



THE
**ANGLOPHONE
BRITISH
CURRICULUM**
INTERNATIONAL SCHOOL

#2, Street No. 9, Khu Dan Cu Tan An Huy,
Nha Be, Ho Chi Minh City, Vietnam
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JOB DESCRIPTION

Secondary Assistant Headteacher – Students

Benefits Package: Competitive Salary, Accommodation, Medical Insurance, Annual Return Flight, Two Child School Places with discounted additional places where appropriate.

Line Managed By: Head of Secondary

SAFEGUARDING

The ABCIS is committed to safeguarding and promoting the welfare of children and young people and has developed and adopted written guidelines (Code of Conduct) for appropriate and inappropriate behaviour of adults towards children.

We expect all staff, volunteers and other third parties to share this commitment and to review and affirm that they have read, understood, and will abide by the Code of Conduct.

At our school, we use safer recruitment practice and pre-employment background checks, to maintain the highest standards of safeguarding and child safety.

Our school's practices reflect and are aligned with the written Expectations of the International Taskforce on Child Protection.

KEY DUTIES & RESPONSIBILITIES

The purpose of this position is to provide academic and pastoral leadership for students and staff in Secondary.

- Promote the schools Vision and Ethos across the school.
- Oversee the pastoral care system to ensure the wellbeing and personal development of all students.
- Act as a Designated Safeguarding Lead for Secondary.
- Oversee the effective implementation of the school behaviour policy ensuring sanctions and rewards are consistently applied across Secondary.
- Plan and coordinate the effective delivery of the PSHE curriculum including Online Safety
- Promote enrichment opportunities including academic competitions, field trips, and cultural experiences.
- Uphold high standards of behaviour, attendance, and punctuality.
- Line manage Heads of Year
- Ensure Pastoral reports are of the highest quality
- Lead on mid-year and end-of-year awards assemblies
- Managing the school MIS (TBC).
- Be willing to take responsibility for other tasks distributed as part of the Secondary Senior Management Team.
- Support recruitment, induction, and performance management for relevant staff.
- Identify and facilitate professional development opportunities linked to school priorities.
- Actively participate in the schools development cycle.
- Undertake duties as required including holiday duties on an agreed schedule
- Take on additional Whole School responsibilities as designated by the Principal
- Attend parents days, meetings and other school events as required by the Principal
- Work with the Principal to promote the school locally and internationally

PERSON SPECIFICATION

- Degree in a relevant specialism and a recognised teaching qualification.
- A minimum of three years middle management experience.
- Commitment to ongoing development of themselves and those around them.
- Experience of effective staff management, including recruitment, appraisal, and professional development.
- Excellent communication skills with students, parents and colleagues.
- An ability to adapt to varying student needs within an international school setting.
- Deep understanding of British educational standards, assessment frameworks, and inspection processes (e.g., Ofsted, BSO, COBIS).
- Have a deep understanding and commitment to the safeguarding of children
- Resilient, adaptable, and able to thrive in a dynamic, multicultural environment.
- High professional standards of integrity, fairness, and confidentiality.
- Passionate advocate for holistic education and student wellbeing.