

SHAIKH KHALIFA BIN ZAYED BANGLADESH ISLAMIA SCHOOL

ABU DHABI EDUCATION COUNCIL
(Licence No. 109/1 Dated 1/10/1980)

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مدرسة الشيخ خليفة بن زايد البنغلاديشية الإسلامية

مجلس أبوظبي للتعليم

التاريخ رقم ١٠٩/١٠/١٩٨٠

من بـ: ٨١٧٤ - أبوظبي

الإمارات العربية المتحدة

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Induction & Onboarding Policy 2026

1. Introduction

Shaikh Khalifa Bin Zayed Bangladesh Islamia School, Abu Dhabi is committed to providing holistic and quality education to its student population. The academic staffs at our school are passionate about their profession, innovative in their pedagogy and well informed in the areas of their expertise. They are our asset. We work together, we grow together and we achieve our goals together. As an academic staff of our group, we value your judgement to join our team. You will be looked up to with great expectations by all the stakeholders – students, parents, staff, officials, management and the society at large. Hence, remember to honour the school motto: “Knowledge Illuminates Life. Honesty is a virtue much desired. Hence, always do the right thing, at the right place and right time.”

As a member of the Shaikh Khalifa Bin Zayed Bangladesh Islamia School team you are expected to keep the following golden rules always in your mind.

- UAE is a country of great opportunities, advancement and challenges. Islam is the religion of the country and Arabic the official language. Whilst in the UAE, you must not indulge by word or action in any mode of communication that undermines the glory of the host country and its religion. All expatriates are required to fulfil legal obligations before entering into a job. Status of employment visa, medical fitness, Emirates Identity Card, labour card / work permit, and your passport must always be kept updated.
- Protocol: It is essential for all employees to strictly follow the protocol of the office. The School's Organization Chart displayed across should serve as a guide to maintaining the hierarchy of communication.
- Punctuality and Regularity: Make it a point to reach the office / school on time every day. Devote your time completely to your work during office hours. Do not forget to register your attendance (in and out – written and electronic) every day.
- Dress appropriately: Always wear neat and ironed formal clothes while on duty. Your sense of clothing speaks volumes about your personality. Keep the ideology of the land and the school in mind while deciding on your dress for the day.
- Be professional: Your dealings with the students and staff should be highly professional. You must build a positive attitude toward the school and its work. Everything related to

your work is your business. You will be assessed and evaluated for your performance. So take your job seriously and discharge your duties diligently.

- Respect and Courtesy: Shaikh Khalifa Bin Zayed Bangladesh Islamia School hires men and women of divergent caste, creed and religious backgrounds. It is mandatory to treat one another with great respect and courtesy. Similarly, the student population also has diversity. They should also be treated as such.

2. Policy Statement:

Shaikh Khalifa Bin Zayed Bangladesh Islamia School believes that all new employees must be formally inducted into their services. Induction is vital to an employee's recruitment and integration into the working environment. This policy, associated procedures and guidelines define our commitment to ensure that all staff are trained, guided and supported during their period of service with us so as to work and grow together.

We aim for newcomers to feel settled quickly, with a knowledge and understanding of:

- The school's vision, mission and values
- The expectations and goals of the school/department/and phase.
- The support structures in place, and
- The key policies, processes and protocols so that they can rapidly establish themselves and feel confident in their new roles.

Shaikh Khalifa Bin Zayed Bangladesh Islamia School On boarding process aims to increase the effectiveness of all staff both as individuals and as team members.

3. Purpose of the Policy

This policy applies to all Shaikh Khalifa Bin Zayed Bangladesh Islamia School staff and outlines the induction process for new employees. The goal is to ensure each new team member receives a comprehensive introduction to the school's mission, vision, policies, and expectations.

Through structured orientation and mentorship, new staff will quickly integrate into the SSIS community, understanding their role in achieving the school's goals and embodying its guiding principles. The induction process promotes a supportive environment, equipping new staff to make meaningful contributions and succeed in their roles.

4. Aims and Objectives:

Our induction process aims to:

- Strengthen school effectiveness by supporting student achievement and addressing the needs of students, parents, and the broader community.
- Promote job satisfaction, personal growth, and teamwork, contributing to a positive and efficient work environment.
- Provide new teachers with a strong foundation in their careers, equipping them with the support needed for effective teaching practices.

- Align all new staff with the school's vision and mission, fostering a shared commitment to our values and educational goals.
- Encourage continuous professional development and reflection, ensuring that all staff contribute meaningfully to the school's pursuit of excellence and lifelong learning.

5. Induction Officer:

The Principal of the school will be the chief inducting officer. He/She will initially introduce you to other officials in the hierarchy and brief you on the goals, expectations, culture and the nature of duties to be discharged. This will enable you to settle into the job comfortably and become a goal oriented and efficient member of the staff.

6. HR Induction:

The HR department will organize and conduct an induction program for new employees upon their joining the school. This session will comprehensively cover the school's vision, mission, values, as well as its policies and guidelines, all of which are in alignment with ADEK standards

7. Academic Induction

As part of on boarding process, we do academic induction for the new staff. It includes orientation to the Shaikh Khalifa Bin Zayed Bangladesh Islamia School's culture, policies, procedures, resources as well as support in academic and social integration.

8. Induction Checklist:

(To be completed by respective HOD and the concerned teacher)

The Induction checklist will help you to ensure that information has reached you regarding most of the matters that concern your service. The Principal and your Manager will be pleased to answer any queries you may have with regard to your work.

Areas of General	Complete
1. Introduction to colleagues	
2. Vice Principal/Academic Coordinator / HODs/HR Induction	
3. General layout of the school - entrances and exits	
4. Information on hours of work / time table	
5. Reporting in when sick including when on leave	
6. Obtaining reference book	
7. Health and safety information / policy	
8. Fire fighting procedure / policy	
9. Child protection policy	
10. Arrangement for lockers, keys, passes, ID Badge etc.	
11. Dress code and Code of conduct	
12. Disciplinary & Grievance procedures	

13. Means of advancement/ promotion opportunities	
14. Employee appraisal / review system	
15. Handling Complaints	
16. Pay and other benefits	
17. Terms and Condition of employment	
18. Academic Induction	

In line with the School Staff Induction Policy, all new staff will have a review of their induction after three months and six months, with their line manager/mentor. Please set dates of the reviews and record them on this document below.

Regular one on one sessions are conducted by the Head of department to review, monitor and support the new staff.

List of Evidences to be provided for probation clearance:

1. Minute of Meeting - I
2. Training Plan (CPD)
3. PD training evidence
4. PD Feedback
5. Peer Observation form + Feedback
6. Lesson Observation forms with the teacher's signature.
7. Induction Checklist
8. Probation Document signed and approved by the Head of Department, Head of section, Principal and HR Manager.

10. Probation:

Except in the case of a purely temporary vacancy or leave vacancy or for a specific post of temporary nature, every employee shall on initial appointment be on probation for a period of 6 months from the date of his/her joining. Services of an employee on probation may be terminated by the Management by giving a notice of 15 days.

11. Roles and Responsibilities:

The Senior Leadership Team (SLT), along with the Teaching and Learning Coach, designs the school's induction and onboarding program on a term-wise basis. Any mid-term or mid-year new joiner will undergo a thorough induction, following the standardized program tailored for any new staff.

12. Confirmation:

- 1) If the work and conduct of an employee during the period of probation are found to be satisfactory, he/she will become eligible for job confirmation.
- 2) The employee shall be informed of his/her confirmation by the end of the probation period. However, if no intimation is made with regard to termination of service, the service of the employee will be deemed to have been regularized and confirmed for the period indicated in the Labour Contract.

13. Document Review and History:

This Policy is subject to changes as per the school and UAE law and revised version will be submitted for approval as per the process.

Version Number	Date of Issue	Details
1.0	1 st October 2023	Document created.
1.5	1 st March, 2024	Review
1.6	1 st February 2025	Review
1.7	1 st February 2026	Next Review

I have received and read the aforementioned policy and agree to follow all of the terms and procedures that are set forth therein. I am aware that violations of the above- mentioned policies may subject me to disciplinary action, up to and including termination.

I also understand that these policies may be amended by the school at any time and I will be notified of any such changes.

Reviewed Date: 5th Jan 2027

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Principal