



Renaissance
INTERNATIONAL SCHOOL SAIGON

Recruitment

Candidate Pack



STRATEGIC
INITIATIVES

BENEFITS

APPLICATION
PROCESS

PROFESIONAL
DEVELOPMENT

EXPERIENCE &
QUALIFICATIONS



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Message from the Head of School

Thank you for your interest in joining Renaissance International School. We are delighted to present you with this candidate pack, providing you with information about our esteemed institution and the role you are applying for.

As one of the leading international schools in Saigon, Renaissance International School is committed to providing an exceptional educational experience that nurtures growth, inspires creativity, and instills a deep love for learning. Our school spans a diverse and inclusive community of students and educators from all around the world.

In the following pages, you will find additional information that gives you a better understanding of Renaissance International School and its commitment to educational excellence. You will also find instructions on how to apply for teaching position in our school, as well as our expectations of incoming educators. Please note that specific roles may have additional job-specific requirements and preferred qualifications, which will be reflected in the corresponding job description provided during the application process. These desired qualifications and experiences are intended to guide applicants to understand the school's expectations and characteristics and align with our school's vision and mission.

We value your enthusiasm in becoming a member of Renaissance International School. We firmly believe that empowering educators nurtures the potential within each student, making education an extraordinary journey. We wish you the best of luck throughout the recruitment process and hope that together we can create an inspiring educational experience that changes lives.

Please do not hesitate to reach out if you have any further questions or require additional information. Kindly contact the Head of School's PA (haptn@renaissance.edu.vn) if needs be.

We look forward to receiving your application.

Yours sincerely,



Mark Sayer
Head of School



Teaching Internationally and Teaching *in Saigon*

Teaching Internationally

If you have never taught overseas before, you might like to consider whether you are the sort of person who is easily able to adapt to teaching in another country by considering how you would respond to the following general advice:

- Learn as much as possible about the host country in advance so that have realistic expectations;
- Anticipate an adjustment period of several months before making a decision 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 there, 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 of the new culture the same sense of urgency or availability of conveniences;
- In all things be flexible. Students enter the school throughout the year, as in all good international schools;
- Look for ways to strengthen and maintain your enthusiasm;
- Maintain a sense of humour.

Teaching in Saigon

Are you ready for an exciting teaching adventure in Ho Chi Minh City (Saigon), Vietnam? With Saigon's multicultural environment and vibrant lifestyle, along with its thriving economy and cultural diversity, you'll have the chance to make a positive impact on students' lives while enjoying personal and professional growth. Living in Saigon also provides easy access to travel opportunities, allowing you to explore the surrounding regions. Join us in Saigon for a teaching journey filled with growth, cultural exchange, and unforgettable experiences. We can't wait to welcome you!

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Saigon provides opportunities for multiple activities; be it travel, choice of cuisine or other activities that one likes to do. I also find the saving potential better here than in many other places that I have worked in.

Diploma Philosophy & TOK Teacher

About
**RENAISSANCE
INTERNATIONAL SCHOOL**



TOP REASONS

for choosing us



Competitive Salary

We offer a competitive salary structure that reflects comparable levels with other international schools.

Professional Development Opportunities

We provide regular professional development opportunities to enhance your professional experience.

Supportive Work Environment

Join a supportive and collaborative team of international educators dedicated to fostering open communication, collaboration, and innovation.

Ample Facilities

Our school is equipped with modern, well-equipped facilities to provide an exceptional educational experience.

International Community

Work with students and colleagues from diverse cultural backgrounds, fostering a vibrant and diverse learning environment.

Health and Wellness Programs

We offer health insurance, mental health support, and recreational activities to promote a healthy work-leisure balance.

Strong Parental Involvement

Encourage and support parental involvement to build meaningful relationships between educators, parents, and students.

Travel and Housing

We offer financial and administrative assistance for international candidates with visas, work permits, entry flights, relocation, and finding suitable housing options during the initial transition period.

STRATEGIC *Initiatives*

At Renaissance International School, our core values are the driving force behind our vibrant community. We strive to provide:



Exceptional Experiences

It is our belief that children only have but a short period in education. We seek to make the most of this time. All that we do for students, parents and faculty is designed to deliver exceptional experiences that provide true meaning and fulfillment, professionally and educationally.

Outstanding Educators

We celebrate diverse cultures and promote global citizenship, fostering a respectful and inclusive environment. We equally recognise the need for educators to display excellence in their teaching and learning practice.

First Class Facilities

The school is committed to constant refurbishment and enhancement of facilities to provide a safe and exciting environment, most conducive to students' development.

Unparalleled Service

We believe that all stakeholders deserve to receive levels of service that makes them proud to belong to the Renaissance International School community. Empathy and attention to detail are hallmarks of this commitment to service quality.



SCHOOL'S *Facilities*

Renaissance International School has been designed fully in line with international standards. The school has excellent purpose-built facilities which include the following:

- Spacious, modern, air-conditioned classrooms with wireless connectivity and interactive Viewsonic panels
- Combination of IT suites and student BYOD provision
- Large library containing Primary and Secondary collections; Early Years' Library
- Theatre for musical and dramatic productions
- Music suites including individual practice rooms and recording studio
- Spacious Science laboratories
- Drama studio – 'Black Box'
- Art and Design suites, with MakerSpace
- Indoor 25m Swimming Pool, large Sports Hall and Fitness Room

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The lovely, happy children at the school make the environment a place I look forward to going to and working in.

PYP Year 6 Teacher



PROFESSIONAL *Development*

At Renaissance International School, we understand the importance of continuous professional development to foster growth and keep our educators at the forefront of educational practices. Our aim is to empower our educators with the knowledge, skills, and resources they need to excel in their roles at Renaissance International School and promote effective and enhanced student learning experiences.

Workshops

We organize regular and frequent workshops that focus on various aspects of teaching and learning. Topics covered may include curriculum development, instructional strategies, assessment techniques, innovative teaching methodologies, inclusive education, and more.

Conferences

Renaissance International School encourages staff members to network and participate in conferences relevant to their areas of expertise or interest. We provide financial support, as well as time off, for educators to attend regional and international educational conferences with our affiliation bodies (CIS, EARCOS, FOBISIA, Cambridge Assessment and, of course, the IBO). These conferences offer opportunities to learn, share best practices, engage with experts, and stay abreast of the latest research and global educational trends.

In-House Training

Within any staff faculty team, there is a wealth of experience and expertise that can remain untapped and unreached. Renaissance International School offers in-house sessions, conducted by our staff members, allowing us to tailor the training to the unique needs and goals of our educators and school community.

Online Learning

We provide access to various online courses, webinars, and resources to support staff members in their continued professional growth. These resources encompass a wide range of subjects and are available throughout the year, making it convenient for educators to engage in self-paced learning and earn professional development credits.



To ensure that professional development opportunities align with our staff's needs and aspirations, we regularly seek feedback through performance management conversations, staff meetings, and individual conversations. This feedback helps us plan and organise relevant and impactful professional development activities.

We hope this additional information gives you a better understanding of Renaissance International School and its commitment to educational excellence. If you have any specific questions or need further details about any aspect, please let us know, and we would be happy to assist you.

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For those who want to develop their inquiry-based IB approach, Renaissance's culture provides a great platform for their professional growth.

PYP Year 4 Teacher



SALARY AND BENEFITS

Renaissance International School has a competitive salary structure and benefits package. The cost of living within Vietnam is such that our educators usually declare that they have a higher standard of living than elsewhere they have taught, and are still able to save and travel extensively around the region during school holidays.

The salaries are paid entirely in Vietnamese Dong, net of personal income tax – the school pays this for you. Salaries are regularly reviewed to take account of inflation and to keep the school competitive. Salaries and benefits will be presented at interview.

The current benefits available for overseas educators include:

- Furnished accommodation – the school rents good quality, spacious and conveniently located apartments on behalf of its educators or provides (at its own discretion) a housing allowance to assist with rent. Educators may decide in time to put this allowance towards a property with a higher rent, if they so wish. In the first year of an initial contract, staff will be housed in apartment sourced by the HR department. Thereafter, individuals may move to alternative accommodation in the location of their choice;
- Two children per educator, educated free of charge, up to a total of 4;
- Health insurance for educator, spouse and all dependent children;
- Annual return air tickets for the educator, spouse and all dependent children;
- A settling-in allowance;
- Severance payment, based on the number of years of employment;



APPLICATION *Process*

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It's a privilege to be a part of this community, where professional growth is nurtured, and where the genuine warmth and camaraderie of my team make the job enjoyable.

PYP Year 6 Teacher

Who are we *looking for?*

Essential

- A university degree and internationally recognised teaching qualifications
- A minimum of 3 years teaching experience in a relevant IB programme
- A proven record of successful leadership, if applying for a management and leadership role

Desirable

- Previous international experience
- Prior experience of working in a dual language environment
- Experience of Cambridge IGCSE teaching for Secondary posts
- Competence and confidence with IT in the classroom

Professional Qualities Sought

- School comes first during term time
- A positive and professional approach to school life
- Deep pride in the quality of their work
- Positive role models
- Committed to the students
- Fluent English speaker
- Good IT skills
- Awareness and sensitivity to Asian culture
- Personal confidence and determination
- A willingness to go the “extra mile”
- Strong interpersonal skills
- Good communication skills, both orally and in writing
- Positive and flexible attitude
- Accepting of responsibility
- Reliability and integrity
- Appearance – looking and acting professionally
- Sense of humour
- Creativity and vision
- Able to work under pressure and meet deadlines
- Able to manage own time and workload
- Highly organised and able to prioritise



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The Senior Leadership Team are very approachable. They trust, support and guide every one of us in an extremely positive and constructive manner.

PYP Year 4 Teacher



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I have been given so many opportunities to grow as an IB educator and I am grateful for the room I am given to be creative

MYP Science and Maths Teacher



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Everyone treats each other kindly, and as a family unit, we get on well. We collaborate on many school activities and foster care and attention for our students and our alumni, who feel a great sense of belonging, we share each other's cultures and often celebrate our differences, so we are happy working together.

Diploma Chemistry and Science Teacher

How to Apply?

If you are interested in any of our vacancies and you feel you can inspire our students, please apply for your desired vacancy on the Search Associates and Schrole portals or through adverts on the TES. You will need to upload a letter of application and a detailed CV, which must include a recent professional photograph and the contact details of two educational referees. It is important to note that in line with our Safer Recruitment Policy, your referees should come from different institutions.

Closing date for applications is **2nd February 2024**, although we reserve the right to pursue good applications as soon as we are ready to do so.

We will also conduct interviews in Ho Chi Minh City at our school, for those living locally in the city, or at various job fairs or online, as appropriate.

Further information of vacancies can be obtained from our website at www.renaissance.edu.vn/contact-us/careers or from our recruitment platforms.

Please do not hesitate to reach out if you have any further questions or require additional information.

Contact

Ms. Ha Pham – Personal Assistant to Head of School

Email: haptn@renaissance.edu.vn

Telephone: (+84) 28 3733 3171





RENAISSANCE INTERNATIONAL SCHOOL SAIGON

- A 74 Nguyen Thi Thap, Binh Thuan Ward, District 7, HCMC
- P (028) 3773 3171
- W www.renaissance.edu.vn

