

# **The Australian International School**

## **Conditions of Service**

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## **A. INTRODUCTION**

### **1. Preamble**

Welcome to the Australian International School (**AIS, or the School**).

The following Conditions of Service are applicable to all foreign teaching staff of AIS, including locally and overseas hired foreign teachers, full time and part time teachers, alternate teachers, and foreign librarians, and to other designated professional staff.

These Conditions of Service have been approved, and may be updated from time to time, by the School's Member's Council, which is its governing body. The latest version of this document will always be the version which is applied, and it will be available to staff electronically.

### **2. AIS Objectives**

Our main objectives are:

- The attainment of academic excellence through high quality teaching
- Developing a community of learners where students feel safe, secure, challenged and are valued as individuals
- Developing both a sense of cultural identity and a sense of global citizenship

AIS is committed to:

- Providing a dynamic learning environment that assists students to enjoy their studies and inspires them to be lifelong learners
- Personalising the learning experience by tailoring programmes to meet each student's needs and which reflect their ability and prior learning
- Actively encouraging and rewarding academic excellence and achievement
- Offering innovative and creative programmes designed to encourage students to think both creatively and critically
- Employing highly-qualified, experienced, caring and motivated educators who are dedicated to creating schools that focus on the learning needs and skill development of their students and the goals of the students' families.

### **3. Purpose of this Document**

This document is designed to:

- Provide you with guidance about your employment and the working standards expected
- Provide for managing employment relationship matters in a fair and transparent manner
- Provide supporting information in relation to your Labour Contract

These Conditions of Service form part of your employment relationship with AIS. This document has been approved, and may be amended from time to time, by the School's Members' Council, which is its governing body.

These Conditions of Service should be read in conjunction with the following documents:

- Labour Contract

- Teachers' Salary Scale, Benefits & Leave Entitlements (**SBLE**, which forms part of the Labour Contract)
- Internal Labour Regulations
- Other relevant Policies of the School, which include: Electronic Communications Policy, Employee Investigation and Discipline Policy, Health and Safety Policy, Human Resources Policy, and Sexual Harassment Policy.
- Staff Handbook
- New Teacher Induction Handbook

Please read these important documents carefully. They will help you understand what AIS expects of its academic staff and how we manage issues affecting our employees.

Further explanation of the policies and procedures mentioned in this document may be obtained from the Principal.

#### 4. Definitions

The following definitions are used in this document.

**"Employee"**, "Teacher", "you", "your" means foreign teaching staff and other designated professional staff employed by the School.

**"School"** means the Australian International School.

**"Principal"** means Principal, Head of School or similar.

**B. TERMS OF EMPLOYMENT****1. Probation**

Teachers are subject to a probationary period of 2 months as specified in their Labour Contract.

**2. Personal Information**

The School will take measures to ensure the accuracy and confidentiality of your personal information. From time to time, you may be asked to verify your records.

You should inform the HR Department as soon as possible of any changes to your personal circumstances. These include:

- Name
- Address
- Telephone number
- Marital Status
- Number of dependents
- Next of kin
- Medical condition
- Bank account details

**3. Expense Reimbursement**

You may claim reimbursement for actual, reasonable expenses incurred on behalf of the School.

Planned expenses to be incurred on behalf of the School must be approved by the Principal before the expense is incurred. You should complete and sign a Reimbursement Request Form, attach receipts, and give it to the Principal for approval and processing. All receipts should be made out to "the Australian International School".

**4. Renewal / Non-Renewal**

A Teacher's term of employment may be extended for an additional period by written agreement between the School and the Teacher. The Teacher should advise the Principal by mid November of the year prior to expiration of his/her Labour Contract as to whether The Teacher is seeking to extend the term of his/her employment. The School will notify the Teacher before the end of Term 2 whether the Teacher will be offered a new Labour Contract.

Teachers who do not wish to extend the term of their Labour Contract may apply for Recruitment Leave to attend a Recruitment / Job Fair in accordance with their Labour Contract.

**C. MARRIAGE / DE FACTO RELATIONSHIP**

If you have been employed as an unmarried person, the School is not obliged to apply the conditions applicable to a married employee if you subsequently marry, or enter a de facto relationship, during the period of your employment at the School.

The School reserves the right to revise the benefits to which you are entitled (whether at the time of your marriage/relationship commencing, or on signing a new Labour Contract) where your marriage/relationship during the period of employment means benefits provided appear to be duplicated, or rendered no longer necessary.

## **D. HEALTH AND SAFETY**

AIS is committed to ensuring as far as is reasonably practicable the health, safety and welfare at work of all employees.

This includes:

- Providing and maintaining buildings and systems of work that are safe
- Making suitable arrangements for ensuring the safety of staff in connection with the use, handling, storage and transport of articles and substances
- Providing adequate information, instruction, training and supervision
- Providing safe premises
- Providing a safe working environment

Employees must:

- Take all practicable steps to ensure your own safety at work and that no action or inaction by you while at work causes harm to any other person
- Make safe, or inform the Principal of, any unsafe work situation or practice (hazard) of which you become aware.
- Obtain (and keep in effect) a Vietnamese motorbike licence and wear a helmet when riding a motorbike. It is advisable to have third-party insurance for private motorbikes.

### **1. Accidents**

You should report any accident, incident or unsafe practice that occurs on school premises or on a school activity or trip to the Principal within twenty-four hours of its taking place. Any accident or incident that causes actual harm or risk of harm, injury or damage must be recorded in the Accident Register held by the School Administration Manager.

Where there is any doubt, medical assistance or an ambulance should be sought.

Any accident that occurs while on a school activity or trip away from the normal place of work must be recorded in the Accident Register.

### **2. Fire and Emergency Procedures**

Fire and Emergency Procedures are displayed at all locations. It is your responsibility to follow the correct procedures in the event of an emergency. You should familiarise yourself with the position of fire extinguishers, alarm points, emergency exits and assembly points at any location you work at or visit. If you have a disability which is likely to affect you in an emergency, for example, hearing or sight deficiency or difficulties with mobility, you should notify the Principal. To ensure the School knows if a staff member is in the building during a fire evacuation or emergency you are expected to sign in and sign out of work each day with ID card. Lockdown and fire drill procedures are scheduled annually on the school calendar



**E. TERMINATION****1. Redundancy**

“Redundancy” means a situation where the School lays off an employee whose position has become redundant due to restructuring, or for any other reason in accordance with Vietnamese law. The School will only do this after engaging in appropriate consultation with the Teacher and exploring suitable alternative employment arrangements.

In the event that an employee is selected for redundancy, the School shall:

- (i) Provide the employee with 30 days' notice of termination of employment or pay in lieu of notice based on the Teacher's ordinary pay.
- (ii) Give the employee such reasonable time off whilst working out any period of notice as may be necessary to enable the employee to seek alternative employment.
- (iii) Pay the employee any End of Service Allowance owing in accordance with the SBLE, unless the School has offered the employee alternative employment which is reasonably comparable in status, remuneration and location to the position declared redundant (regardless of whether or not the employee accepts such offer).

Redundancy does not apply to any situation where an agreed temporary employment term comes to an end.

**2. Early Termination**

In the event that the Employee terminates Labour Contract early for any reason

- (i) the Employee shall reimburse the School the total costs incurred by the School in relation to recruitment, visas, work permits, flights, pre-paid medical insurance and professional development for that Teacher (and his/her Dependents) as determined by the School.
- (ii) the Employee shall not receive home flight that Teacher (and his/her Dependents) as determined by the School

**F. PROFESSIONAL DEVELOPMENT AND STUDY LEAVE**

The School will provide such necessary and relevant training and professional development to employees as it deems necessary and appropriate. Requests for professional development should be made in writing to the Principal.

**G. TRAVEL AND EXPENSE REIMBURSEMENT**

Employees may from time to time be required by the Principal to travel within or outside of Vietnam on behalf of the School. Any travel must be conducted using the most economical mode of transport with due consideration to timing and safety.

All air ticket bookings and hotel reservations must be made through the Administration Department prior to travel.

It is the responsibility of the individual traveller to ensure that all travel documents are valid (passport, visas etc.) and that any required medical examinations or vaccinations are obtained. The School will reimburse the fees associated with obtaining any necessary visas and any medical examinations or vaccinations that are not otherwise covered by the employee's medical insurance policy.

When an employee is travelling on a school trip the School will cover the cost of any necessary travel insurance.

With the Principal's approval, employees may receive cash advances to meet anticipated business related expenses during the period of travelling. Within two working days of the return from travel the employee should complete and submit a "Travel Expense Form", supported by relevant invoices/receipts, to the Principal. Any difference between the cash advance amount and the actual expenses incurred will be reimbursed to the employee or repaid to the employer (normally as a deduction from salary) as appropriate.

The School will reimburse the following expenses in connection with travelling:

- Hotel (pre-approved by the Principal)
- Transport

All the above expenses must be reasonable and receipts should be obtained for all expenses

For all flight tickets purchased or reimbursed by the School, the Teacher must provide the School the original boarding pass(es) for such flight within 14 days. Failure to provide the boarding pass(es) increases the tax that the School must pay (approximately 10% of the cost of the flight), and will result in the amount of such additional tax being charged to the Teacher and deducted from his/her next salary payment.

The School will not reimburse the following expenses:

- Personal products such as clothes, toiletries etc.
- Private phone calls
- Items from a mini-bar, in-house movies
- Hotel dry cleaning and laundry services, unless the trip is for a period of 1 week or more
- Gifts and duty-free items

The School will provide a mobile phone with international roaming capability to teachers on school trips, where appropriate.

The School requires that you behave in a cost-conscious way during travel and that all expenses are properly supported by receipts. The School is not obliged to reimburse expenses with no valid receipt or supporting documents attached.

While travelling for the School, whether domestically or internationally, you represent the School and must conduct yourself in accordance with the School's Code of Conduct and these Conditions of Service.

## **H. SALARY AND BENEFITS**

### **1. Salary and Benefits**

See the SBLE.

### **2. Work Hours**

Teachers' working hours are specified in their Labour Contract.

For Primary, Middle and Senior School teachers, the number of working hours includes 32 periods of teaching contact time out of a 40 period week, or the equivalent.

"Teaching contact time" means time spent teaching classes where the Teacher is responsible for the entire learning process for the class. This includes unit planning, lesson preparation, marking assessments and reporting back to students and parents.

In addition to a Teacher's timetabled teaching periods, there are times when a Teacher may be requested to supervise a class for a colleague who is absent. Some fulltime Teachers are under-allocated in their teaching duties per week compared with others. These Teachers would be called upon first. However, this is not always possible due to clashes in times and therefore those Teachers that are then available would be used. A record is kept by the Deputy Principal of Teachers who are used for relief in order to try and avoid the same Teachers being used frequently.

If a Primary, Middle or Senior School Teacher is timetabled to teach an extra class or more than 32 periods per week (or equivalent) by agreement, then the Teacher will receive a pro rata allowance based on the Teacher's salary (excluding other benefits) for the duration of the period that the Teacher is teaching the extra class / time.

### **3. Salary and Benefits Deductions**

The School may make deductions from an employee's salary or wage payments to offset any overpayment by the School or with respect to any leave without pay taken by an employee.

The rate of deduction from salary for each day of approved unpaid leave is **1/Total number of teacher days described on the School Calendar of net cash salary per annum**. If the period of approved unpaid leave is in excess of 3 consecutive days, all the benefits provided in the SBLE will be reduced on a pro-rata basis over the period of the unpaid leave. The only exception is the accommodation allowance, which will be paid in full if the Teacher is required to remain in HCMC during the period of approved unpaid leave.

If employment is terminated for any reason before the full overpayment has been recovered, the amount outstanding will be deducted from the employee's final pay unless there are insufficient funds in the final pay to cover the amount in which case the employee is liable for the balance.

On the expiry or termination of the employee's Labour Contract, the School may retain from the employee any monies owed to the School, such as monies to the value of the employer's property which has not been returned or is damaged. Any deficit in annual leave accrual resulting from the employee taking annual leave in advance of full entitlement will be deducted from the final pay.

#### **4. Final Salary / Closing a Bank Account**

An employee's final pay (to include, where applicable, salary and bonus) will be paid in VND.

Staff completing their contract should arrange with their bank for automatic bank account closure and funds transfer on a date after the final pay is made in late July/early August. The School will pay all outstanding amounts directly to the employee's bank account.

When closing your bank account, the bank will allow any VND salary received into that account to be converted into USD (or any other major foreign currency that the bank has available) for purposes of transfer out of Vietnam to a bank account overseas.

## **I. STANDARDS AND CONDUCT**

### **1. Performance Management**

Your performance and development will normally be reviewed formally during the year.

The purpose of the review is to:

- Review past performance and plan for future progress
- Help identify strengths and training or development needs
- Help you and the Principal in identifying future goals and career planning

You will receive an outline of the performance review process and related documentation prior to the formal review being undertaken.

Depending on the outcome of the approval, Teachers are able to earn a performance bonus. Further details are stated in the SBLE.

### **2. Misconduct and Discipline**

All employees are bound by, and shall adhere to, their Labour Contract, the School's Internal Labour Regulations, these Conditions of Service, the School's other Policies and Procedures, and all other lawful and proper instructions given by or on behalf of the School.

The School may discipline employees in accordance with the Internal Labour Regulations for serious misconduct, or other forms of misconduct, and for failure to comply with any of the aforementioned labour documents.

### **3. Disciplinary Process**

Labour discipline shall be conducted in accordance with the principles and procedures stipulated in the Internal Labour Regulations and in the Company's Employee Investigation and Discipline Policy and Employee Disciplinary Procedure.

### **4. Code of Conduct**

AIS is committed to upholding a high standard of professionalism. We recognise that our reputation depends on the performance and integrity of each individual who makes up the school team.

No code of conduct can spell out the appropriate behaviour for every situation with which you may be confronted. Nor should it seek to do so. We are all required to make a judgement of what is right and proper in any particular situation. The following questions may help you decide how to act when faced with a difficult situation.

- Is anyone's life, health or safety endangered by my action or inaction?
- Does my action or inaction 'feel' right?
- Am I treating students in a professional manner (comparable, for example, about I expect to be treated by a doctor or lawyer)
- Am I keeping my views on religion, politics and gender issues to myself?
- Am I separating my private email, facebook, chat, etc from my work-based contact with students through myAIS or other electronic means?

- Does it meet my personal code of behaviour?
- Could I freely justify my action or inaction to a parent, student or colleague?
- Is my action or inaction legal and does it comply with customary standards of behaviour in a school?
- Do I fully recognise the rights of the family?
- Am I treating all people equally?

## 5. Professional Conduct

To maintain and promote the highest professional and personal standards, all staff working in and for the School are expected to set high standards for their own behaviour, to treat all people with respect and to consistently demonstrate the highest professional standards.

Teachers are encouraged to follow proper channels of communication and show exemplary ethical behaviour when working with colleagues, parents and school management.

All staff are expected to maintain professional relationships with colleagues. Any relationship between employees (particularly between managers / supervisors and direct reports) that could be seen by others as being potentially inappropriate or which could be disruptive to work performance or the working environment must be brought to the attention of the Principal.

Such relationships between staff and / or the perception of these by others can lead to a variety of potential complaints (and potential disciplinary issues) and it is advisable that these matters are discussed with the Principal so that they may be appropriately managed.

The AIS Professional Standards form part of the Performance Management process. All have the expectation that employees:

- Adopt a professional standard of dress
- Communicate in a professional manner
- Promote School standards and expectations consistently
- Contribute positively to the promotion and good name of the School
- Retain the privacy of any information acquired about students, parents, colleagues or the school's future plans
- Be consistently punctual
- Maintain active supervision of all groups
- Attend meetings as required
- Complete administration tasks to required standards
- Meet deadlines
- Complete duties as required
- Work collegially
- Demonstrate loyalty
- Exercise confidentiality as appropriate and as required

- Be culturally sensitive to both the students and the local staff.

## **6. Equal Opportunity**

AIS aims to provide equal opportunity for employment regardless of, race, ethnic origin, sex, marital status, age, disability, religious beliefs, political opinion, employment status and sexual orientation.

Employees must not discriminate or knowingly aid others to do so. Any proven act of discrimination may be treated as a serious disciplinary offence.

Should you have any concerns you should approach the Principal or, where this is not practicable, seek advice from the HR Department.

## **7. Personal Conduct**

We expect all AIS employees to treat colleagues with respect at all times, and not to discriminate against anyone on the grounds of colour, race, ethnic origin, sex, marital status, age, disability, religious beliefs, political opinion, employment status and sexual orientation.

AIS does not tolerate the use of rude, offensive or obscene language with students, parents or colleagues.

Any use of violence will be considered an act of gross misconduct and be subject to the Disciplinary Process.

## **8. Email, Internet and Computer use**

See the School's Electronic Communications Policy.

## **9. Press and Media**

It is vital that news about all our activities is properly co-ordinated and so any press or media enquiries should be referred to the Principal.

## **10. Publications and Lectures**

If you are called upon to write an article, give a lecture or broadcast about anything to do with AIS you will need to obtain permission from the Principal. If what you say or write on any subject can be associated with the School, you must get prior approval from the Principal.

## **11. Dress Code**

The School seeks to respect, encourage and model culturally professional modes of dress, while at school, at off-campus events and community functions. The attire worn by employees will project a positive, polite and dignified reflection of the School. Employees are expected to wear clothing that reflects their professional status and models appropriate clothing behaviour for the students.

### **GUIDELINES**

1. Employees must wear clean clothing that is in good repair.
2. Facial hair must be short, clean and well kept.
3. Jewellery and make-up must be 'modest' and appropriate to a professional work setting.
4. Employees must not wear clothing with offensive slogans, words, pictures or symbols.
5. Clothing that is brief in size and / or exposes the midriff or chest should not be worn.
6. No t/shirts or t-shirt styles are to be worn (including similar singlet styles).
7. Sleeveless tops must cover the inner shoulder / not be of a singlet type.
8. Jeans (denim, canvas or similar jean styles) and cargo pants are not to be worn.
9. Hats are encouraged outside the building, to promote the students dress code and 'sun smart' awareness.
10. Tattoos must be covered at all times possible for all activities and events.

**Male staff**

1. Shirts with a collar and tie are required at all times. Shirts are required to be 'tucked in'.
2. Long pants are required.
3. Dress shoes are required.

**Female staff**

1. Blouses, shirts and dresses are acceptable.
2. Skirts, dresses and full length pants (not three quarter length) are acceptable. Skirts and dresses should be no shorter than just above the knee.
3. Semi closed or closed toe shoes are required. Shoes are not to reflect a 'flip flop or flat thong' style (flat shoe with no back strap).

**Sports Attire**

1. Employees may change into and wear appropriate P.E. attire if involved in the teaching of such lessons.
2. Shorts and sports shoes should only be worn when teaching or involved in appropriate sporting events.
3. Polo style t/shirts (with a collar) and more 'dressy' shorts are to be worn.
4. Sports shoes and socks are to be worn at all times (apart from inside the pool area).

**Special Events**

1. The school Dress Code is required to be followed for all field trips, after-school events and off-campus school activities.
2. Employees will be advised of changes to the Dress Code for specific activities or events as they occur.

**12. Alcohol and Drugs**

You are not permitted to attend work under the influence of alcohol or drugs under any circumstances.

The only circumstance in which you may consume alcohol on School premises is when specifically allowed to do so at a School event.

You are not permitted to use or be in possession of illegal drugs or controlled substances while working or at work. If we have reasonable grounds to suspect that you are under the influence of an illegal substance, we reserve the right to require you to co-operate with any reasonable request to be searched or to take a drugs test.

If you are found at the workplace under the influence of alcohol, or suffering from substance abuse, you will immediately be sent home. The Principal will then decide on the appropriate action to take which may be disciplinary in nature.

If you feel you may have an alcohol or drug problem you should discuss the matter with the Principal or the HR Department.

**13. Smoking**

The School promotes an efficient and healthy working environment and does not allow smoking on any part of our premises. Staff are not permitted to smoke in the presence of students - this includes on school excursions and outside school events.



## **14. Security**

All reasonable precautions should be taken with school and personal items. You should lock your office or classroom when not in use and secure all property as necessary. Doors and windows should be closed at the end of the day. No valuables, including laptop computers, should be stored in unlocked spaces.

Any theft of equipment or lost or stolen keys should be reported to the Principal.

You are required to obtain permission from the Principal before removing any equipment or materials from the premises (other than your laptop). School property is insured on-site but not off-site.

The School does not accept liability for any loss of personal property while on school premises.

If you see anyone on the premises whom you feel is not authorised to be there, you should first approach them and ask if you can help them. You should also pass your concerns to another employee or contact Security immediately.

## **15. Visitors**

For security reasons, all visitors must report to Security where they will be issued with a temporary ID. Where possible, you should meet visitors at Security, and they should sign out when leaving.

All visitors to any classroom must have the approval of the Principal.

## **16. Conflicts of Interest**

If an employee or member of his/her family has an interest or other outside relationship that might result in a conflict of interest, it is the employee's responsibility to immediately provide all the pertinent information to the Principal who will determine any action to take, if required.

## **17. Additional Employment**

Employees are expected to devote the whole of their hours of work to carrying out the duties of their position diligently, faithfully and to the best of their abilities at all times.

Employees shall not undertake any employment or commercial activity that may conflict with their duties as an employee without the written approval of the Principal.

## **18. Tutoring for Payment**

Employees shall not undertake tutoring of an AIS student for payment. If an employee is approached by a student or his/her parents and requested to provide tutoring they should inform the Executive Principal.

## **19. Gifts and Hospitality**

You shall not accept any gift, service or hospitality, directly or indirectly, which might lead the giver to think they are going to benefit in some form. Examples might be:

- Hotel stays
- Meals
- Holidays
- Event tickets

Similarly, you shall not give any gift, service or hospitality, directly or indirectly in order to benefit or give the impression that you or the School might benefit from it.

You may accept a small gift given by a parent during Tet as this is customary.

## **20. Complaints**

There may be an occasion when you are told about, or see for yourself, behaviour which goes against the AIS code of conduct. In such circumstances you should speak to the Principal who may address the situation personally or refer it to another appropriate person.

If the incident concerns possible financial irregularities you may speak to the Financial Controller or the Principal.

If you feel that you cannot discuss the matter with the Principal then you should speak to the HR Department.

## **21. Copyright**

There are certain restrictions on multiple photocopying of copyright material. A copy of these restrictions may be available from the Principal if staff require further information or clarification.

## **22. Harassment**

Harassment is any unwanted behaviour which is intimidating, upsetting, embarrassing, humiliating or offensive to the person being harassed. It can cause fear, stress and anxiety and may arise in numerous ways including physical contact, spoken or written word, and isolation.

Where proven, harassment will be regarded as a serious disciplinary offence.

If you suspect harassment, or are a victim yourself, you should approach the Principal in the first instance. If this is not appropriate, you should talk to the HR Department.

## **23. Confidentiality**

All employees must comply with the confidentiality obligations stated in their Labour Contract and other labour documents of the School.

## **24. Mobile Phone**

If the School supplies a mobile phone to the Employee, the following terms shall apply:

- The employee may use the mobile phone for his/her work at the School's expense, and for private purposes at his/her own expense;
- The mobile phone will remain the property of the School at all times.

## **25. Laptops and Cameras**

The School will normally provide a laptop to Teachers for work purposes. A high level of care is required as items taken out of the School are the responsibility of the Teacher and are not insurable by the School. Teachers will be liable for any loss or damage to laptops taken out of the School.

The following terms apply in relation to laptops provided to Teachers:

- the School will be responsible for maintaining and repairing the laptop;
- the employee may use the laptop for reasonable private purposes in addition to using it for his/her work at the School;
- the employee must not install, or allow to be installed, on the laptop any illegal software;
- the employee must take good care of the laptop and keep it secure at all times; and

- the laptop will remain the property of the School at all times and must be returned when requested.

School cameras should not be taken home unless for teaching purposes and should be stored securely at school each day.

**J. ACCOMMODATION**

AIS will pay an Accommodation Allowance to employees' in accordance with the SBLE.

**1. Expectations of Behaviour**

Accommodation may be arranged and provided for employees but the lease will be in the name of the Teacher. It is expected that your behaviour as an occupant at all times will reflect positively on the School.

**3. Security Deposit and/or Rent in Advance**

The School may lend Teachers an amount towards any security deposit and/or rent in advance required by a landlord, in accordance with the SBLE.

**4. Change of Accommodation**

Where an employee wishes to change his/her accommodation, any additional costs incurred in making such change will be at the employee's expense.

The School will not lend Teachers a further amount towards any security deposit and/or rent in advance that may be payable as a result of such change in accommodation.

**K. PROFESSIONAL DUTIES**

Teachers are expected to fulfil the following professional duties:

**Teaching**

- To plan and prepare courses and lessons at appropriate levels as required in the schemes and by the policies of the School;
- To take responsibility for the learning environment, including the quality of the physical environment and the conditions for orderly and effective teaching
- To prepare resource and assessment material as required
- To mark or otherwise assess work thoroughly according to the assessment schedules or other School policies and to record marks and assessment results
- To set appropriate projects and additional work for students to do outside normal School classes
- To motivate each student to achieve their potential
- To encourage appropriate study and independent learning skills in students
- To provide additional academic and pastoral support as needed for students

**Student Management**

- To provide learning experiences which maximise academic progress
- To manage student behaviour effectively and ensure their health and safety both when students are on the School premises and when they are engaged in authorised School activities elsewhere
- To support the School standards in relation to student behaviour

**Communication**

- To report on the development, progress and attainment of students and meet with parents as required
- To action promptly, thoroughly and accurately the completion of required returns, forms or procedures and to supply information as requested
- To maintain an attendance record as required
- To adhere to such accounting procedures as may be applicable and requested
- To provide schemes of work and assessment schedules as required

**Tutor/Homeroom Responsibilities**

- To provide oversight of students within the assigned tutor group / homeroom
- To communicate with parents as required
- To complete administration tasks as required in relation to these responsibilities

**Contribution to the Wider School**

- To attend and assist at School 'Open Days' as requested
- To play an active role in the after school activities of the School. After school activities in this context encompass such academic, cultural and sporting activities as the Executive Principal approves as desirable in the promotion of the wider education needs of the students, and also attendance at functions, such as parent-teacher meetings, and other occasions of value to the School.

**Pandemic Note**

- Refer to School Closure procedure for online teaching. Guidance will be issued by Inspired and in accordance with Vietnamese Government.