



DWIGHT SCHOOL HANOI

Job Title: Middle School & Upper School Classroom Teacher

Reports to: As per the supervision chart

Job Overview

The Middle & Upper School Classroom Teacher teaches one or more subjects to students aged 11-18. In alignment with Dwight School Hanoi's mission of igniting the spark of genius in every student, the Classroom Teacher will offer student-centered, forward-thinking personalized learning opportunities. Classroom Teachers will demonstrate an understanding that the role of the educator goes beyond the classroom, and they will embrace the unique opportunities of being part of the team that welcomes students for the first year of learning with positive energy and adaptability.

Key Responsibilities

Supporting Students & Family:

- Facilitate the cognitive, emotional, ethical, and physical development of the students in their care.
- Provide appropriate and timely feedback on assessments and monitor student progress in their assigned grade level in order to respond to inquiries from parents and carers regarding their child's ability to achieve against the criteria of the programme.
- Use a variety of teaching strategies that engages students as inquirers and thinkers.
- Recognize that all students are individuals through the development of differentiated practice which embraces each child's "spark of genius".
- Ensure a safe and secure environment by managing student behavior, both in the classroom and on school premises.
- Undertake pastoral duties, such as taking on the role of advisor, and supporting students on an individual basis through academic or personal difficulties.
- Ensure that CAS/SAA and Community and Service (C&S) expectations are clear to students, and that these expectations are monitored as per the CAS/SAA and C&S programme.
- Liaise with colleagues and other professionals, such as Quest teachers and educational psychologists to support students with additional needs.



DWIGHT SCHOOL HANOI

- Keep parents informed about their child's progress, participating in parent-teacher-student conferences and encouraging goal-setting in consultation with students and parents.
- Prepare students for internal assessments and external examinations.
- Supervise and support final year MYP students in the development of their Personal Project and/or DP students with the Extended Essay.
- Ensure parents and students are well informed about programme developments and school activities.

Implementing the IB Middle Years Programme (MYP) & Diploma Programme (DP):

- Acquire a solid understanding of the IB programme(s) in which they teach and develop an appreciation of the role of each programme within the IB continuum.
- Provide units of work, scope, and sequence; lesson plans; learning activities; and assessments in line with the programme objectives.
- Devise and write curriculum materials that promote academic rigor and address the diversity of student language needs.
- Encourage students to become independent learners through developing the MYP/DP attitudes and transdisciplinary skills.
- Structure a written curriculum to include transdisciplinary learning, international mindedness, and cultural understanding, and encourage meaningful action in order to develop the attributes of the learner profile.
- Select and use a range of different learning resources and equipment, including ICT to prepare and deliver lessons to a range of students.
- Ensure the classroom and school environment is one that stimulates learning, including displays of student work.
- Develop assessment tools in line with the school's assessment policy, including self- and peer-assessment.
- Mark work, give appropriate feedback, and maintain records of student achievement based on the programme's criteria.
- Submit accurate and individualized reports on time, in accordance with MYP/DP requirements and school policies.
- Participate in departmental meetings with particular attention to: the collaborative planning of unit planners using managebac, the development of vertical articulation, the development of assessments, analyzing assessment data to inform teaching and learning, and curriculum review.
- Research new ideas and maintain up-to-date subject knowledge.
- Consult with the Head of Department on all matters concerning additions, substitutions, and/or changes in general to the written curriculum.



DWIGHT SCHOOL HANOI

Enhancing the Dwight School Experience:

- Agree to cover absent colleagues when requested.
- Agree to act as a PYP exhibition mentor if requested following consultation with the programme coordinators
- Maintain a professional academic relationship with colleagues and students at all times.
- Undergo regular observations and participate in regular in-service training as part of continuing professional development.
- Participate in and organize extracurricular activities, such as outings, social activities, and sporting events.
- Actively supervise students according to the duty roster.
- Contribute to the positive promotion of the MYP/DP, within and outside the school.

N.B.: These key responsibilities are not intended to be all-inclusive. MYP and DP teachers may be required to perform other related duties as required by the Head of Middle & Upper School and/or Deputy Head of School to meet the ongoing needs of the organization.

Commitment to Child Safety at Dwight School Hanoi

At Dwight School Hanoi, the safety and well-being of our students are paramount. All employees are expected to fully embrace and adhere to our Child Protection and Safeguarding Policy, ensuring a secure and supportive environment for every student.

Belonging at Dwight School Hanoi

At Dwight School Hanoi, our focus on belonging is an intrinsic aspect of our identity. Anchored in Hanoi, we admire and honor Vietnamese values. We are conscious about embedding Vietnamese culture, history, and language in the school and fostering close working relationships among all at Dwight School Hanoi.

The vibrancy of our school community is a reflection of the diverse backgrounds and experiences of our members. We endeavor not only to recognize but to celebrate these unique attributes. Equipped with insights and best practices from our global network, we aim to challenge and diminish any barriers to inclusion within our community. We champion a foundational principle: to create a safe and welcoming environment where every individual feels valued and can confidently express their authentic self each day.