

Onboarding a new teacher checklist

Every step from offer to the end of a new teacher's first month: agreement, checks, accounts, training, a test class, first classes and the first payroll.

Run the same steps for every new teacher, in the same order. Nothing on this list is complicated, but skipping one is how a teacher ends up learning the cancellation rule from an angry parent, or a child ends up in a class with an unchecked adult.

Before the agreement

- ☐ Interview by video, including a short sample lesson.
 - ☐ Two references followed up, at least one from teaching.
 - ☐ Teaching level confirmed (for example exam board, grade, instrument grade or language level).
 - ☐ Availability collected in the teacher's own time zone.
 - ☐ Rate and payment method agreed (Wise (wise.com), PayPal or bank transfer, and who pays transfer fees).
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Agreement and checks

- ☐ Teacher agreement sent, reviewed and signed. Start from the [teacher agreement template](#).
 - ☐ The pay-per-outcome table explained in a call: on time, late, student cancelled, no-show, teacher cancelled.
 - ☐ Identity document checked.
 - ☐ Background check suited to the teacher's country requested and received.
 - ☐ Tax form collected where you need one (for example IRS Form W-8BEN for a teacher outside the US paid by a US academy).
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Accounts and setup

- ☐ Teacher account created on your scheduling and classroom system.
 - ☐ Availability entered and checked against the teacher's time zone.
 - ☐ Payment details recorded and a test transfer sent if the method is new.
 - ☐ Teacher added to staff channels (not to family groups).
 - ☐ Teaching materials and the books library shared.
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Training

- ☐ Safeguarding training completed and the date recorded. See the [safeguarding checklist](#).
- ☐ The family cancellation and makeup policy read and explained. See the [enrollment and cancellation policy template](#).
- ☐ How to record a class outcome on the same day, including minutes late.
- ☐ What to do when a student does not join: how long to wait, what to record.
- ☐ What to do when the teacher cannot make a class: who to tell and how much notice.
- ☐ Clock-change weeks explained, with the dates for the countries of their students.

Test class

- ☐ Test class with a staff member playing the student.
- ☐ Camera, sound, background and dress checked.
- ☐ Screen share, whiteboard, PDF book library and Quran viewer tried, as relevant.
- ☐ Teacher joins from the academy link, not a personal account.

First two weeks

- ☐ Light timetable: a few students, ideally one trial class.
- ☐ Families told who their new teacher is and when the first class is.
- ☐ At least one early class observed, with feedback the same week.
- ☐ Outcomes recorded on the day for every class; any gaps followed up.

End of the first month

- ☐ First pay statement shared before payment, with every class, outcome and deduction. The [teacher payroll calculator](#) produces this.
- ☐ Questions answered and the payment sent on the agreed date.
- ☐ A short review call: what is going well, what to change, more students or not.
- ☐ Reliability looked at: late joins, late cancellations, no-shows.