BRITISH INTERNATIONAL SCHOOL HANOI

A NORD ANGLIA EDUCATION SCHOOL

Candidate Brief for

KS 2 Writing Lead



A NORD ANGLIA EDUCATION SCHOOL

Working for Nord Anglia

At NAE we believe that outstanding teachers make outstanding schools. Working at one of our schools means you'll be teaching alongside some of the brightest minds in education, supported by our world-renowned professional development programme.



80+ schools

30+ countries

20k+ colleagues

90k+ students

[Learn about Nord Anglia Education]

A WORD FROM OUR PRINCIPAL
Rebecca Carroll



Dear Applicant,

Thank you for your interest in the British International School Hanoi.
At BIS we offer a blend of British and international style education to Hanoi's global community leading to qualifications that are recognised, respected, and highly valued by universities and institutions of higher learning worldwide.

Our students are at the heart of what we do. Working in partnership with parents, our staff tailor each student's learning around their individual needs, interests and abilities so they can achieve more than they thought possible.
As part of the Nord Anglia family of 80+ schools, our students connect with the fellow students from more than 33 countries, learn and interact with one another via Global Campus, our exclusive online learning platform.

Our students and staff also benefit from our unique partnerships with leading organisations such as Juilliard, MIT, and UNICEF. These partnerships offerour students and staff outstanding learning opportunities and ensure they gain a truly global educational experience. All Nord Anglia teachers automatically become a part of our Nord Anglia University. This gives all staff direct access to a range of courses and collaborations that support everyone with their continuous professional development.

Our BIS school community is indeed a place to belong, where excellence can be experienced and the opportunities and conditions exist for all our students to begin to create their future:
- A school where integrity, care and respect lie at its core
- A school where each person learns through enquiry, perseverance and reflection, aiming high to make excellence a habit
- Global citizens who are enthralled by learning together to build a deeper understanding of the world.

Thank you once again for your interest in our school. We hope you enjoy looking through this candidate information and would welcome the opportunity to meet to talk in more detail with all suitably qualified candidates.

Learn more about BIS Hanoi

Our School

BIS Hanoi is proud to hold accreditations with several organisations. We are a fully accredited member of the Council of International Schools (CIS) and the Western Academy of School and Colleges (WASC). Our international IGCSE qualifications are fully accredited by the Cambridge Assessment International Education Examinations Board, part of the University of Cambridge. We are also an IB World School and authorised to offer the IB Diploma Programme.

The school is a member of FOBISIA – the Federation of British International Schools in Asia, the HAC (Hanoi Activities Conference), and the Duke of Edinburgh.

Our Mission, Approach, and Vision

Our vision is to shape a generation of creative and resilient global citizens, ready to change the world for the better. We open doors for our students through enriched learning opportunities that create life-changing experiences.

As the most forward-thinking, technology-enabled educators, we use our global reach and world-class teachers to provide a learning experience like no other.



Learn more about BIS Hanoi

Our School

BIS HANOI GUIDING STATEMENTS

OUR 3 PROMISES

A Place To Belong

Your family will become part of our vibrant and diverse community that is founded on strong connections and a culture of serving others.

Experience Excellence

Your child will experience a personalisedand well-rounded education of the highestglobal standard, which delivers on academic excellence and promotes the values of intergrity, care and respaect.

Create Your Future

Your child will leave our school with everything they need for success – whateverthey choose to be or do in life.







OUR VISION

To shape a generation of creative and resilient global citizens – a generation that will change our world for the better.

OUR EDUCATIONAL APPROACH

We open doors for our students through enriched learning opportunities that create life-changing experiences.

A Place to Belong

Cambridge Assessment International Education

Cambridge International School

Diploma Programme

Our School Community

900+ STUDENTS

30+ nationalities

The British International School Hanoi is a positive, thriving learning community, committed to educational excellence based on the most rigorous of global standards, where students from over 30 nationalities are highly motivated to learn and achieve.

BIS is an all through school of close to 1,000 students, from 2 to 18 years. Primary and Secondary teachers work together closely to deliver an enriched, well-rounded curriculum, inspired by the English National Curriculum, and leading into the IGCSE and the IB Diploma programme.

As a Nord Anglia Education school, BIS Hanoi is superbly resourced, with excellent facilities and technology supporting holistic learning, leading to exceptional educational outcomes in all areas. With over 1000 students, BIS Hanoi continues to grow and is an energetic, welcoming environment with exciting opportunities for collaboration and professional growth.



Learn more about BIS Hanoi

Academic Success

Academic excellence at BIS Hanoi is about challenging everyone in our community to strive for the highest of educational standards. Teaching and learning practices are both personalised and rigorous, and our well-rounded, enriched curriculum is innovative and global in scope. We believe that exceptional outcomes do not stem just from the classroom; they are supported by holistic educational experiences involving service, sports, and the arts.

BIS Hanoi students achieve outstanding academic results, outperforming global averages in renowned qualifications including IGCSEs and the International Baccalaureate Diploma Programme. For the past years, our IB students have consistently performed well above the global average.



OUR OUTSTANDING IBDP RESULTS BASED ON THE LAST 5-YEARS

PASS RATE OF OUR GRADUATING CLASSES

BIS HANOI 96.8%

WORLD AVERAGE 83.4 %

UNLOCKING FUTURES

CLASS AVERAGE POINTS SCORE

BIS HANOI 35.3 points

WORLD AVERAGE 31.2 points

The strongest results in Hanoi.

2/3 of our students are AWARDED THE PRESTIGIOUS BILINGUAL DIPLOMA

AVERAGE SUBJECT SCORE

5.56

4.85 WORLD AVERAGE

ACHIEVE A SCORE OF 40 OR ABOVE

1 in 7 students

6 students achieved a perfect score of 45 points!
Only 0.1% of students worldwide achieve this!



World-Class Facilities

BIS Hanoi is a state-of-the-art, purpose-built school with exceptional facilities in all campuses such as a large library, a theatre, an auditorium, a 25m indoor swimming pool, a sports hall, and artificial turf playing fields. All classrooms are equipped with interactive whiteboards, data projectors and air purifier.

The school also has specialist suites for STEAM, Science, Computing, Art, Music, Drama and Dance. Primary classrooms also feature special 'breakout' rooms for small group work. All the school buildings have wireless network access whilst outside playgrounds meet international standards of safety and flexibility.






DESIGN PROCESS
UNDERSTAND
EMPATHIZE
DEFINE
IDEATE


PRIMARY FIC
Junior Fiction
GRAPHIC NOVELS

Why choose us?









Because we offer...

- A world-class British education respected and valued around the globe
- Proven academic excellence with outstanding results at IGCSE and IB Diploma levels
- High standards of behaviour that create a safe and respectful learning environment
- Exceptional parent satisfaction, reflecting strong partnerships between home and school
- Individual achievements celebrated, ensuring every success is recognised and valued
- A wide range of co-curricular activities that inspire creativity, teamwork, and leadership
- Holistic development of every child to nurture confident and compassionate global citizens
- A culture of lifelong learning, encouraging curiosity, independence, and resilience
- Strong values and good manners reinforced in daily school life
- A strong sense of pride and belonging among students and within the school community
- A vibrant international environment, bringing together students and staff from over 30 nationalities

Learn more about BIS Hanoi

Experience and Qualifications Sought







TEACHER RECRUITMENT REQUIREMENTS

University Degree & Teaching Qualification

Minimum **3 Years** relevant teaching experience

Secondary Teachers
Ability to teach
Year 7 to Year 13

GLOBAL CITIZENS
INTEGRITY
RESPECT
CARE
BIS
ENQUIRY
REFLECTION
PERSEVERANCE
LEARNING TOGETHER

Previous International Experience

Experience with **IPC** (Primary) OR **IB Diploma** (Secondary)

Competence and confidence with **Tech in the classroom**

ESSENTIAL REQUIREMENTS

AN ADVANTAGE

Learn more about BIS Hanoi

Experience and Qualifications Sought







- Fluent English speaker
- A Love of teaching
- Reliability and integrity
- Accountable
- Awareness of and sensitivity to Asian culture
- Personal confidence and determination
- Listen to understand
- Sense of humour
- Work under pressure
- Tech in the classroom
- Committed
- Kind and Caring
- Willing to take risks
- Lifelong learner and Reflective
- Highly organised and able to prioritise

Personal Qualities Sought

Learn more about BIS Hanoi

Experience and Qualifications Sought







What Can You Expect From Us?

CULTURE & SUPPORT

To be treated fairly and with respect

A safe, attractive and friendly working environment

Fantastic children

FACILITIES & RESOURCES

Purpose built schools with first class facilities

A generous level of resources and materials

A good standard of living within Vietnam

DEVELOPMENT

Opportunities for continued professional development

Collegial support

To work hard – we have high expectations of our teachers

Learn more about BIS Hanoi

Professional Development









When you join a Nord Anglia Education school, you join a global community of over 15,000 people working together to support our students' success. We offer you unsurpassed opportunities to innovate and develop best practice across our family, to access extensive professional development, and to gain exceptional experience and career development in our schools. At Nord Anglia, you will have opportunities to progress more, learn more, and collaborate more.

We offer exceptional career and development opportunities that come with being part of our global organisation. Our online Nord Anglia University unites our team by harnessing the collective expertise of peers in an exchange of knowledge, ideas, and best practice. We also provide extensive professional development through Nord Anglia University to ensure that our teachers don't just maintain their skills but can also develop at the cutting edge of educational thinking.

Our world-renowned collaborations with The Juilliard School, MIT, UNICEF, and King's College London, offers our teachers unrivalled access to leading experts in their fields. We also offer selected candidates an opportunity to earn an Executive Master's in International Education from King's College London.

Alongside great training and a competitive package, you'll enjoy the chance to live and work in one of the world's most vibrant cities.





As a Nord Anglia Education teacher, you'll enjoy the following benefits:

- A fast-paced, global experience so that you can progress on a global scale
- An enabling environment founded on creativity, challenge, and collaboration
- A culture that is fair and consultative
- Unique opportunities to grow professionally and develop your career

Learn more about BIS Hanoi

Mission-Aligned Commitment







World-Class Educators

We take great pride in recruiting and retaining highly qualified teachers who are not only excellent educators but also deeply caring and committed to their students. Our teachers create a stimulating and challenging learning environment that helps every student grow and live our school values.

To ensure they remain at the forefront of educational practice, we provide them with exceptional, ongoing professional development and global collaboration opportunities through Nord Anglia University, enabling them to share and develop best practice with colleagues around the world.

GLOBAL CITIZENS
INTEGRITY
RESPECT
CARE
BIS
ENQUIRY
REFLECTION
PERSEVERANCE
LEARNING TOGETHER

Learn more about BIS Hanoi

Living In Hanoi









Vietnam, particularly Hanoi, offers a unique blend of affordable living, rich culture, and modern amenities, making it an appealing destination for both residents and travelers. With its welcoming community, low cost of living, and vibrant expat scene, Vietnam provides a strong work-life balance.

Hanoi, known for its historical charm, diverse cuisine, and lively social scene, also serves as a perfect base for exploring the country's stunning landscapes, from Ha Long Bay to the mountains of Sapa.







An Exceptional Lifestyle and Savings Potential

https://www.numbeo.com/cost-of-living/
https://livingcost.org/

Our exceptional benefits package offers teachers an excellent lifestyle and the opportunity for significant savings.

It includes quality **housing**, comprehensive **medical coverage**, **flights**, **gym** membership, a courtesy **bus service** from key city locations, and a **settling allowance**.





Job Description & Details

Job Title

KS 2 Writing Lead

REPORTS TO

Deputy Head of Primary

DIRECT REPORTS

Primary teachers, teaching assistants

KEY RELATIONSHIPS

Primary Senior Leadership Team (PSLT), other subject leaders and Secondary Head of English

JOB PURPOSE

To lead the KS2 writing curriculum, ensuring clear progression in knowledge and skills, supporting staff to deliver high-quality teaching, monitoring curriculum implementation and classroom practice, and increasing attainment in writing for all students, in alignment with the National Curriculum in England.

RESPONSIBILITIES

Strategic Leadership of Writing

- Develop and communicate a clear vision for high-quality writing across KS2, aligned with the school's values, the National Curriculum in England and Primary school priorities.
- Work collaboratively with the KS1 Writing Lead, other subject leaders, KS2 teachers and the Primary Senior Leadership Team to identify priorities for improvement.
- Support the development and implementation of an agreed whole-school approach to writing.
- Ensure that expectations for writing are ambitious, consistent and understood by all KS2 staff.
- Develop an annual action plan for KS2 writing, with clear priorities, intended outcomes and measures of success.
- Review the impact of agreed writing priorities and provide updates to relevant leaders.
- Lead Parent Connect sessions

Job Description & Details





Curriculum Development and Progression

- Ensure that the KS2 writing curriculum meets the expectations of the National Curriculum in England and is coherent, appropriately sequenced and responsive to the needs of the school's students.
- Ensure clear progression from lower to upper KS2, building securely on students' learning in KS1 and preparing them for the expectations of KS3.
- Maintain a clear overview of progression in:

1. composition and authorial craft;
2. writing for different audiences and purposes;
3. vocabulary development;
4. sentence construction;
5. grammar and punctuation;
6. spelling and morphological knowledge;
7. handwriting and presentation;
8. planning, drafting, evaluating, revising, editing, proofreading and publishing.

- Ensure appropriate coverage of the statutory spelling, vocabulary, grammar and punctuation requirements for Years 3 to 6.
- Support teachers in designing meaningful writing opportunities connected to high-quality texts, authentic audiences and relevant curriculum learning, whilst ensuring they are contextually relevant.
- Ensure that students write for a broad range of contexts, purposes and audiences.
- Promote purposeful opportunities for writing across the curriculum while maintaining appropriate expectations for disciplinary and subject-specific writing.
- Support effective transition and curriculum continuity between KS1 and KS2, between Lower and Upper KS2, and from Year 6 into KS3.
- Review curriculum resources and recommend texts, materials and approaches that reflect the diversity of the school community and the wider world.

Assessment

- Support a consistent and proportionate approach to the assessment of writing across KS2, aligned with the school's assessment framework.
- Ensure that assessment expectations are clearly understood and applied consistently.

Job Description & Details





- Lead or support writing moderation within KS2.
- Support moderation between Lower KS2 and Upper KS2 to develop a shared understanding of age-related expectations and progression.
- Contribute to moderation and standardisation across the Primary School.
- Support teachers in using assessment information and Power BI Dashboards to identify students' strengths, gaps and next steps.
- Work with teachers and leaders to analyse writing outcomes at individual, class, year-group and phase level.
- Identify patterns in attainment and progress, including differences between groups of students.
- Use evidence from students' work, assessment information and classroom practice to recommend appropriate actions.
- Maintain a clear and current understanding of writing expectations across Years 3 to 6.

Personal Development

- Continual development through the identification and implementation of your own Personal Development Plan
- The opportunity to develop middle leadership skills through subject leadership.

Other

- To promote and adhere to the Company Vision and Values:
- **Opportunity** - For us, opportunities need to be meaningful, about achieving potential and making progress.
- **Impact** - For us, impact is about making a difference. It needs to be immediate, positive and lasting.
- **Leadership** - For us, leadership is about considering the team's needs as well as your own, setting inspiring examples, being supportive and showing real accountability and responsibility.
- **Respect** - For us, respect is about listening, being inclusive, showing tolerance and getting the little things right
- All staff are required to manage effective personal development as part of the Company's commitment to invest in staff as the key resource in the organisation
- 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
- Any other appropriate duties as allocated by the Chief Executive Officer

Job Description & Details





PERSONAL SPECIFICATIONS

Qualifications / Training

- Degree plus teaching qualification - *Essential*
- Leadership training - *Desirable*
- CELTA/DELTA or Equivalent - *Desirable*

Experience / Knowledge

- Good working knowledge of the English National Curriculum (including new assessment practices) - *Essential*
- 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*
- Knowledge of EAL in the mainstream - *Desirable*
- Subject Leadership experience - *Desirable*

Skills

- Proven ability to develop good personal relationships within a team - *Essential*
- High level of IT competence - *Essential*
- Proven ability to develop opportunities for parental involvement - *Desirable*
- Use of MS 365 - *Desirable*

Personal Attributes

- 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 and enthusiastic - *Essential*
- Ability to work independently - *Essential*
- Continually strive for improvement - *Essential*
- Adaptability - *Essential*
- Sense of Humour - *Essential*

Job Description & Details





Terms of Employment

The initial contract is for a two-year term. Salary is set by the Principal based on the number of completed years of relevant teaching experience. The salary, benefits, and other contractual terms are internationally competitive and are outlined in the table below and/or in the contract.

Application Process

First Round Interviews	With Primary Leadership team
Reference Check Report	
Final Interview & Notification	With Principal

Child Safeguarding Commitment

BIS Hanoi is committed to safeguarding and promoting the welfare of children. As such, we hold ourselves to a high standard of effective practices in relation to child protection, and we are committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. Successful applicants will be subject to various background checks, including receipt of high-quality references, proof of relevant qualifications, identification and satisfactory criminal record checks from both your country of residence/birth and any country of residence within the last 10 years.

Application Requirements

Each applicant is required to send through the following items for their application to be considered:

1. Covering letter that responds to the candidate application pack and job
2. A complete and detailed Curriculum Vitae/Resume including photograph and telephone number.
3. Contact details of 3 referees – one of whom is your current Head Teacher/Principal)
4. A scanned copy of relevant degree certificates will also need to be provided.

How to Apply

All applications for teaching positions must go through our recruitment platform on https://careers.nordangliaeducation.com/.
We encourage early applications and reserve the right to pursue good applications as soon as we are ready.

Information for Applicants







Employment Information, Compensation & Benefits

Contract Days	188 days
Annual Leave	According to the school holidays
Salary	Our salary scale takes into account your years of teaching experience and offers a competitive package compared to other international schools
Taxes	Vietnam has a progressive personal income tax system with rates up to 35%. However, the school will cover any applicable income tax required by the government, so your net salary will not be affected
Savings Potential	Vietnam, particularly Hanoi, offers a unique blend of affordable living, rich culture, and modern amenities, making it an appealing destination for both residents and travelers. With its welcoming community, low cost of living, and vibrant expat scene, Vietnam provides a strong work-life balance. https://www.numbeo.com/cost-of-living/
Accommodation	Fully furnished, spacious, and conveniently located apartments rented on your behalf with cleaning service included. Alternatively, a housing allowance is provided (which teachers may choose to supplement for higher-rent properties).
Flights/Transport	Annual return air tickets for the teacher, spouse, and dependent children. Courtesy bus service available for teachers in designated areas.
Moving Allowance	Cash settling-in allowance upon arrival.
Dependent Opportunities	Up to two children per family educated free of charge at the school.
Medical	Comprehensive worldwide health insurance for teacher, spouse, and dependent children.
Other	A severance payment at the end of the final contract with the school, based on the number of years of employment Health Club membership for the teachers Pension scheme: teacher contributes approx. USD 140/month, with the school contributions. Teacher can claim double amount with the government once they leave Vietnam

What Teachers Say About Us







About the School and Community

"BIS Hanoi has a genuine sense of community — everyone is so supportive and passionate about what they do."

"It's an inspiring place to work, where high expectations are matched by strong collaboration and care."

"There's a real buzz around the campus — it's a dynamic, positive environment that brings out the best in both staff and students."





About Professional Learning

"The school provides incredible opportunities for professional growth — I've developed both as a teacher and as a leader here."

"BIS Hanoi truly values innovation and reflection in teaching. I'm always encouraged to learn, share, and try new approaches."

About Life and Living in Hanoi

Hear directly from our former teachers Toni and Aaron as they share their experiences of living and working in Hanoi — a city full of energy, culture, and warmth.

[Join the BIS Hanoi Family: Insights from Our Teachers]

