

LOCATION	The British Vietnamese International School (BVIS Hanoi)
JOB TITLE	Secondary: Assistant Head Teaching and Learning
JOB PURPOSE	The post is to assist the Head of Secondary with the day to day management and organisation of the Secondary School. The post-holder is a member of the section's leadership team and will attend weekly meetings. The Assistant Head is a point of reference for curriculum and pastoral matters and takes responsibility for specific tasks or areas of development within the Secondary School. This position has a reduced teaching timetable.
REPORTING TO	Head of Secondary School, Principal
DIRECT REPORTS	Principal, Head of Secondary
OTHER KEY RELATIONSHIPS	Students, families (current or prospective)
PACKAGE	Competitive
SAFER PRACTICES	The British Vietnamese International School, is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including references from previous employers in accordance with our recruitment policy. Interviews will be conducted in person, and they will explore candidates' suitability to work with children.
KEY RESULT AREA	MEASURES OF PERFORMANCE
<p>Curriculum</p> <ul style="list-style-type: none"> • Lead staff CPL planning including links with NAU, FOBISIA and other providers. • Leads internal CPL in sharing and improving good classroom teaching and learning practice • Leads assessment for (and of) learning practices • Support the analysis, tracking and monitoring of student achievement • Lead the quality and effectiveness of student academic target setting • Support CEM testing and data collection • Reporting on student progress and achievement • Oversee internal and external examinations • Lead the academic induction of new teaching staff • Oversee the quality of curriculum documentation, subject planning and schemes of work across faculties and departments • Oversee the production of curriculum handbooks for parents and students • Support the annual timetabling process • Liaise, as appropriate, with the KS Coordinators and Learning Support, Heads of Department concerning the progress of pupils. • Assist with the organisation of parent workshop meetings • Assist with the admission of new secondary students <p>Pastoral</p> <ul style="list-style-type: none"> • Assist the Head of Secondary in liaison with the Assistant Head Pastoral in providing pastoral care for all staff, parents and children. • Assist with parents evening meetings as appropriate. • Assist with the organisation of events, such as assemblies, concerts, productions, Coffee Mornings, departmental initiatives. • Assist in the monitoring of student progress, behaviour and uniform. <p>Administration</p> <ul style="list-style-type: none"> • Participate in the school's Performance Management arrangements, acting as an appraiser of colleagues. • Assist in preparing the annual overseas requisition. • Contribute to the school newsletters. • Assist with the preparation or update of handbooks and year books. • Ensure there is a high profile for each department within the Secondary school and maintain good quality display in public areas which relates to the children's learning. 	

Extra-Curricular Activities

- Support the life of the school beyond the classroom;
- Undertake the planning and organization of day trips within the subject as required;
- Deliver extra-curricular clubs in line with the school's expectations;
- Support all Key stage events such as productions and assemblies.

Personal Development

- Participate fully in the school's Performance Management procedures and appraisal, including objective setting
- Continual development through the identification and implementation of your own Personal Development Plan, leading to improved performance
- Participate in learning walks, observations and coaching, as appropriate

OTHER

- Promote and embody *The CORE 7 Leadership Capabilities*:
 1. **Accountable** – Establishes a high performing culture and accepts accountability for organisational performance.
 2. **Strategic** – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction
 3. **Collaborative** – Works collaboratively with others to achieve organisational outcomes
 4. **Entrepreneurial** – Creates organisational value for diverse stakeholders and achieves commercial success
 5. **Enabling** – Drives excellence through valuing and developing others
 6. **Agile** – Achieves personal and organisational success within a changing, dynamic and complex environment
 7. **Resilient** – Demonstrates personal resilience within a demanding environment of high expectations
 - 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
 - A commitment to safeguarding and promoting the welfare of all pupils.
 - Willingness to undertake appropriate child protection training when required
- Be a valued member of the team and organisation

PERSON SPECIFICATIONS

Essential

- ✓ Degree plus / including Teacher Training
- ✓ Good working knowledge of the Secondary Curriculum (English National Curriculum, GCSE equivalent qualifications).
- ✓ Excellent classroom practice
- ✓ Good interpersonal skills
- ✓ Ability to prioritise workloads
- ✓ Ability to work on own initiative
- ✓ Experience of leading a Key Stage /department, or a core subject / area of significant school development.

Desirable

- ✓ Good working knowledge of the Secondary Curriculum
- ✓ Training in middle or senior management
- ✓ Willingness to make links with the parent body and local community
- ✓ Experience of involvement in one or more of: strategic planning; monitoring; performance management as an appraiser
- ✓ Range of teaching experience across different Key Stages.

Qualities specific to a dual-language school

- ✓ Have an affinity for teaching non-native speakers of English
- ✓ Be able to engage and inspire new learners of English
- ✓ Be open to ideas for continued professional learning and development
- ✓ Relish the prospect of collegial planning and teaching with Vietnamese colleagues
- ✓ Be creative in the design and delivery of the curriculum
- ✓ Be energetic and prepared to go that extra mile in shaping a new dual-language school's future

OTHER CONDITIONS

1. 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.
2. 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.
3. Candidates must fully comply with visa requirements for working in Vietnam.

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 9,000 people working together in 47 schools located in 18 countries around the world. Together, we educate approximately 45,000 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

Good luck with your application.

Mark Sayer
Principal