

### SCHOOL STAFF RETENTION SELF-EVALUATION

This 10-point self-evaluation checklist is designed to help schools assess how effectively they are retaining international teaching staff. For each key retention strategy, the school's senior leadership team (SLT) should discuss and agree on a score from 1 (weak) to 5 (strong), then total the scores at the end. Use the comments section to provide additional feedback or thoughts on each area.

Key Retention Strategy	Explanation	Self-Assessment (Grade: Circle 1 to 5)	Comments
1. Provide Competitive Compensation Packages	<ul style="list-style-type: none"> <li>- Offer competitive salaries benchmarked against similar schools in the region.</li> <li>- Provide comprehensive benefits, including housing, annual flights, and health insurance.</li> <li>- Offer relocation packages for international hires to cover moving costs.</li> <li>- Include bonuses for performance or contract completion to reward loyalty.</li> <li>- Ensure transparent salary progression over time, linked to experience or qualifications.</li> </ul>	1 2 3 4 5	
2. Offer Strong Professional Development Opportunities	<ul style="list-style-type: none"> <li>- Fund participation in local and international conferences, workshops, and seminars.</li> <li>- Provide access to accredited professional development, such as IB or Cambridge certifications.</li> <li>- Support in-house training led by senior staff or external experts.</li> <li>- Offer mentorship programs for new staff or teachers moving into leadership roles.</li> <li>- Create time within the school schedule for professional learning communities (PLCs).</li> </ul>	1 2 3 4 5	
3. Ensure a Clear Pathway for Career Progression	<ul style="list-style-type: none"> <li>- Regularly communicate potential career pathways within the school (e.g., leadership roles).</li> <li>- Conduct annual reviews to discuss performance, goals, and</li> </ul>	1 2 3 4 5	

	<p>growth opportunities.</p> <ul style="list-style-type: none"> <li>- Develop succession plans to promote internally when roles become available.</li> <li>- Support staff pursuing further qualifications, such as Masters or leadership diplomas.</li> <li>- Offer short-term leadership roles or responsibilities to build skills.</li> </ul>		
4. Foster a Positive Work-Life Balance	<ul style="list-style-type: none"> <li>- Provide manageable teaching schedules with sufficient planning time.</li> <li>- Encourage staff to maintain boundaries between work and personal life.</li> <li>- Offer flexible working arrangements, especially for staff with families.</li> <li>- Ensure workloads are reasonable, especially around grading and extracurricular activities.</li> <li>- Organize regular wellness activities, such as yoga or mindfulness sessions.</li> </ul>	1 2 3 4 5	
5. Encourage a Strong Sense of Community	<ul style="list-style-type: none"> <li>- Host regular social events for staff to bond outside of the classroom.</li> <li>- Create spaces for staff to share cultural traditions and celebrate diversity.</li> <li>- Pair new staff with a mentor or buddy to ease their transition into the community.</li> <li>- Establish a welcoming committee or orientation program for international hires.</li> <li>- Involve staff in decision-making processes and school development initiatives.</li> </ul>	1 2 3 4 5	
6. Support Staff Wellbeing	<ul style="list-style-type: none"> <li>- Offer confidential access to mental health professionals or counselors.</li> <li>- Run wellbeing workshops covering stress management, work-life balance, and resilience.</li> <li>- Provide physical wellness resources, such as gym memberships or fitness classes.</li> </ul>	1 2 3 4 5	

	<ul style="list-style-type: none"> <li>- Ensure workloads and expectations do not contribute to burnout.</li> <li>- Promote a culture of openness where staff feel comfortable discussing personal challenges.</li> </ul>		
7. Offer Cultural Transition Support	<ul style="list-style-type: none"> <li>- Provide cultural orientation sessions on local customs, language, and laws.</li> <li>- Help staff and their families with visa processes and residency permits.</li> <li>- Offer language classes for expatriate staff and family members.</li> <li>- Provide assistance with finding housing, schools, and healthcare for dependents.</li> <li>- Facilitate social and community connections to ease the cultural adjustment.</li> </ul>	1 2 3 4 5	
8. Create Transparent Communication Channels	<ul style="list-style-type: none"> <li>- Hold regular one-on-one meetings between staff and leadership to discuss concerns.</li> <li>- Ensure transparent decision-making processes are shared with staff.</li> <li>- Offer an open-door policy where staff can voice concerns without fear.</li> <li>- Use surveys and feedback forms to gather staff input on major decisions.</li> <li>- Communicate clearly about any changes to policies or school direction.</li> </ul>	1 2 3 4 5	
9. Ensure Consistent Recognition and Appreciation	<ul style="list-style-type: none"> <li>- Celebrate individual and team achievements in staff meetings and newsletters.</li> <li>- Offer rewards such as gift cards, additional personal days, or certificates of appreciation.</li> <li>- Conduct peer-nominated staff awards to highlight efforts across the school.</li> <li>- Provide verbal and written acknowledgment of excellent work.</li> </ul>	1 2 3 4 5	

	- Celebrate milestones, such as work anniversaries, with special recognition.		
10. Provide Adequate Resources and Facilities	<ul style="list-style-type: none"> <li>- Ensure classrooms are equipped with up-to-date technology and learning materials.</li> <li>- Provide adequate classroom support, such as teaching assistants, especially for large classes.</li> <li>- Invest in comfortable, well-maintained staffrooms and meeting spaces.</li> <li>- Offer ongoing IT support for teachers integrating technology into their lessons.</li> <li>- Ensure that teachers have access to learning management systems and other key software.</li> </ul>	1 2 3 4 5	
Total			

The final total of this self-assessment could indicate the school's overall performance in retaining international teaching staff.

Based on the maximum possible score of 50 points.

### 1. Weak Retention Practices (10 - 25 points)

- **Indication:** The school is struggling with staff retention and needs significant improvements in multiple areas. Low scores suggest dissatisfaction among staff, leading to higher turnover. The school may need to review its policies, especially around compensation, work-life balance, and support for international staff.
- **Action:** Consider developing a comprehensive retention strategy, starting with the areas scoring the lowest.

### 2. Average Retention Practices (26 - 40 points)

- **Indication:** The school is doing fairly well in retaining staff but has room for improvement. Some strategies may be working, but there are gaps that need addressing to ensure long-term retention. This score indicates that while some aspects are functioning well, others may need more attention.

- **Action:** Identify and strengthen weaker areas (e.g., professional development, community building) to push toward stronger retention outcomes.

### **3. Strong Retention Practices (41 - 50 points)**

- **Indication:** The school is excelling in most or all areas of staff retention. High scores suggest that teachers are likely happy, feel supported, and are motivated to stay long-term. The school likely has a strong culture, effective communication, and solid support systems in place.
- **Action:** Continue with the successful retention strategies and consider fine-tuning any areas with slightly lower scores to maintain a high level of staff satisfaction and retention.