group commits to:

- Ensuring that all recruitment and promotion processes are fair and equitable.
- Providing training to all staff involved in the recruitment and promotion processes to prevent bias and discrimination.

- Regularly reviewing policies and practises to ensure compliance with best practises in equal opportunity and non-discrimination.

The Principal should workshop and circulate this Policy to all staff, and a copy should be included in the School Policy Manual.

The Promotion Policy will be reviewed on an annual basis.