



**BRITISH INTERNATIONAL SCHOOL
HANOI**
A NORD ANGLIA EDUCATION SCHOOL

Will you be our next **HEAD OF PRIMARY?**





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Dear Applicant,

Thank you for your interest in BIS School in Hanoi, Vietnam. As a prospective Headteacher, it is important for you to have an understanding of our organisation, what sets us apart, and the experience of being part of our school.

BIS Hanoi is proud to be part of Nord Anglia Education, the world's leading premium international school group, with 80+ schools in 33 countries. With a strong presence in India, China, Europe, the Middle East, Southeast Asia, and the Americas, Nord Anglia has been a trusted name in education for 50 years. Our school is highly regarded and a popular choice for parents in Hanoi.

We take pride in offering a British-style education to the international community of Hanoi. The British education system and its qualifications are globally recognized, valued, and respected. It provides students with a solid foundation to progress to colleges and universities of their choice anywhere in the world.

At BIS Hanoi, we have two campuses equipped with state-of-the-art facilities and staffed by dedicated, skilled, and committed teachers. Our teaching teams are innovative and constantly strive to bring the curriculum to life, often incorporating modern technology. Whilst we embrace technology, our classrooms maintain order and discipline, and we place great importance on building trusting relationships between students and teachers.

Our students are motivated, intelligent, and hard-working, making them a pleasure to teach. We consider our teachers to be our most valuable resource, and we prioritise recruiting and retaining excellent educators who can benefit professionally from their time with us. We foster an environment of mutual respect, trust, and understanding, valuing the contributions of our colleagues and recognising their needs.

We are currently seeking an experienced, dynamic, and inspirational Head of Primary to join our school and drive its ongoing success. This role is crucial in developing a distinctive educational offering, strengthening community relationships, and increasing student enrollment. By joining our school, you will have the opportunity to grow professionally within the Nord Anglia family, benefiting from continued professional development through various courses and conferences. We welcome applications from passionate educators who have the skills and experience to make a significant impact on our students and school community.

The 3 Promises we make to our families would also apply to you if you joined us:

- A Place to Belong
- Experience Excellence
- Create Your Future

Richard Vaughan
Principal



Our School

The British International School Hanoi has provided an exceptional education to students from across the world since August 2012.

Our school's roots, however, can be traced to Ho Chi Minh City, where the first British international school in Vietnam – BIS HCMC – opened in 1997. The school's founders subsequently established the British Vietnamese International School (BVIS HCMC) in August 2011 to meet the needs of Vietnamese families looking for an exceptional dual-language international education.

The BIS family of schools expanded to Hanoi in 2012. With Anthony Rowlands as its founding Principal, the British Vietnamese International School Hanoi opened in the Vinhomes Riverside development – where our school is currently based.

In 2013, the British Vietnamese International School relocated to the Royal City Complex in Hanoi. As a result, our school in Long Bien converted to a full international programme, becoming the British International School Hanoi.

One year later in 2015, all four BIS and BVIS schools in Vietnam joined the Nord Anglia Education family. This has brought many benefits to our students and outstanding teachers, from access to world-leading education technology and award-winning training programmes, to exclusive collaborations with The Juilliard School, MIT, and UNICEF.

Our Primary School

The Primary school at BIS Hanoi currently has a current enrollment of around 500 students.

Our bespoke primary school programme combines the academic rigour of the English National Curriculum with the thematic approach of the International Primary Curriculum (IPC). No matter where your child is in their learning journey, they'll develop an in-depth knowledge of the core subjects and enjoy exciting cross-curricular learning opportunities. Our residential and day trips further broaden our students' horizons and deepen their learning experiences.

Our school boasts an impressive library that serves as a learning hub, facilitating various learning activities. The school auditorium can accommodate over 1500 students and is a gathering place for community celebrations. Additionally, the ground floor houses dining facilities that cater to the entire school.

We are proud of our achievements in sports, which have contributed to our positive reputation in this area. With an Olympic-sized sports hall that includes basketball, volleyball, and table tennis areas. Adjacent to the sports hall is a 25-meter, 6-lane swimming pool. We also have an astro-turfed soccer pitch, an all-weather covered hard court, and an outdoor basketball court. Our school actively participates in the Hanoi Athletic Conference (HAC) and FOBISIA Games across all age groups.

The Performing Arts program at our school is highly regarded, with a high level of musicianship and performances that often reach a professional standard. Our dance program is truly exceptional and sets us apart from other schools. Through our exclusive partnership with Juilliard, we offer an exhilarating and unparalleled dance experience. Our facilities include music practice rooms, a drama studio, a 240-seat theater, and a dance studio.

Nord Anglia Education is the world's leading premium schools' organisation. We are a fast-paced and growing family of 80 plus international schools in India, China, Europe, the Middle East, South East Asia and The Americas, providing outstanding education to over 80,000 students, from preschool through to the end of Primary education. Our schools are united by one philosophy — we are ambitious for our students, our people and the wider 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.

Each Nord Anglia Education school is unique in character and designed to meet the needs of its community. We believe that being part of our family of 84 schools gives them a special advantage. Working together, we can achieve more than we can individually. Our school has a wide range of resources and support to enhance our students' success.

We also create unique opportunities to benefit our students and people such as the Global Campus, Nord Anglia University, and our collaborations with The Juilliard School, Massachusetts Institute of Technology (MIT), UNICEF and King's College London.

BIS Hanoi is a member of FOBISIA and is accredited by CIS and WASC. We undergo an annual self-evaluation process, which is common to all Nord Anglia schools. In the 20/21 academic year, we completed our IBDP 5-year review and are currently well underway in our next accreditation cycle.

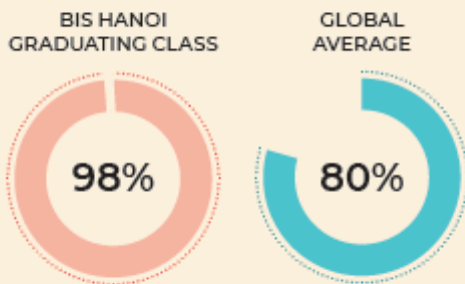
Our exam outcomes consistently demonstrate strong performance. In the IBDP, our recent 3-year average is 36 points, and our class on 2023 pass rate was 100%.

ACADEMIC RESULTS 2024

of BIS Hanoi IB test takers: 55 students, of which 4 BIS Hanoi Diploma.

The maximum IBDP score is 45 points

FULL IB DIPLOMA PASS RATE



1 in 7 of our student cohort achieved a score of 40 or above

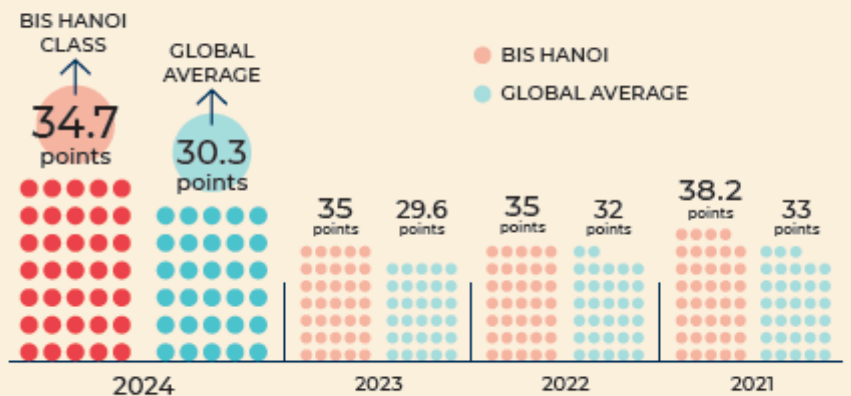


Two near top 44 points score

36 students awarded the prestigious bilingual diploma. That is more than 65% of our graduating class!



IBDP HISTORICAL AVERAGE SCORES



Management and Leadership



Within Nord Anglia Education, the school is fortunate to have Mr. Shaun Williams as the Regional Managing Director for South East Asia, Middle East and India. At the school level, the Principal takes on the important role of coordinating both academic and non-academic areas, ensuring a unified approach throughout the school. Regular Senior Leadership Team (SLT) meetings are chaired by the Principal, which includes the two Head Teachers, the Business Director, and the Director of Admissions, Marketing & Communications.

The Head of Primary oversees the day-to-day operations of the Primary phases, who is supported by a Deputy Head and an Assistant Head forming the Primary Leadership Team (PLT). Additionally, there is a dedicated team of Middle Leaders who are responsible for the detailed aspects of the curriculum and various activities involving staff, students, and parents.

Facilities

Specially designed to bring every aspect of students' learning to life, the facilities at BIS Hanoi play host to extraordinary educational experiences. Innovation flourishes in our specialist suites and STEAM Maker Space, while our theatre and auditorium provide the stages on which our students express themselves. There's so much more to explore at the British International School Hanoi campus, including a swimming pool, library, breakout areas, and modern classrooms.

- A 25-metre swimming pool, early years splash pool, sports hall, and Astroturf playing field.
- A 200-seat theatre, auditorium, and specialist drama and music suites.
- STEAM Maker Space and ICT and science suites packed with EdTech, including robotics and 3D printers.
- Dedicated Early Years Centre with colourful playgrounds, climbing equipment, and soft-play area.
- In the Primary School we have just completed significant renovations to learning spaces indoor and outdoor play areas this year.



Staffing

All our teaching staff are highly qualified with relevant British curriculum experience. We select energetic and creative teachers with a proven track record of successfully motivating and inspiring children to make the best of their abilities at school in a caring and happy environment. All EYFS and Primary classes have English speaking Vietnamese teaching assistants, many of whom are qualified teachers.

We invest in Our People

With a strong culture of life-long learning, we are constantly elevating our staff's expertise through an array of thrilling and evidence-based approaches. We make it a point to frequently welcome esteemed external professionals, who deliver professional development workshops for our dedicated staff. Moreover, we offer exceptional leadership prospects within our school, spanning across various domains.

In addition, our collaboration with Nord Anglia University ensures access to top-notch training and development programs for our staff. Lastly, we wholeheartedly support our team members in their pursuit of advanced degrees, empowering them to reach greater heights in their professional journey.



Accreditation and Recognition

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 Guiding Statements

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.

OUR MISSION

To be the most forward thinking, technology-enabled educators in the world, using our global reach and world class teachers to create a learning experience like no other.

What can you expect from us?

- To be treated fairly and with respect.
- A safe, attractive and friendly working environment.
- Purpose built schools with first class facilities.
- A generous level of resources and materials.
- Fantastic children.
- Reasonable to heavy workload.
- Opportunities for continued professional development.
- Collegial support.
- A good standard of living within Vietnam.
- What makes our lessons special?
- Dedicated, skilled and committed teachers.
- All teachers are fully qualified and British curriculum experienced.
- First class facilities and resources.
- Availability of modern technology.
- Innovative learning ideas based upon educational research.
- Stimulating learning environments.
- Each child is developed as an independent learner.
- Ordered and disciplined classrooms.
- Trusting and caring relationships.
- High levels of enjoyment.
- Homework set on a regular basis.
- High quality English speaking teaching assistants.

What makes us special?

- A British education is respected world-wide.
- A unique and well-respected bilingual, international environment.
- Academically successful - proven examination success at IGCSE and IB
- High standards of behaviour.
- High levels of parent satisfaction.
- Individual successes are recognised, rewarded and celebrated.
- A wide range of extra-curricular activities.
- The all-round development of each child as a global citizen, with a Vietnamese perspective.
- Students develop as life-long learners.
- Traditional virtues and good manners are reinforced.
- Children feel proud of themselves and the school.
- A language focused school at its very best.

Experience and Qualifications Sought

Essential:

- A university degree and a teaching qualification.
- Suitable and relevant amount of experience in a British Curriculum school either in the UK or overseas.
- Proven record of successful leadership at a senior level in a Primary school including strategic planning.
- Understands the importance of, and is able to build and promote, professional relationships with all stakeholders .
- Understanding of high level safeguarding systems and procedures and how they work in a school.
- Demonstrates a continuous drive for improvement in developing the school and others.
- A willingness to work as an integral part of a dynamic team.
- Ability to manage challenges calmly and decisively.
- A positive, 'can do' attitude with a good sense of humour.

Desirable:

- A Masters degree in the field of education or an NPQH qualification.
- Previous international experience.
- Knowledge of ISAMs.
- Knowledge of Microsoft Office 365.
- Experience of the IGCSE and IB

APPLY **NOW!**



The initial contract will be for 3 years with a start date of 01 August 2025.

Please apply for this vacancy using our recruitment portal operated by ATS (Application Tracking System) at: <https://www.nordangliaeducation.com/>

You will need to upload a letter of application and an up- to-date CV, which must include a recent professional photograph and the contact details of three educational referees, a covering letter (maximum length 2 sides, and a Philosophy of Education Statement (maximum 1 sheet).

IMPORTANT DATES

- Closing date for applications is Friday 14th March 2025.
- Longlisting interviews will begin Monday 17th March.
- Shortlisted interviews (in person) will take place on Monday 31st March and Tuesday 1st April.

Have you taught abroad before?

If you haven't had the opportunity to work overseas before, it's worth pondering whether you possess the remarkable ability to seamlessly adapt to school leadership in another country. Take a moment to reflect on the following friendly advice, which can help you gauge your readiness for this exciting journey:

- Learn as much as possible about the host country in advance so that you have realistic expectations.
- Anticipate a challenging adjustment period of at least three months before deciding about the move and whether you like it or not.
- Do not expect to be able to replicate your current lifestyle.
- Look for what is here, not for what isn't.
- Always try to understand the host country perspective. It will be different!
- Develop a tolerance for ambiguity and frustration by being flexible and open towards the new culture.
- Do not expect the new culture to have the same sense of urgency or availability of conveniences.
- In all things, be flexible.
- Look for ways to strengthen and maintain your enthusiasm.
- Always maintain a sense of humour.

Life in Hanoi

Hanoi is a richly rewarding city. Its ancient history is still very visible amidst the dynamic explosion of its 21st century identity. Living in Hanoi provides an extraordinary opportunity to bear witness to the curious blending of the old with the new daily. It is highly possible that one of Asia's most charming cities will see some of its customs and traditions disappear in the next few years. For this reason alone, the city has a strong allure. Its increasing modernity, of course, brings many advantages for the permanent resident. You will find all of your home comforts, wonderful dining and nightlife opportunities and a standard of living that has even our long-term staff pinching themselves.





Head of Primary Job Description

The Headteacher is directly accountable to the Principal for all aspects of work and activities associated with the post. The Professional Duties indicated below should be read in conjunction with the Professional Qualities and Personal Qualities expected of good Headteachers.

Professional Responsibilities

In Relation to Students

- Leading a safe school and ensuring the safety and wellbeing of all students
- Ensuring that all students in the Primary School feel that they belong at BIS Hanoi.
- Organising and implementing the curriculum for the school including extra-curricular activities and trips.
- Evaluating the standards of teaching and learning and ensuring that proper standards of professional performance are established and maintained.
- Ensuring that the progress of the students is monitored and recorded through effective use of data.
- Determining and ensuring the implementation of a policy for the pastoral care of the students.
- Promoting self-discipline and high standards of behaviour among students.
- Ensuring the maintenance of good order, discipline and routines.
- Overseeing students' enrichment programs including strategic partnerships (Julliard, MIT, UNICEF, FOBISIA).

In Relation to Staff

- Collaborating with and supporting the principal in the recruitment of teaching and support staff for the school.
- Ensuring that the culture of the school reflects the values of the organisation and so all staff have a sense of belonging at BIS Hanoi.
- A commitment to valuing and developing staff year on year in line with the Empower Us framework.
- Being a role model to staff including middle and senior leaders
- Leading the Primary Leadership Team in daily operation of the school
- Deploying and managing all teaching staff of the school and allocating particular duties to them.
- Spearheading the daily operations of the Primary Office team.
- Facilitating the effective communication of essential information to teachers for the fulfillment of their professional duties.
- Supervising and participating in the appraisal of the performance of teachers and teaching assistants.
- Providing recommendations to the Principal regarding contract renewals.
- Ensuring that staff have access to advice and continued professional development opportunities appropriate to their individual needs and those of the school.
- Ensuring that all new teachers to the school have access to an induction programme and adequate support during their first year of service.
- Providing information about the work and performance of the staff where this is relevant to their future employment.



- To understand the importance of home school partnerships, nurturing them so that all families in our community feel the BIS Hanoi is 'a place to belong'.
- Build and maintain effective relationships with parents that enhance the education of the students.
- Make arrangements for parents to be given regular information about the school curriculum.
- Make arrangements for parents to be given regular information about the personalized progress of their children.
- Ensure that parents are kept informed about the general life of the school and are able to share in the celebration of success (through the newsletter, Class Dojo, social media comms)
- Maintain a high standard of presentation with all public materials issued from the campus.
- Support parents with safeguarding of students at school and where possible at home.
- Lead and nurture the Friends of BIS parent group
- Liaise with the Principal to ensure that an effective system to maintain fee payment is in place.
- Liaise with the Admissions Manager to maintain effective student admission procedures.
- Stimulating parent engagement through channels such as with parents newsletters, Open days, Principal's Coffee mornings

In Relation to Resources

- Allocating, controlling and accounting for those financial and material resources of the school which are under the control of the Head Teacher.
- To liaise with the Business Director over arrangements for the security, maintenance and effective supervision of the school buildings and their contents and of the school grounds.
- To liaise with related departments on facilities/ environment development in Primary area.

In Relation to the Whole School

- To be a member of the school Senior Leadership Team.
- In conjunction with the Principal, formulating the overall aims and objectives of the school and policies for their implementation.
- Keeping under review the work and organisation of the campus to ensure quality, consistency and continuity across the school.
- Make recommendations on budget and staffing levels as required.
- Participation in the marketing of the school to prospective parents and the local community.
- Work closely with the Head of Secondary to ensure there is continuity and consistency where needed across the two sections
- Work closely with other sections such as admissions, HR, finance and other functional areas.

In Relation to Outside Agencies

- Keep abreast of educational issues and curriculum changes.
- Liaising and co-operating with other schools and educational establishments with which the school has a relationship.
- Promoting effective relationships with relevant persons and bodies outside of school.
- To play an active role in the Federation of British International Schools in Asia (FOBISIA), the Council of International Schools (CIS) and the Western Association of Schools and Colleges (WASC) as required



Professional Qualities

Shaping the Future

- Be able to think strategically.
- Be able to communicate a coherent vision
- Be able to inspire, motivate and empower others to help implement the vision.

Leading Learning and Teaching

- Be able to demonstrate the principles and practice of effective teaching and learning.
- Be an Ed Tech visionary who understands Information and Communication Technology in a learning context across the whole curriculum.
- Be able to acknowledge excellence and challenge poor teaching.
- Be able to monitor, evaluate and review classroom practice.
- Be able to set and articulate demanding expectations.
- Be able to ensure a consistent and continuous school-wide focus on students' achievement using data and benchmarks to monitor progress.
- Be able to organise and implement an appropriate curriculum, with an effective assessment framework.
- Be able to organise and implement a pastoral policy which ensures good behaviour and maintain self-discipline at all times.
- Be resilient and positive

Developing Self and Working with Others

- Be able to foster a climate where people treat each other fairly, equitably and with dignity and respect to establish a positive school culture.
- Be able to commit to shared leadership and effective team building.
- Be able to develop and maintain effective strategies and procedures for staff induction, continued professional development and performance review.
- Be able to communicate effectively with empathy and impact.

Managing the Organisation

- Be able to establish and sustain appropriate school systems and structures.
- Be able to manage the school efficiently on a day-to-day basis to provide an efficient, effective and safe learning environment.
- Be able to make professional, managerial and organisational decisions based on informed judgements.
- Be able to produce and implement clear and costed school improvement plans to develop the school.
- Be able to manage the school's financial resources, efficiently and effectively within an agreed budget.
- Be able to recruit, retain and deploy staff appropriately.
- Be able to manage and organise the school buildings and resources.
- Be able to use a range of technologies effectively to help manage the school.
- Be able to develop and maintain appropriate student intake and admissions procedures.



Securing Accountability

- Be committed and able to establish a rigorous system of school self-evaluation.
- Be able to use a range of evidence, including performance data, to support, monitor, evaluate and improve aspects of school life.
- Be able to ensure that individual staff are accountable within clearly defined and understood parameters.
- Be able to present a coherent, understandable and accurate account of the school's performance to a range of audiences including parents.
- Be able to reflect on personal contribution to school achievements and take account of feedback from others.

Strengthening Community

- Be able to build a school culture and curriculum which takes account of the multi-cultural richness and diversity of the school community.
- Be able to ensure that the learning experiences relate to the culture of the host nation.
- Be able to ensure a range of community-based learning experiences.
- Be able to collaborate and network with other schools to improve outcomes.
- Able to build and maintain effective relationships with parents that enhance the education of the students.
- Be able to work effectively with other relevant agencies outside of school.
- Be able to develop systems which ensures that the students demonstrate high standards of behaviour and appearance when representing the school in the community.

Professional Qualities

- Fluent English speaker.
- Personal confidence and determination.
- Personal impact and presence.
- Clear presentation skills.
- Strong interpersonal skills.
- Good communication skills both orally and in writing.
- Reliability and integrity.
- Sense of humour.
- Creativity and vision.
- Ability to handle complex issues.
- Able to work under pressure and meet deadlines.
- Able to manage own time and workload.
- Able to solve problems.
- Able to delegate effectively.
- Highly organised and able to prioritise.
- Approachable.
- Displays sensitivity.
- Proficient ICT skills.
- Awareness and sensitivity to Asian culture and traditions.



Salary and Benefits

- British International School Hanoi has a 25-point leadership salary scale. New Headteachers are placed on the salary scale according to previous relevant experience and move up the scale annually. Salaries are paid in Vietnamese Dong currency free of personal income tax.
- The salary scale is reviewed annually to take account of inflation and to keep the school competitive. It will be presented at interview where it will be put into the context of life in Vietnam and the other benefits we provide for employees.
- While basic salaries in South and East Asia may not always align with those in the UK or certain other global regions, it's important to note that the cost of living in Hanoi, Vietnam, is remarkably inexpensive. Many of our teachers find that they enjoy a higher standard of living on their salaries here, allowing them to comfortably save and explore various destinations in the region.

The current benefits available for Head Teachers include:

- A generous housing allowance
- Free tuition for up to x 3 Dependent children per Head teacher's family.
- Medical insurance (including dental cover) for the Head, spouse and dependent children
- Annual return air tickets for the Head, spouse and dependent children
- A relocation allowance
- An accumulated end of service severance payment
- Health Club membership for the Head and spouse
- Use of a school car and driver
- A contract renewal incentive bonus

On behalf of everyone at BIS
Hanoi, we wish you the very
best luck in your application.





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