

<b>LOCATION</b>	British International School - Hanoi	
<b>JOB TITLE</b>	<b>Secondary Teacher</b>	
<b>JOB PURPOSE</b>	<p>Teaching at BIS Hanoi is an exciting, professional and fulfilling learning experience. We will look to you to promote high expectations for our students and help create a learning culture where there are no limits to what can be achieved. You will also be a key ally and support for your Head of Department in developing an exemplary curriculum for students and pedagogy in colleagues.</p> <p>Able to adapt quickly to our fast-paced international environment, you will bring a degree, a recognised teaching qualification and considerable teaching experience. Committed and creative, you will be reflective on your own teaching and student outcomes, seeking out and implementing new ideas and innovative practice to raise achievement.</p> <p>Keen to collaborate and share your specialist expertise, you will be a fitting ambassador for the school. You will communicate with confidence across diverse audiences and situations, using your expertise to build strong relationships with parents and students.</p>	
<b>REPORTING TO</b>	Principal and subject line manager	
<b>DIRECT REPORTS</b>	None	
<b>OTHER KEY RELATIONSHIPS</b>	IBDP Coordinator, Secondary Section Leadership Team (SSLT), Heads of Year, Exams Officer, ECA Coordinator, TESMC Coordinator, Learning Support Teacher	
<b>PACKAGE</b>	Main Scale	
<b>KEY RESULT AREA</b>	<b>MEASURES OF PERFORMANCE</b>	
<p><b>Student Attainment and achievement</b></p> <ul style="list-style-type: none"> <li>To collaborate with the academic team including subject leader and SLT academic to secure outstanding outcomes for students</li> <li>To promote high standards of Teaching and Learning in your specialist subject and your other areas of specialism</li> <li>To manage Level 1 and 2 Discipline Issues that occur in the classroom</li> <li>To promote the 'Be Ambitious' programme</li> <li>Liaise with Tutors and/or Heads of Year regarding any students causing concern, initiate remedial action</li> <li>Know the reporting procedures to follow in case of a Child Protection issue</li> <li>Liaise with Learning Support Dept regarding provision mapping of Individual Education Plans for students.</li> <li>Take a proportion of responsibility for the development of EAL learners in the mainstream including undertaking further training and Liaising with the EAL specialist teachers.</li> </ul>	Student attainment meets or exceeds targets	
<p><b>Teaching</b></p> <ul style="list-style-type: none"> <li>Plan and prepare for lessons</li> <li>Teach according to the needs of the students in the class</li> <li>Sharing good practice with other colleagues</li> </ul>	The delivery of lessons that are good or outstanding	

<p><b>Assessment</b></p> <ul style="list-style-type: none"> <li>• Provide students with appropriate information that allows them to know where they are and what they need to do to improve</li> <li>• Provide assessment data as required by the Department for tracking</li> <li>• Provide assessment data as required for whole school reporting and tracking</li> </ul>	<p>Work Scrutiny shows clear progression of students' work and a clear dialogue of feedback</p>
<p><b>Administration/Development:</b></p> <ul style="list-style-type: none"> <li>• Contacting parents on academic matters, including follow up on reports, parents' conferences etc.</li> <li>• Playing a full part in internal and external CPD opportunities including staff meetings</li> <li>• Liaise with Subject Leader to contribute to an annual requisition.</li> <li>• Be involved in the organisation of Department aspect of special days, festivals, House events, assemblies, League fixtures, FOBISIA tournaments, special focus Weeks etc</li> <li>• Contribute to the provision of subject or Year Group related trips and expeditions</li> <li>• Contribute to Department HUB articles</li> <li>• Offer exciting Extra Curricular Opportunities that meet the needs of the student cohort</li> <li>• Provide occasional cover for absent colleagues</li> <li>• Supervise students on a duty rota</li> <li>• Supervise examinations</li> <li>• Be responsible for personal health and safety and know how to report H&amp;S concerns</li> <li>• Any other reasonable task assigned by the Principal or Head of Secondary</li> </ul>	<p>Parents feel part of the learning process</p> <p>The teacher plays an active part in a wide range of the life of the school, both in and out of the classroom</p> <p>The school operates in a safe and organised manner</p>
<p><b>Personal Development</b></p> <ul style="list-style-type: none"> <li>▪ Continual development through the identification and implementation of your own Personal Development Plan</li> </ul>	<p>Improved performance Performance appraisal Personal Development Plan</p>
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>▪ Promote and embodies <i>The CORE 7 Leadership Capabilities:</i> <ol style="list-style-type: none"> <li>1. <b>Accountable</b> – Establishes a high performing culture and accepts accountability for organisational performance.</li> <li>2. <b>Strategic</b> – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction</li> <li>3. <b>Collaborative</b> – Works collaboratively with others to achieve organisational outcomes</li> <li>4. <b>Entrepreneurial</b> – Creates organisational value for diverse stakeholders and achieves commercial success</li> <li>5. <b>Enabling</b> – Drives excellence through valuing and developing others</li> </ol> </li> </ul>	<p>Valued member of the team and organisation</p>

<p>6. <b>Agile</b> – Achieves personal and organisational success within a changing, dynamic and complex environment</p> <p>7. <b>Resilient</b> – Demonstrates personal resilience within a demanding environment of high expectations</p> <ul style="list-style-type: none"> <li>▪ Each individual must ensure that they meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation</li> <li>▪ A commitment to safeguarding and promoting the welfare of all pupils.</li> <li>▪ Willingness to undertake appropriate child protection training when required</li> </ul>	
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<b>PERSON SPECIFICATIONS</b>	
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<b>Qualifications/Training</b>	
▪ Degree plus teaching qualification	Essential
▪ CELTA/DELTA or Equivalent	Desirable
<b>Experience / Knowledge</b>	
▪ Good working knowledge of the English National Curriculum and Cambridge IGCSE or its equivalent and the IBDP	Desirable
▪ Excellent classroom practice	Essential
▪ Understanding of effective teaching and learning theory and practice of providing effectively for the individual needs of all children through classroom organization, differentiation and learning strategies	Essential
▪ International Experience	Desirable
▪ Understanding of IB Structure and Philosophy	Desirable
▪ Knowledge of EAL in the mainstream	Desirable
▪ Able to teach your subject to IBDP Higher Level	Desirable
<b>Skills</b>	
▪ Able to work as part of a team	Essential
▪ High level of IT competence	Desirable
▪ Able to collaborate with colleagues to promote a common approach to skills-based learning	Essential
▪ Use of iSAMS	Desirable
<b>Personal Attributes</b>	
▪ Excellent interpersonal skills	Essential
▪ High levels of personal integrity	Essential
▪ Excellent organisational and time-management skills	Essential
▪ Attention to detail	Essential
▪ Ability to work under pressure and remain calm	Essential
▪ Willingness to take on multiple tasks	Essential
▪ Proactive and able to prompt others to ensure deadlines are achieved	Essential
▪ Self-motivated, enthusiastic and relentlessly positive	Essential
▪ Ability to work independently	Essential
▪ Continually strive for improvement	Essential
▪ Adaptability	Essential
▪ Sense of Humour	Essential

## **Other Conditions**

### **Compliance with visa requirements for working in **Vietnam****

At Nord Anglia Education we are committed to providing a world class, safe, happy environment in which children and young people are able to thrive and learn. We are committed to safeguarding and promoting the welfare of all our pupils irrespective of race, ability, religion, gender or culture. All post holders in regulated activity (having regular unsupervised contact with children) are subject to appropriate national and international vetting procedures including satisfactory criminal record checks from both Country of residence/birth and any Country of residence within the last 10 years.

Dear Applicant,

Thank you for your interest in working at a Nord Anglia Education school.

By joining one of our schools, you will be welcomed into a global community of approximately 13,000 people working together in 66 schools located in 29 countries around the world. Together, we educate approximately 64,000 students globally from ages 2 to 18 across China, Southeast Asia, the Middle East, The Americas and Europe.

Each of our schools are unique in character and offer an education tailored to meet the needs of its community. However, all our schools are united by our 'Be Ambitious' philosophy – we are ambitious for our students, our people and our family of schools. This means that we want every student to achieve more than may have ever thought possible which we ensure through personalised learning enhanced with unique global opportunities.

As a fast-growing family of schools, we also offer unique opportunities for you to grow professionally and develop your career. In addition to gaining exceptional experience in our schools, our teachers have access to a wide range of resources and support to enhance their success. We offer every teacher extensive training and resources through Nord Anglia University, our vibrant professional development community. Nord Anglia University connects you to colleagues around the world in our online international staffroom and also provides access to courses, seminars and the support of educational experts.

Through unique collaborations with The Juilliard School and the Massachusetts Institute of Technology (MIT), you will also get unrivalled access to world leading experts in the performing arts and STEAM subjects (science, technology, engineering, arts and maths). Also, our collaboration with King's College London, exclusive to Nord Anglia staff, gives you a chance to earn your Executive Master's in International Education.

You can find out more information about what makes our schools a great place to teach at [www.nordangliaeducation.com/careers](http://www.nordangliaeducation.com/careers)

Good luck with your application.