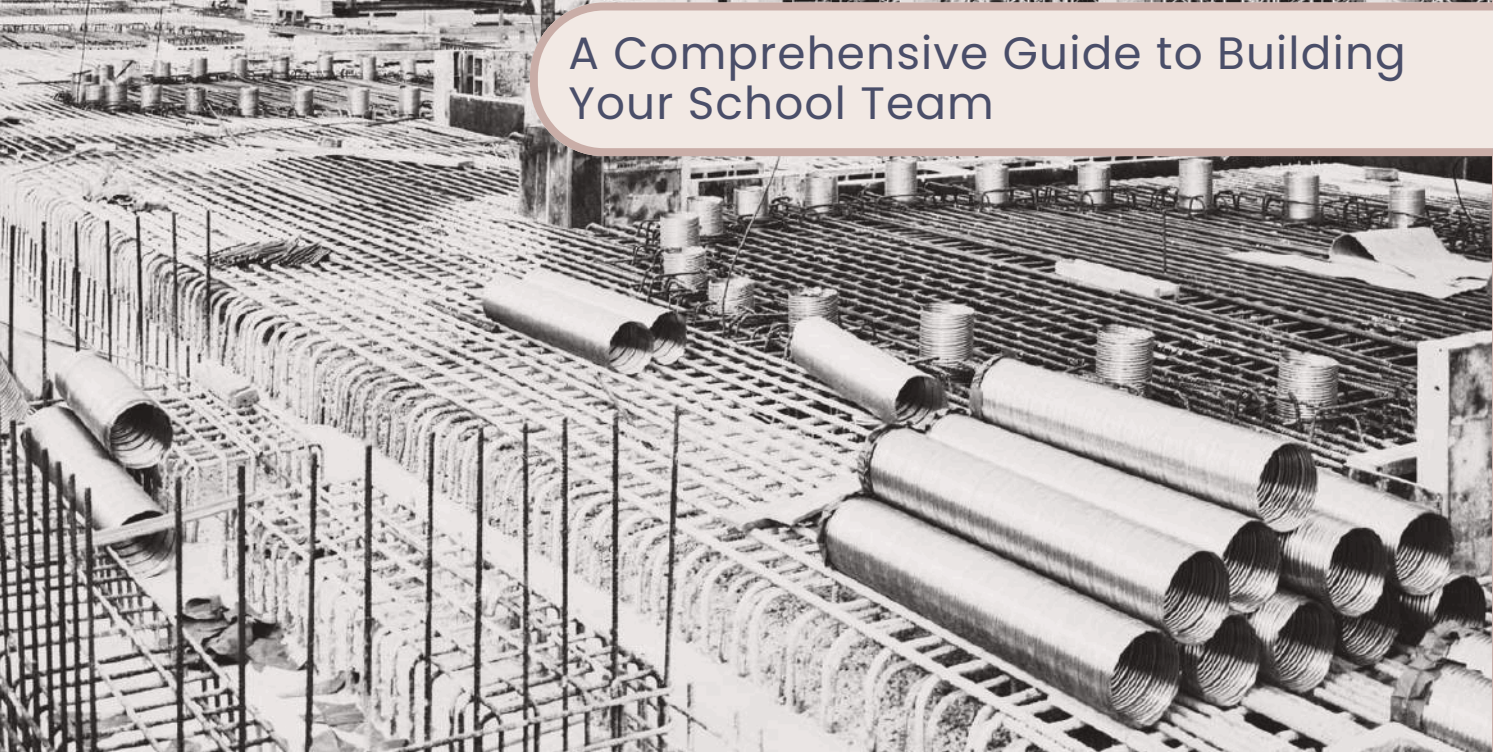




International School Staffing Guide



A Comprehensive Guide to Building
Your School Team





"The future of the world is in the classroom today."

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"The journey of a thousand minds begins with the opening of one school."

Introduction

chk Education: Opening the Doors to Success

Starting a new international school is an exciting journey filled with promise and potential. **chk** Education is here to ensure your school's launch is smooth, strategic, and successful. With extensive experience in supporting new schools globally, we offer tailored solutions to guide you from the planning stages to full operation.

Opening a new international school is both a challenging and rewarding endeavor. From strategic planning to hiring the right team, every decision shapes the foundation of your school's future.

This guide is designed to walk you through the process, offering practical advice, proven strategies, and expert insights at every step. Whether you're planning your leadership structure, attracting top talent, or creating a supportive onboarding experience, **chk** Education has the expertise to help you succeed. Together, we'll build a vibrant and thriving school community.

Strategic Planning

Timeline Overview

A successful school staffing project typically requires 24-18 months of preparation before opening.

Key phases include:

24-18 Months Before Opening

- Confirm pupil age range, curriculum and growth trajectory for the school
- Develop staffing strategy (including timescales)
- Create provisional organisational structure
- Establish recruitment budget
- Define salary scales
- Design benefits packages
- Identify/cost any KPI incentives
- Create job descriptions, including reporting lines
- Determine number of days Annual Leave for the Head of School/Senior Team
- Develop recruitment marketing materials

18–12 Months Before Opening

- Recruit Head of School
- Establish recruitment processes
- Create staff handbook
- Plan accommodation strategy
- Begin senior leadership recruitment (academic and non-academic)
- Begin Marketing and Admissions team recruitment
- Create staff contracts

12–6 Months Before Opening

- Complete leadership team hiring
- Begin teacher recruitment
- Develop induction programme
- Plan professional development
- Establish HR policies

6–3 Months Before Opening

- Complete teacher hiring
- Recruit support staff
- Begin visa processing
- Arrange accommodation
- Plan orientation programme
- Establish mentoring system
- Book flights
- Confirm accommodation

Budget Considerations

- Salary benchmarking against local and international schools
- Housing allowances and benefits packages
- Recruitment and relocation costs
- Professional development budget
- Supply staff contingency
- Healthcare provisions
- KPI Incentive options

"Every great journey begins with a single step, and opening a school is the first step toward building a brighter future."



Organisational Structure

Creating an effective organisational structure is vital for the success of a new international school. It provides clarity, defines roles, and establishes a framework for smooth operations.

Sample structures:

Leadership Team Structure:

Core Leadership Team

- Head of School/Principal
- Head of Primary (include Early Years?)
- Head of Secondary
- Business/Operations Manager
- Admissions Director (or Marketing and Admissions Director)

Extended Leadership

- Department Heads
- Year Group Leaders
- Curriculum Coordinators
- HR Manager

Teaching Staff Structure:

Primary School

- Early Years Teachers
- Key Stage 1 Teachers
- Key Stage 2 Teachers
- Teaching Assistants
- Specialist Teachers (Music, PE, Languages)

Secondary School

- Department Heads
- Year Group Leaders
- Curriculum Coordinators
- HR Manager

Cross Phase

- Sports coaches
- Peripatetic Music Staff
- ESL staff
- SEND team

Support Staff Structure:

Administrative

- Office Manager
- Admissions Officers
- Marketing Staff
- IT Support
- PA and Administrative Assistants

Operations

- Facilities Manager
- Maintenance Staff
- Security Team
- Cleaning Staff
- Cafeteria Staff

Recruitment Strategy

Creating a recruitment strategy is essential to building a team that aligns with the school's vision and values. A well-crafted strategy ensures you attract talented, diverse, and passionate educators who can thrive in an international environment. A strategic approach helps secure the right people to deliver high-quality education and create a supportive, inclusive community.

1. Leadership Recruitment

Head of School Selection

- International school leadership experience
- Country specific experience
- Start-up experience preferred
- Strong pedagogical background
- Financial management skills
- Cultural awareness
- Language requirements
- Leadership style
- Relevant qualifications
- Age/dependents
- Experience of working with an Owner/Chairman/Board

Leadership Team Qualities

- Previous international experience
- Country specific experience
- Change management skills
- Team building abilities
- Team 'fit'
- Communication skills
- Cultural adaptability
- Relevant qualifications
- Teaching and Learning expertise
- Subject/Aspect knowledge



2. Teacher Recruitment

Essential Criteria

- Qualified teacher status
- Minimum 2-3 years experience
- International curriculum knowledge
- Subject knowledge
- ESL teaching ability
- Technology integration skills
- Cultural sensitivity

Leadership Team Qualities

Previous international experience
Country specific experience
Change management skills
Team building abilities
Team 'fit'
Communication skills
Cultural adaptability
Relevant qualifications
Teaching and Learning expertise
Subject/Aspect knowledge

"School is a building which has four walls with tomorrow inside."

Compensation & Benefits

Attracting top international educators requires competitive, comprehensive packages that go beyond salaries to include housing, healthcare, and professional development. It is important to align compensation with educator expectations while supporting your school's goals.

Salary Structure

Leadership Team

- Competitive international packages
- Performance (KPI) bonuses
- Housing allowance
- International health insurance
- Annual flights (Self and/or dependents)
- Car/driver (Head of School)
- Professional development allowance
- Relocation assistance
- School place(s) or allowance

Teaching Staff

- Experience-based scale
- Qualification allowances
- Housing benefit
- Health coverage
- Flight allowances
- Relocation assistance

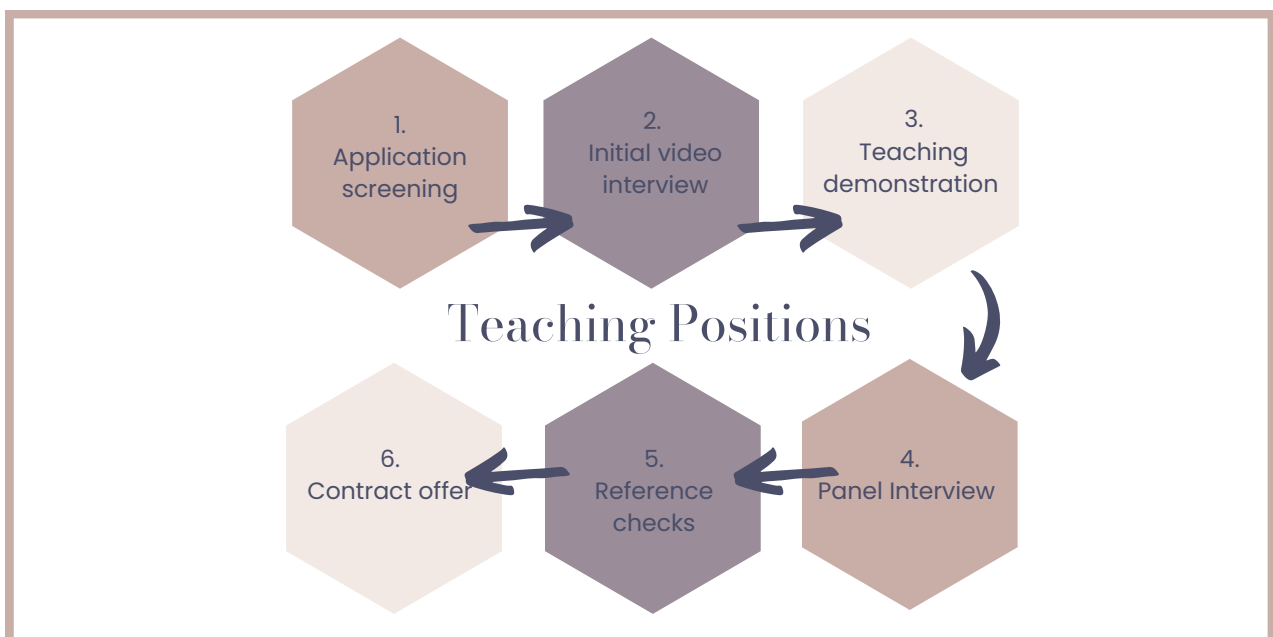
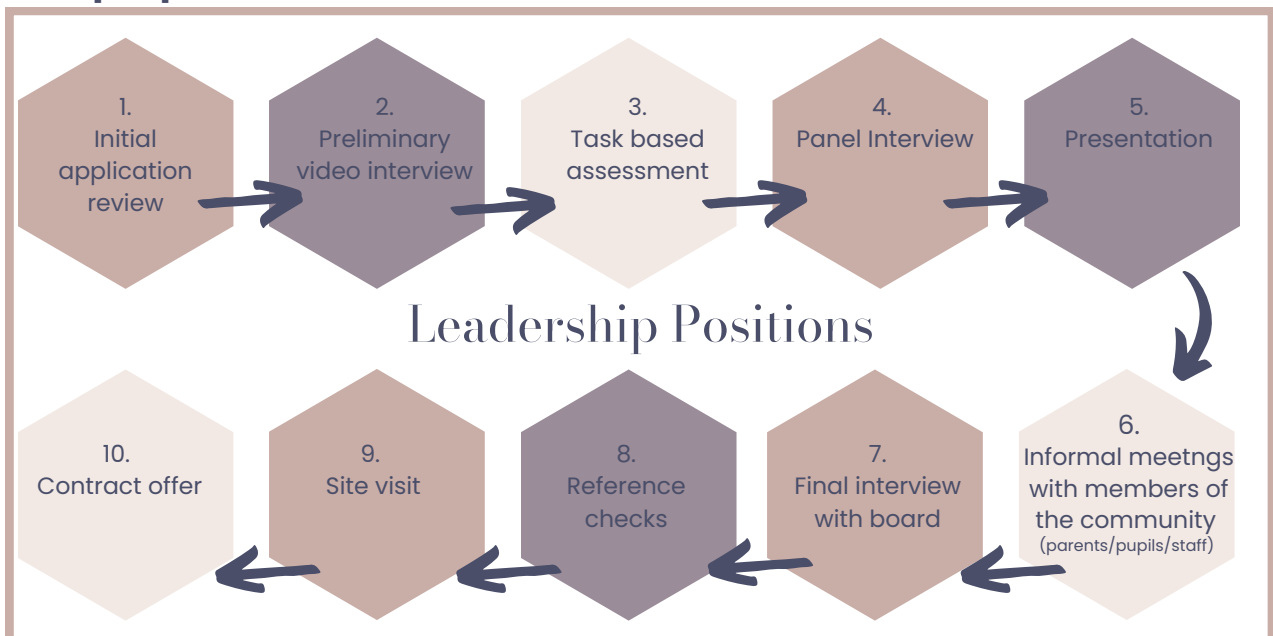
Additional Benefits

- Professional development
- Technology allowance or laptop provision
- Transportation allowance
- End of service benefits

Recruitment Process

A successful recruitment process is key to building a high-performing international school community. From defining roles to sourcing top talent, effective strategies ensure alignment with your school's vision and values.

Sample processes:



Onboarding & Retention

Effective onboarding and retention are key to long-term success for international educators. A strong onboarding process ensures smooth integration, while retention strategies foster satisfaction and growth.

Pre-Arrival Support

Visa processing assistance

Housing arrangements

Bank account setup

Insurance registration

Travel arrangements

Welcome pack provision

Buddy system

Induction Programme Week 1 Orientation

School vision and values

Cultural awareness

Policies and procedures

IT systems training

Health and safety

Local area orientation

Team building activities

Weeks 2-4 Intergration

Curriculum planning

Assessment systems

Behaviour management

Parent communication

Resource familiarisation

Mentoring assignment

KPI setting

Onboarding & Retention

Retention Strategies

Professional development pathways

Leadership opportunities

Performance recognition

Regular feedback sessions

Social integration support

Career progression planning

Well-being activities

KPI bonuses

Professional working environment
– light, clean, spacious



"The purpose of education is to replace an empty mind with an open one."

Common challenges & solutions

International school recruitment will encounter challenges like limited candidate pools, cultural adaptation, and visa processing. By addressing these challenges proactively, schools can attract, support, and retain top talent while ensuring a smooth transition for all involved.

<p>Problem: Limited candidate pool</p> <p>Solution: Early recruitment start Multiple sourcing channels Competitive packages Strong employer branding Clarity of role, expectations and support</p>	<p>Problem: Cultural adaptation</p> <p>Solution: Cultural training Mentoring system Support network Regular check-ins Dos and Don'ts list</p>
<p>Problem: Visa Processing</p> <p>Solution: Early application Local agent support Clear documentation Timeline buffers FAQ sheet</p>	<p>Problem: Package expectations</p> <p>Solution: Market research Clear communication Flexibility options Total reward approach Share cost of living examples</p>

Quality Assurance

Quality assurance ensures that schools consistently meet high standards of education and operational excellence. By implementing robust systems for monitoring performance, gathering feedback, and fostering continuous improvement, schools can maintain a positive learning environment, enhance student outcomes, and build trust with educators, parents, and the wider community.

Performance Management

- Transparent, shared policy
- Clearly agreed, and documented, goals from early in the school year
- Regular observations
- Student feedback
- Parent surveys
- Professional development reviews
- Team effectiveness assessments
- Impact evaluation



Continuous Improvement

- Regular policy review
- Staff feedback sessions
- Focus groups
- Professional learning communities
- Best practice sharing
- External partnerships
- Research engagement

Conclusion



Building a successful staffing strategy for a new international school requires thoughtful planning, proactive recruitment, and strong retention efforts. Addressing challenges like talent acquisition, smooth transitions, and cultural integration ensures a thriving school environment. With the right approach, schools can establish a solid foundation for long-term success, delivering exceptional education for students.

Empower Your New School to Succeed

From strategic planning to recruitment and retention, our tailored solutions ensure your school thrives from day one. With a proven track record, we deliver excellence and integrity at every step.

Contact **chk Education** to get started.

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