



مدرسة جيمس متروبول الواحة
GEMS Metropole School
AL WAHA

New Staff Induction Passport

Approved by:

Jeremy Hallum

Last reviewed on:

August 2023

Next review due by:

August 2024

MISSION

Lead, nurture and succeed.

VISION

A sustainable and inclusive community hub, nurturing future leaders.

Nurturing
LEADERSHIP



GEMS Metropole School Al Waha has a culture where continuous development and staff growth is at the centre of all we do. Effective induction is the vital first step in making this collective goal a reality. Over the coming days, weeks, and months we are committed to working in partnership with you to ensure a great start with our MTW family.

Through completing this passport, you will be provided with a wealth of information and knowledge.

Below are some key details of staff who will help you to complete all the passport activities:

Name	Role	Phone Number	Room	Email
Jeremy Hallum	Principal	Extension: TBC or 0585180574	Main reception GFA02	j.hallum_mtw@gemsedu.com
Hazel Halligan	Head of Primary	Extension: TBC or 0581766829	Main reception GFA	h.halligan_mtw@gemsedu.com
Luke Cullen	Deputy Head of Primary	Extension: TBC or 0501630423	First floor opposite staffroom	l.cullen_mtw@gemsedu.com
Siobhan Scalen	Head of Inclusion	Extension: TBC or 0585369776	Ground floor FS reception area	s.scalen_mtw@gemsedu.com
Ayat Ismail	Head of Arabic & Islamic Studies	Extension: TBC or 0551004668	First floor opposite staffroom	a.ismail_mtw@gemsedu.com
Judjet Dormido	Manager of School Operations	Extension: TBC or 0507181727	First floor opposite staffroom	j.dormido_mtw@gemsedu.com
	Facilities Supervisor	Extension: TBC	First floor opposite staffroom	
Jaisy Solomon	Human Resources Manager	Extension: TBC	First floor opposite staffroom	j.solomon_mtw@gemsedu.com
Leon John	Secretary to the Principal	Extension: TBC	Main reception	l.john_mtw@gemsedu.com
Cassie Mather-Reid	Parent Relations Executive	Extension: TBC	Main reception	c.mather_mtw@gemsedu.com
	Government Relations Executive	Extension: TBC	Main reception	
Nibin Thampi	IT Engineer	Extension: TBC	First floor opposite staffroom	n.thampi_mtw@gemsedu.com
	Accountant	Extension: TBC	Main reception	_mtw@gemsedu.com
	Counsellor	Extension: TBC	First floor beside staff balcony	_mtw@gemsedu.com
	Store In Charge	Extension: TBC	First floor opposite staffroom	_mtw@gemsedu.com
	Doctor	Extension: TBC	Ground floor beside primary canteen	_mtw@gemsedu.com
	Librarian	Extension: TBC	First floor	_mtw@gemsedu.com

Before you arrive at MTW you should have.....

Action	Person who will help	Where I can find them?	Date Completed	Teacher	TA/LSA	Non-Teaching
Statutory Employment Checks: <ul style="list-style-type: none"> A clear coloured scan of your passport, having a minimum validity of 6 months. A scanned copy of your visa or your cancelation with a minimum validity of 30 days. Coloured scanned passport size photograph in white background. A scanned copy of your degree attested by the Ministry of Education, Ministry of Foreign Affairs, and by the UAE embassy in the country where the degree has been issued. 2 contact details (name, email, designation) of people who have managed you directly, one being from your current/most recent Head Teacher, Principal or Line manager. NOTE THAT GMAIL, YAHOO, HOTMAIL ETC. IS NOT ALLOWED 	Jaisy Solomon	Metropole 360 – PD Section & Induction Prog.				

<ul style="list-style-type: none"> A scanned copy of your criminal background check from the country/countries you have been a resident for the past 5 years, including a scanned copy of your criminal background check from your home country. International Child Protection Certificate (ICPC) for teaching staff joining from UK. 						
Access to 'Metropole 360' including: <ul style="list-style-type: none"> Welcome to MTW Life in Dubai The role of HR and MSO and how they can support MTW Curriculum A typical day at MTW Policies, marking/feedback and teaching & learning Inclusion & wellbeing Induction week at MTW and the first week of term 	Leon John	Metropole 360 – PD Section				
Allocation of a buddy	FS-Kate Marshall KS1-Kersha-Rae Prentice KS2-Shema Haque Specialists-Hazel Halligan Ben & Amirah-Jeremy Hallum	FS Corridor First floor near staff balcony First floor near staff balcony Main reception Main reception				
Timings of school day for each phase & timetable	Hazel Halligan	Main reception & Phoenix				
Access to Safeguarding/Child Protection Policy & Procedure and basic training	Jeremy Hallum	Metropole 360 – Safeguarding Section & Induction Prog.				
Academic Calendar -Term dates & non-student days School On-Line Calendar – Daily events and meetings	Leon John	Metropole 360 – Home Page				

On your first two induction days at MTW you should have.....

Action	Person who will help	Where I can find them?	Date Completed	Teacher	TA/LSA	Non-Teaching
School Tour/Orientation	SLT	Induction Prog.				
Emergency evacuation procedures (fire, lockdown etc.) summary	Judget Dormido	Metropole 360 – Operations Section & Induction Prog.				
On site first aiders summary	Judget Dormido	Induction Prog.				
Accident & incident reporting summary	Judget Dormido	Metropole 360 – Operations Section & Induction Prog.				
MacBook & Ipad collection	Nibin Thampi	1 st floor opposite staffroom				
School email address and personalized password	Nibin Thampi Jaisy Solomon	1 st floor opposite staffroom				
Security lanyards for doors	Jaisy Solomon	1 st floor opposite staffroom				
Be provided with a stationery pack of teaching resources		Book Store - 1 st floor opposite staffroom				
Support required for apartment questions/concerns	Judget Dormido	1 st floor opposite staffroom				
A copy of the Staff Handbook	Jeremy Hallum	Metropole 360– Home Page				
A copy of the School Development Plan	Jeremy Hallum	Metropole 360– Home Page				



Absence reporting procedures	Primary & Specialist teachers - Hazel Halligan TA – Luke Cullen LSA – Siobhan Scalen MoE - Ayat Ismail	See Staff Handbook				
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In your induction fortnight at MTW you should have.....

Action	Person who will help	Where I can find them?	Date Completed	Teacher	TA/LSA	Non-Teaching
A day in the life: <ul style="list-style-type: none"> Registers Timetables & Duty rotas Planning Resources Seating Plans Classroom Environments Marking & Feedback Non-Negotiables Meetings, Briefings & PD Assessment cycle 	Head of Primary	Metropole 360 – Primary/Secondary Section & Induction Prog.				
Inclusion: <ul style="list-style-type: none"> IEP & Passport for current and previous year for Level 3 students Passport current and previous year for Level 2 students Access to SEN Register for Level 1-3 students, ELL and G&T Inclusion policy, UAE policy and procedures and referral process Introduced to Inclusion teachers 	Siobhan Scalen	Metropole 360 – Inclusion Section & Induction Prog.				
Strategic Planning Documents: <ul style="list-style-type: none"> Mission, Vision & Pillars (USP) School Development Plan (SDP) Post Inspection Action Plan (PIAP) Inspection Report Feb. 2022 	Jeremy Hallum	Metropole 360 – Home page & Induction Prog.				
Health & Safety refresher training: <ul style="list-style-type: none"> Covid Protocols Evacuation procedures Lockdown procedures Medical/clinic procedures 	Judjet Dormido	Metropole 360 – Operations Section & Induction Prog.				
Inclusion information: <ul style="list-style-type: none"> Inclusion reporting & documentation ELL procedures G&T (High Performance Learners) 	Siobhan Scalen	Metropole 360 – Inclusion Section & Induction Prog.				
Key policies and how to access: <ul style="list-style-type: none"> Curriculum policies: <ul style="list-style-type: none"> Curriculum Teaching & Learning Assessment Marking & Feedback Behaviour for learning Human resources policies: <ul style="list-style-type: none"> Code of Conduct Whistle Blowing Disciplinary 	Hazel Halligan Jaisy Soloman	Metropole 360 – Primary/Secondary Section & Induction Prog. Metropole 360 – HR Section & Induction Prog.				



<ul style="list-style-type: none"> ➤ Leave of Absence • Health & Safety policies & procedures 	Judjet Dormido	Metropole 360 – Operations Section & Induction Prog.				
Safeguarding Level 1 training & Quiz	Jeremy	Metropole 360 – Safeguarding Section & Induction Prog.				
E-Safety procedures specific to phases	Jeffrey Brew	MTW Website				
Key APP/software training: <ul style="list-style-type: none"> • Metropole 360 • GUARD • Phoenix • Pulse • GEMS U • Seesaw/Tapestry 	Guard-Jeremy Hallum FS-Kate Marshall KS1-Kersha-Rae Prentice KS2-Shema Haque Specialists-Hazel Halligan Ben & Amirah-Jeremy Hallum	FS Corridor First floor near staff balcony First floor near staff balcony Main reception Main reception				
High Performance Learning Website & modules to complete	TBC in term 3	TBC in term 3				
Introduced to colleagues within departments/areas of school	Head of Key Stage/Departments	N/A				
Where to store personal belongings	Judjet Dormido	N/A				
Location of toilets for staff & students	Judjet Dormido	N/A				
Awareness of GEMS as an organisation	Jeremy Hallum	Induction Prog.				
Awareness of our Cluster and our collective goals	Jeremy Hallum & Matthew Burfield	Induction Prog.				
House allocation	Judjet Dormido & Jaisy Soloman	N/A				
How to use of Landline phones	Heads of Key Stage/ Department	N/A				
Use of photocopiers and password	Heads of Key Stage/ Department Nibin Thampi for password	N/A Room A214				
Merits and Demerits and how/when to issue linked to BfL policy (House points, GEM of the lesson)	Hazel Halligan – Primary Jeremy Hallum - Secondary	Metropole 360 – Home Page and 'How To' Section & Induction Prog.				
Behaviour Incidents reporting	Heads of Key Stage/ Department	Record on Phoenix				
Parent newsletter & how to access previous editions	Heads of Key Stage/ Department	Seesaw				
Information of students in class where located (if relevant): Emirati, Students of Determination, ELL etc.	Heads of Key Stage/ Department	Phoenix				
Store arrangements and paperwork for stock	Store In Charge	Metropole 360 – Operations Section & Induction Prog.				

In the autumn term at MTW you should have.....

Action	Person who will help	Where I can find them?	Date Completed	Teacher		
				Teacher	T/LSA	Non-Teaching



Support by Head of Key Stage/Department following QA procedures • Lesson observation recommendations • Lesson dip recommendations • Book look recommendations	Head of Key Stage/Department	Blue Sky			
Support by Head of Key Stage/ Department to ensure all GEMS U training is successfully completed before deadlines	Head of Key Stage/Department	Judget Dormido's reports			
Introduction to colleague outside of departments/areas and their roles in school	Head of Key Stage/Department	N/A			
Performance Management Appraisal	Head of Key Stage/Department/S LT	Blue Sky			
Mentor in place to support: • Report writing • Marking & feedback • Planning & resourcing • Students of Determination and G&T • Meeting parents • Assessment	Head of Key Stage/Department	N/A			
Support making assessments	Head of Key Stage/Department	N/A			
Support with planning	Head of Key Stage/Department	N/A			
Procedures for educational visits	Judget Dormido	Metropole 360 – Operations Section			
Procedures for booking venues	Judget Dormido	Metropole 360 – Operations Section			

Signature of new member of staff.....

Signature of line manager/appraiser.....

Date of completed passport.....

A copy of the completed New Staff Induction Passport should be provided to HR (j.soloman_mtw@gemsedu.com) for personnel records.