



Great Place To Work. Certified KUWAIT

AL-BAYAN
INTERNATIONAL SCHOOL
مدرسة البيان الدولية

Recruitment Guide

The Alliance for Sustainable Schools

WE ARE A CIS INTERNATIONALLY ACCREDITED SCHOOL

AAIE

Welcome Message from
Mr. Kevin Fullbrook, BIS Director

Dear Teachers, Counselors, and Administrators,

We are thankful you're considering joining the Al-Bayan International School (BIS) learning community!

On behalf of our caring and professional team, I welcome you to our vibrant, inclusive school culture. We have dedicated our hearts and minds to designing a personalized, engaging, and comprehensive curriculum - the totality of all BIS learning experiences. We are honored to join forces with you, pursuing the goal that all of our 470 students reach their full potential.

As a school community, BIS aims to practice empathy, self-discipline, and respect. We also seek to develop the productive learning habits of being persistent, striving for accuracy, and thinking flexibly. We aim to accomplish this through open communication and a drive to always learn and improve.

In this guide you will find information about BIS programs and what the BIS life entails for those who join the team. In summary, BIS employees enjoy:

- A caring, cohesive, and supportive school community.
- A team committed to the learning of all our students and staff.
- Respectful students and appreciative parents.
- Abundant preparation time with a support structure.
- Small class sizes that do not exceed 18 students.
- A professional development approach that empowers teachers.
- An organization that supports your move to Kuwait and flourishing once here.
- Salaries and benefits with significant savings potential.

This guide serves as an introduction to our school. To get to know us better, please visit our website at www.bis.edu.kw and our Instagram @biskwt. Let us know if you have questions about joining the BIS team.

Yours in Education,

Mr. Kevin Fullbrook
Director, Al-Bayan International School



About Al-Bayan International School

BIS History

Al-Bayan International School (BIS) opened with the new name and fully restored campus in the Fall of 2017.

Originally founded in 1993, under the name of Fawzia Sultan International School (FSIS) in honor of Ms. Fawzia H. Sultan. FSIS was a non-profit, American curriculum school dedicated to serving the educational needs of children with learning differences. The first school of its kind in the Middle East, FSIS was established to recognize the problems of children who were intelligent and capable but who were not experiencing academic success.

Ms. Sultan was an avid believer in the importance and power of education, and she believed that every child deserved a chance to realize his/her learning potential. As such, now, the newly renamed BIS, serves all students, and continues the legacy of Ms. Sultan. BIS is a school that aims to create an educational environment that meets the individual needs of every student.

School Profile

Al-Bayan International School is a private co-educational international, KG-12, American curriculum school dedicated to serving the individual needs of all children. BIS believes in a student-centered approach that is collaborative and plans cross-curricular. BIS is part of FAWSEC Educational Company which operates as a not for profit organization.



Mission

At Al-Bayan International School, we nurture a supportive and diverse community where every learner is inspired to grow, empowered to reach their full potential, and prepared to contribute to the world.

Campus

BIS is located in Hawally, a suburb of Kuwait City.



BIS School Administration

- Mr. Kevin Fullbrook, Director
- Mr. Bill Garland, KG/ES Principal
- Dr. Matt Letham, MS/HS Principal
- Ms. Akiela Green, KG/ES Assistant Principal
- Mr. Rob Marto, MS/HS Assistant Principal

BIS School Coordinators

- Ms. Roxanne Scanes, Curriculum and Learning Coordinator
- Mr. Stephen McCurdy, Athletics and Activities Coordinator
- Mr. Ziyad Gazawi, MS/HS Arabic and Islamic Coordinator
- Ms. Nayla Al Balkhi, KG/ES Arabic and Islamic Coordinator

Calendar

The school year is divided into two semesters: September to January and January to June. The school week runs from Sunday - Thursday, with Friday and Saturday as the weekend.

The workday for all faculty and staff is 7:00 am - 3:00 pm. Teachers work up to 190 days a year and students attend at least around 180 school days. The most recent school calendars are available on our website.

Curriculum

At Al-Bayan International School, our aim is to develop critical thinking, through inquiry. Our goal is to develop students who will become lifelong learners with a strong sense of empathy and global citizenship.

The BIS Curriculum integrates the American Education Reaches Out (AERO) standards, which are supported by the U.S. State Department's Office of Overseas Schools (A/O-PR/OS). AERO English/Language Arts and Mathematics Frameworks are fully aligned with the Common Core State Standards (CCSS). AERO Science is aligned with the Next Generation Science Standards (NGSS) which encompass science, engineering and cross-cutting concepts.

The BIS academic program provides a rich foundation of skills not only in language arts, math, and science, but also in social science, technology, the arts, P.E., and Arabic as a Foreign Language (AFL). As educators, our goal is to ensure that each one of our students progresses academically, socially, and personally. This is why our mission statement at BIS is that at **Al-Bayan International School, we nurture a supportive and diverse community where every learner is inspired to grow, empowered to reach their full potential, and prepared to contribute to the world.**

Our class size is small which allows us to not only offer support for remediation, but also challenge and extension work for high achieving students. Lessons are created and developed to deepen application of concepts and skills, leading to reflection and evaluation of student progress. By these means, we ensure that all students achieve their aspirational targets.



Accreditation

BIS is recognized by the Ministry of Education in Kuwait and other international institutions as described below.

BIS was awarded full accreditation in January 2022 from the Council of International Schools (CIS). To receive international accreditation is a distinction in its own right, but to do it in less than 3 years from applying to be accredited and during the COVID pandemic speaks volumes as to the quality of education that BIS offers. International accreditation ensures that the quality of education, programming and support services are in-line with international standards. Click here to view BIS Accreditation Timeline and here for BIS Accreditation Certificate.

BIS is also preparing for its upcoming CIS Accreditation Visit, scheduled for November 2025. This visit is part of our ongoing commitment to maintain the highest standards in education and school management.

Based on the survey results from all BIS staff, BIS has been certified in 2022/2023, 2023/2024, and 2024/2025 by the Great Place to Work® Institute, Inc. as a Great Place to Work. Our top three areas of strength include: that BIS is a safe place to work, that new employees are made to feel welcome upon joining, and that staff members are proud to tell others they work here. Click here to view the Great Place to Work award. Additionally, BIS has been recognized as one of the Best Workplaces in Asia. Click here to view the award.

Additionally, BIS is a Near East Asia Council of Overseas Schools (NESA) affiliate school. Affiliate status provides BIS an opportunity to receive expertise professional development for staff members through conferences and copies of professional development articles and other professional materials. Furthermore, it allows BIS to keep up to date with educational trends and ensures that BIS is committed to best teaching practices in classrooms to maximize student achievement.

In 2024, Al-Bayan International School proudly became a member of the SSAT (The Schools, Students and Teachers Network), a UK-based organization dedicated to supporting school improvement and innovation. Our membership with SSAT connects us to a global network of forward-thinking schools and provides valuable access to evidence-based strategies, professional development opportunities, and best practices that enhance teaching and learning across our campus. To learn more about SSAT, please ***click here.***

In the fall of 2018, BIS obtained Invitational Institutional Membership with AAIE (Association for the Advancement of International Schools). This membership provides BIS with access to diverse leadership insights, training, mentoring, professional learning communities, curated materials and much more resources. Being a member confirms the commitment of BIS to seek full international accreditation.

PowerSchool and Technology in the Classroom

All classrooms are equipped with a computer, an interactive whiteboard (IWB), and wifi access. Middle and High School students may bring their own devices and use the school's wifi for classroom assignments and projects.

Teachers use PowerSchool software to track grades, attendance, and Individualized Education Plans (IEPs). Students and parents also have access to their own PowerSchool accounts, allowing them to view grades and academic progress. Schoology is the Learning Management System (LMS) used in the Middle and High School and serves as a platform to enhance communication between teachers, students, and families. Seesaw is the LMS used in Kindergarten and Elementary School, where teachers upload student resources and weekly overviews.

iPads are available for classroom use and for individual students as needed. They are also utilized for various assessments throughout the year.

Professional Development

BIS believes that professional development is essential to effective teaching and learning. For this reason, staff members are provided with a range of opportunities, both in-house and external, to improve their skills and enhance the quality of teaching and learning.

Staff participate in four professional development days each year. On three of these days, students remain at home and may participate in optional online sessions from 7:30 a.m. to 9:30 a.m. Staff spend the remainder of these days engaged in professional learning sessions.

In addition to in-house training, a variety of workshops and learning opportunities are available in Kuwait and abroad. FAWSEC Educational Company, the holding company of BIS, facilitates many of these professional development experiences, including both local and international programs.

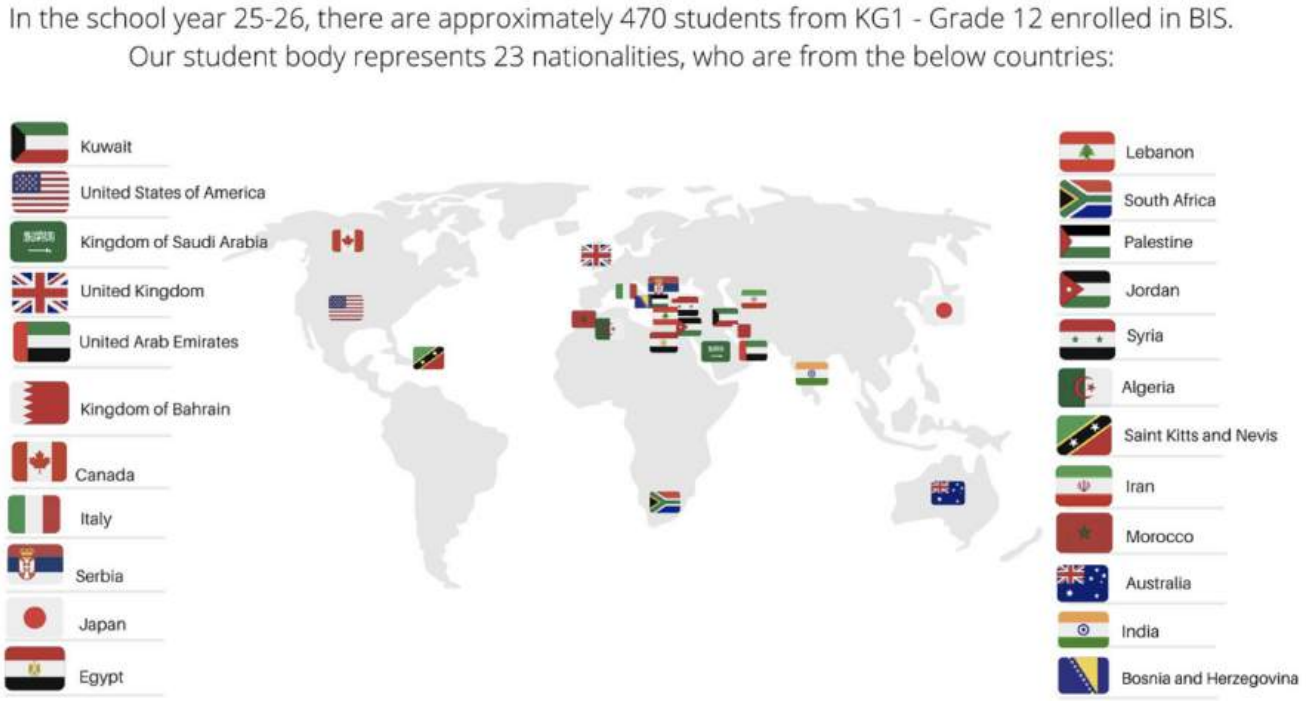
Recently, BIS sent a group of educators to Oman to attend the NESA 2025 Educators Training Institute, while another group participated in the Positive Discipline Workshop in Kuwait. Looking ahead, BIS plans to offer a diverse range of external professional development opportunities for the 2025–2026 school year.



BIS Population

BIS Student Enrollment

There are approximately 470 students from KG1 – Grade 12 enrolled in BIS. For the school year 2025-2026, the majority of students in grade 12 are from Kuwait. In our newly formed program, KG1 – Grade 11, the below nationalities are represented in our student body:



Faculty

In SY 2025/2026, there are approximately 107 full time teachers, faculty and support members faculty and staff members representing 24 nationalities, who are mostly from the Middle East, United States of America, Canada, South Africa, United Kingdom, Middle East and Eastern Europe. The average length of service at BIS is 6 years with 97% of staff choosing to work past their initial contracts. Staff members at BIS are committed to:

- Making the school mission a reality
- Putting what's best for the students first
- Exhibiting professional standards
- Openness to change
- Participating in professional development and after school club
- Stressing higher order thinking skills and encouraging learning "how to learn"

Kindergarten

Program Overview

The KG program is managed by the KG and ES Principal, Mr. Bill Garland, and Assistant Principal, Ms. Akiela Green. Our KG program serves students in KG1 and KG2.

The KG staff consists of qualified, compassionate and committed individuals who were hand selected to be a part of the BIS KG team. In addition to our highly qualified teachers, our experts include a counselor, educational psychologist, speech and language pathologist, and resource room teacher.

Our KG department is committed to giving our students the foundation that they need in order to be successful in and out of the classroom. In KG, students learn through exploration, problem solving, and play. Students also have opportunities to participate in a range of educational opportunities through field trips, school-wide events, and a variety of after-school activities. We work to ensure that the KG department is a safe, secure, and educationally enriching environment for all children.

KG students' educational experience is strengthened by specialist's classes in Arabic, Library, Art, Music, and Physical Education. School begins at 7:20 AM and finishes at 12:30 PM. Research shows that attendance plays a critical role in a child's academic success; it is important that students arrive to school on time each and every day in order to maximize their learning time.



Al-Bayan International School's KG staff is characterized by compassion, care, and commitment to the education of our children. We believe that children learn in many ways and, therefore, employ a variety of teaching methods and styles so that children reach their full potential.

Curriculum

KG1 adheres to the New York Curriculum Standards. KG2 follows the AERO standards. Teachers work collaboratively with each other to ensure vertical and horizontal alignment.

Assessments

Assessments in KG1 and KG2 are on-going and made up of various formative and summative assessments, including common assessments. Progress reports/report cards are issued four times throughout the school year, using the PowerSchool system. Progress reports and report cards are comment based, rather than assigning a graded mark.

Counseling and Nurse

KG1 and KG2 students have access to both the KG/Elementary counselor and a school nurse. Both the nurse and the counselor are available to work with teachers and students to support emotional and physical well-being for the school community.

Optional KG After School Club

An optional KG after school club is offered to provide parents the opportunity to engage their children in extra activities, of non-academic nature, where they can have a variety of fun things to do after school. It is not a tutoring session but a supervised, after school program; to give parents the option/flexibility to do less commuting, especially if the KG student has a sibling in a higher grade level.



Elementary School (Grades 1-5)

Program Overview

The Elementary School program is managed by the KG and ES Principal, Mr. Bill Garland, and Assistant Principal, Ms. Akiela Green. Our Elementary School program serves students from Grade One through Grade Five. The Elementary Staff consists of certified and talented teachers from the United States, Canada, and a host of other countries, supported by educational assistants, support staff, a counselor, an educational psychologist, a speech and language pathologist, and a resource room teacher.

School begins at 7:20 AM and finishes at 2:10 PM. The instructional program in Grades One through Five is an outstanding integrated American curriculum, based on the AERO (American Education Reaches Out) Standards. Our students' educational experience is strengthened by specialist's classes in Arabic, Islamic Studies, Qu'ran, Library, IT, Science, Art, Music, and Physical Education. In Elementary School, we are committed to developing the "whole" child through a rigorous academic and social curriculum.

In the classroom, students are given opportunities to develop the skills necessary to be successful in the global community of the 21st century. Students are asked to apply this knowledge in the classroom and beyond. Students also have opportunities to participate in a range of educational opportunities through field trips, school-wide events, and a variety of after-school activities. We work to ensure that the Elementary School is a safe, welcoming, secure, and educationally enriching environment for children.

The Elementary Faculty is characterized by compassion, caring and commitment to the education of our children. We believe that children learn in many ways and, therefore, employ a variety of teaching methods and styles. We also believe in the intrinsic value of learning and that children learn best when actively applying concepts in real-life situations.



Assessments

Assessment is ongoing, with both formative and summative assessments in elementary school. Students participate in common assessments such as MAP (Measure of Academic Progress) and MClass. Progress reports/report cards are issued four times throughout the school year, using the PowerSchool system.



Counseling and Nurse

Elementary school students have access to both the KG/Elementary counselor and school nurse. Both the nurse and the counselor are available to work with teachers and students to support emotional and physical wellbeing for the school community.

Extra-Curricular Activities

At BIS, we believe education extends beyond the classroom. Our extracurricular activities foster creativity, leadership, and teamwork, enriching students' overall experience. From sports teams and academic clubs to arts and cooking, these programs help students develop essential life skills and build strong connections within the school community. These paid after-school activities/clubs are supported by teachers and offered to BIS students only. The school also offers coaching opportunities for students in various sports free of charge.



Middle School (Grades 6-8)

Program Overview

Our Middle School program is managed by the MS/HS Principal, Dr. Matt Letham and Assistant Principal, Mr. Rob Marto. The middle school (grades 6-8) is presently comprised of two classes of each grade level.

Each student participates in the following subjects: Language Arts, Mathematics, Science and Social Studies. Additionally, students have specialist subjects: Islamic, Arabic, Physical Education and Health, Art, and Computer Science.

Curriculum creation is ongoing to ensure that a challenging program is presented that also meets students' needs. Continuity and curriculum is evident across all grade levels. The middle school department works as a team, sharing ideas and problem solving when needed. Among the middle school staff there is a strong, positive, and unified approach towards the education of our students.

The goal of the department is to provide a nurturing environment for student growth, which includes outreach and partnering with families.

Curriculum

The middle school adheres to the AERO (American Education Reaches Out) Common Core Plus standards. Teachers work collaboratively with each other and the Instructional Coach to ensure vertical and horizontal alignment.



Counseling and Nurse

Middle School students have access to both the middle school counselor and a school nurse. Both the nurse and the counselor work with teachers and students to support emotional and physical well-being for the school community.

High School (Grades 9-12)

Program Overview

Our Middle/High School programs are managed by the MS/HS Principal, Dr. Matt Letham and the Assistant Principal, Mr. Rob Marto. The MS/HS program is comprised of 2 sections in each grade.

The high school program is designed to prepare students to attend local universities or Western community colleges or universities.

The high school offers an American curriculum, and adheres to the AERO (American Education Reaches Out) Common Core Plus standards. The high school is staffed with approximately 30 teachers who represent a broad spectrum of nationalities. The majority of teachers are specialists in one or two areas.

Each teacher is dedicated to serving the educational needs of our students. Our high school staff work as a team in order to meet the needs of our diverse student body and to make improvements to the pedagogy offered within our school.

Below are lists of course offerings for the 2025-2026 School Year:

- English, Honors English, AP English Language and Composition
- Arabic, Arabic as a Foreign Language
- Islamic Studies and Qu'ran
- Social Studies, Honors Geography, Geography, World History, Modern World History, World Government and Economics, Ancient World History, AP Human Geography, AP Comparative Government and Politics
- Math, Algebra I, Geometry, Algebra II, Pre-Calculus, AP Pre-Calculus, Calculus
- Science, Biology, Honors Biology, Biology 2, AP Biology, Chemistry, Honors Chemistry, Chemistry 2 and Physics
- Art, Computer Science, Business Studies, Financial Management, Tourism & Hospitality, Psychology, AP Psychology, Music
- PE & Health, Functional Fitness

MS/HS Assessments

At BIS MS/HS we utilize assessment at all its levels:

Summative assessment provides a snapshot or summary of where a student is operating for a particular set of objectives. It provides teachers and students with a clear insight into students' understanding. Summative Assessments used in grading at BIS include: exams, tests, quizzes, projects, presentations, and essays.

Formative assessment is not part of the grading system at BIS. Instead it is the assessment teachers do daily through their observation of learning. It informs the teacher if the students are ready to progress to the next stage in learning or if misconceptions need to be addressed. It is interwoven with learning, and helps teachers and students find out what the students already know and what they need to learn next.

Peer and self assessment refers to the process by which students evaluate the work or performance of their peers or themselves within a group or learning environment. It involves providing feedback, constructive criticism, and evaluations based on predefined criteria or objectives. This method encourages collaboration, promotes critical thinking, and fosters a deeper understanding of the subject matter as individuals engage in assessing and reflecting on their peers' and their own work.

Standardized assessments are constructed by test construction specialists, for the purpose of determining a student's level of performance relative to the performance of other students of similar age and grade. Standardized assessments are used at BIS as a part of the whole school assessment policy, in an effort to gain as much information as possible about the student as a learner and about the programs they are learning in. However, standardized assessments are not part of the report card. At BIS MS/HS these include Measures of Academic Progress (MAP), Advanced Placement (AP) and Preliminary Scholastic Aptitude Test (PSAT).

Counseling and Nurse

Students have access to both counselors and a school nurse. Both the nurse and the counselors are willing to work with teachers and students to support emotional and physical well-being for the school community.

Extra-Curricular Activities

At BIS, we believe education extends beyond the classroom. Our extracurricular activities foster creativity, leadership, and teamwork, enriching students' overall experience. From sports teams and Model United Nations to arts and computers, these programs help students develop essential life skills and build strong connections within the school community. These paid after-school activities/clubs are supported by teachers and offered to BIS students only. The school also offers coaching opportunities for students in various sports free of charge.



Salary and Benefit Information for Overseas Employees

Salary Information

All salaries are paid in Kuwaiti Dinars - tax free and transferable. The annual starting salary for teaching faculty ranges from KD 10,380 - KD 13,900 (US$34,000-US$46,000) depending upon qualifications and experience (minimum 2 years of experience).

The salary scale is linked to qualifications and years of experience; up to 10 years of experience will be awarded from outside of BIS.

Salary is paid for 12 months beginning September of contract year through August of each academic year.

Housing

Fully furnished, single-occupancy, climate-controlled apartment with electricity and water covered by the school. Housing also includes a gym, pool, and lounge area. The school also covers the installation of a local phone line, with free local calls included.

Airfare

Annual IATA economy class round trip air transportation to home of record.



Health Insurance

International Health Insurance is provided.

Tuition Fee Discount

Full time overseas employees at the school may enroll their children at BIS provided they meet the admission requirements of the school. For teaching couples, where both employees work at BIS, they will receive full tuition paid for two children provided places are available. For a single teacher with a school-aged child, he/she will receive full tuition paid for one child provided places are available. The employees will still be responsible to cover other school related expenses, such as uniforms, field trips, etc.

Allowances

Baggage allowance of KD 400/US$ 1,325 per person is reimbursed against receipts at beginning and end of service.

Settling-in allowance of KD 200/US$ 660 is paid upon arrival in Kuwait.



Transportation

The school provided bus transportation to and from work.



VISA Sponsorship

Visa related fees (medical examination, police clearance, visa fee charged by Kuwait Embassy, postage, etc.) will be reimbursed by the school upon arrival and against original receipts, up to the maximum amount specified in your employment contract.

Additionally, the school will cover Kuwait residency and Civil ID-related fees once you have arrived in Kuwait.

Salary and Benefit Information for Non-Overseas Employees

Salary Information

All salaries are paid in Kuwaiti Dinars - tax free and transferable. Salaries are regionally competitive and based on job position, qualifications and years of experience.

Salary is paid monthly for 12 months beginning September of contract year through August of each academic year.

Housing

Housing allowance is provided according to the base salary.



Health Insurance

Private health insurance plan is provided.

Tuition Fee Discount

Full time non-overseas employees at the school may enroll their children at BIS provided they meet the admission requirements of the school. Employees will receive a 50% discount on the official fees for up to one child, provided places are available. The employees will still be responsible to cover other school related expenses, such as uniforms, field trips, etc.

VISA Sponsorship

Residency visa and Civil ID related fees are paid by the school.

Employee Housing









What staff are saying about working at BIS...

I've worked at BIS for a very long time and the best part I always felt was that staff support each other as professionals, but also as friends. It is a family-like environment and we see our students as part of that family. The students are at the center of the school!

Specialist Staff Member

At BIS staff are supported, valued and listened to by administration. Administration provides various opportunities for staff professional development. It is a great environment to work in.

High School Teacher

BIS has a student centered environment, and supportive school administration. I look forward to each new day at BIS, as I learn, grow and mature as a professional.

Elementary School Teacher

Home, this place for me is the true meaning of the word “home.” Here you find the warmth and true friendship that lasts even if you leave the place; here you actually find the positive energy that fills the place. I love this place in all that, fellows, students, administrators, even the building itself. After you work in this place, it's hard to work anywhere else within Kuwait.

Support Staff

BIS is an amazing school to work in because of its incredibly diverse, integrated multicultural group of teachers and administration that work really well together. It is a privilege to be part of such a close-knit school community as well as a dedicated, passionate and dynamic team of teachers and support staff.

Educational Assistant

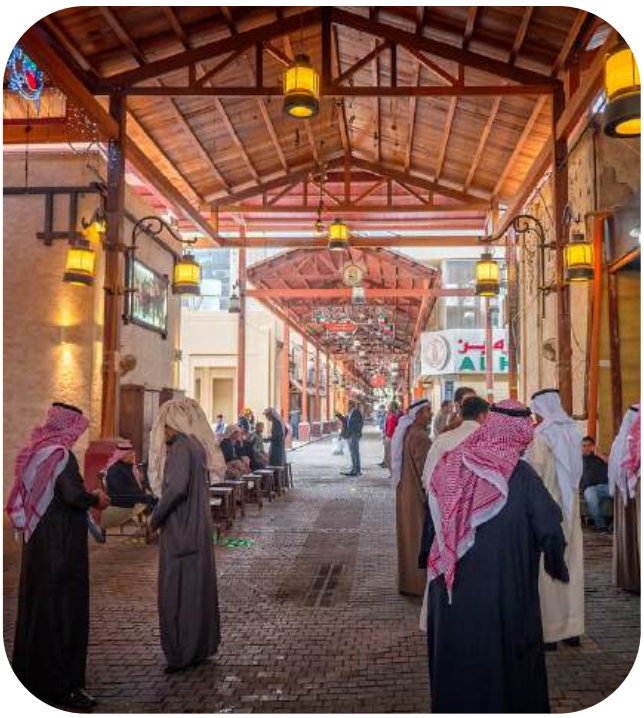
The school is very learner centered and approaches teaching and learning with a holistic view. Wonderful environment for both students and teachers. Working together is emphasized throughout the school, regardless of level.

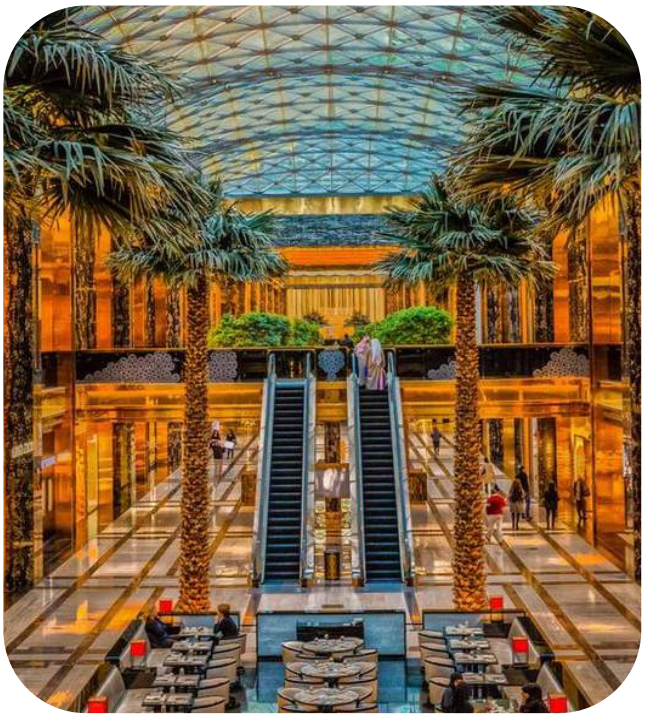
Middle School Teacher



Kuwait in Photos









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